



**2011—2012
Student Handbook**

Property of: _____

Phone #: _____

Email address: _____

In case of emergency, please notify:

Name: _____

Phone #: _____

NORTHWOOD UNIVERSITY
1114 W FM 1382
CEDAR HILL, TX 75104
(972) 291-1541

This Handbook is compiled and published by Student Services.



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STUDENT RESPONSIBILITY FOR ALL RULES AND REGULATIONS

The student must become familiar with the academic and other policies, curriculum requirements and associated deadlines as outlined in the course catalog, whether hardcopy or posted to the university web site. The academic staff will advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies related thereof.

It is also the student's responsibility to actively utilize their Northwood University email and the university web site as it tends to be a major communication resource and is often our primary communication with our students.

NOTIFICATION OF NON-DISCRIMINATION

Northwood admits students of any race, color, sex, national or ethnic origin, or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at Northwood. It does not discriminate on the basis of race, color, sex, age, national or ethnic origin, or handicap, in administration of its educational policies, admissions policies, scholarships, and loan programs, employment of the faculty, and other administered programs as specified by federal laws and regulations.

Any inquires concerning the application of these federal laws and regulations may be referred to the Provost Office of the University.

NOTES



Dean of Students will confer with the Provost to discuss the facts of the case, the sanctions and the previous decisions made by the original agent, and the Board. The Dean of Students will then inform the accused student, in writing, of the University's final decision in that specific case.

DISCIPLINARY RECORDS

Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Disciplinary actions are recorded in a personal file and do not appear on a student's transcript. Records are destroyed two years following the student's graduation from the University or two years after a student is no longer attending the University. Records are kept confidential and will not be released to outside investigative agencies unless the student releases in writing his/her permission to do so. Students must be alerted, however, that should they drop out of the university, and at a later date wish to apply for readmission, any disciplinary action that appears on a record will be one determining factor on whether the student will gain re-entry to Northwood University. Students should also be alerted that in most cases parents will be notified of disciplinary actions.

WELCOME TO NORTHWOOD UNIVERSITY

My colleagues and I are proud of our university and honored that you have chosen to be a part of the Northwood family. Ours is a unique institution and educational experience. Northwood University was founded on a set of beliefs and values that overall, favor a society based on the unchanging values of individual choice, individual effort, and individual responsibility. We endorse free enterprise and the competitive market for ideas and things as a way to ensure that. To that end, this handbook will be one of the many tools that you will be able to utilize in order to help you fully develop academically and socially during your pursuit of a degree.

Northwood believes that education is never something that one person can do to another. It is, rather, something two or more people do together. This means that an educational institution is, primarily, a facilitator of knowledge. Northwood University serves this function by bringing together a unique collection of people, who can change students' lives. Use this handbook to familiarize yourself with some of the people, places and events that will prepare you for both the opportunities and challenges that await you in and outside of the classroom.

This handbook provides the individual student, an opportunity to be knowledgeable and educated and to use the resources provided by Northwood University to its fullest. The Northwood Idea is all about the process of change and the challenging and rewarding experiences that await you. We thank you for making an investment in yourself by selecting Northwood University.



Dr. Kevin Fegan
Provost, Texas Campus



CAMPUS PHONE DIRECTORY

ACADEMICS

Dr. Jane Konditi, Academic Dean
Hopkins Building.....ext. 5411

ACADEMIC ADVISING

Academic Counselor
Lambert Building.....ext. 5465

ACTIVITIES & ARTS

Gaubert Student Activities Center.....ext. 5401

ADMISSIONS

Silvia Correa, Admissions Director
Swalwell Student Union.....ext. 5451

ATHLETICS

Jack Allday, Athletic Director
Fitness Center.....ext. 4478

ATHLETIC TRAINER

Rachel Crampton, Athletic Trainer
Fitness Center.....ext. 5440

BOOKSTORE

Ruth Campos, Bookstore Manager
Swalwell Student Union.....ext. 5416

BUSINESS OFFICE

Dollie Pope, Business Manager
Lambert Commons.....ext. 5432
Heidi McGuire, Accounting Clerk
Lambert Commons.....ext. 5460

CAREER SERVICES

Evgeniy Gentchev, Director Career Services
Butler Building, Ste. 102.....ext. 5452

COMPUTER LAB

Hopkins Building.....ext. 5446

DEAN OF STUDENTS

Michael Anguiano, Dean of Students
Butler Building, Ste. 102.....ext. 5408

EXCEL/STUDENT GROUPS & ORGS.

Butler Building, Ste. 102.....ext. 5408

FINANCIAL AID

Financial Aid Director
Lambert Commons.....ext. 5479

FOOD SERVICES

Joel Branch, Sodexo Manager
Lambert Commons.....ext. 5435

HEALTH SERVICES

Kathy Bowles, R.N., Campus Nurse
Knights Courts Dorm 21.....(972) 746-7915

INFORMATION TECHNOLOGY

Sunny Kukreja, IT Director
Swalwell Student Union.....ext. 5462

INT'L STUDENT ADVISOR

Rene Rojas, International Student Advisor
Lambert Commons.....ext. 5465

LIBRARY

Kaethryn Duncan, Library Director
Hach Library.....ext. 5436

PROVOST

Dr. Kevin Fegan, Provost Texas Campus
Lambert Commons.....ext. 5449

REGISTRAR

Patty Soper-Shaw, Registrar
Lambert Commons.....ext. 5459
Vanessa Walker, Data Management & Academic Counselor
Lambert Commons.....ext. 5471

SECURITY

Angela McGill, Director Housing & Security
Butler Building, Ste. 102.....ext. 5464
Guard Station.....ext. 5442

STUDENT SERVICES

Butler Building, Ste. 102.....ext. 5408

STUDENT SUPPORT CENTER

Knight Court Dorm 21.....(972) 746-7915

JUDICIARY PROCESS FOR APPEALS

The judicial process at Northwood University is a formal method to resolve disciplinary matters. Although most student infractions are dealt with on a one-to-one basis, there is a provision for a more formal hearing through an appeals system. All disciplinary matters begin with a complaint filed in the Student Services office located in the Butler Building, suite 102, by any member of the community (Northwood and/or the Cedar Hill community at large). Each complaint is investigated and, if formal disciplinary action is deemed necessary, then the student or group responsible for the infraction(s) will be notified that such action is being taken by a specified staff member of the Student Services office.

CONTACT INFORMATION

Michael Anguiano, Dean of Students
(972) 293-5408
Butler Building, Suite 102
Monday—Friday, 8:30 am to 5:00 pm

GENERAL APPEALS

The Dean of Students and/or Student Services staff will hear cases involving:

1. Any infractions that are not categorized as residence hall, security or safety.
2. Any major infraction caused by a Greek organization or any other club or organization on campus that cannot be resolved through Student Government Association's Judiciary Board. (Recommendations for sanctions will be made to the Dean of Students by the faculty advisors and the Student Government Association.)
3. All off-campus infractions as reported to the Student Services office. For example, if the Cedar Hill City or County law enforcement agencies are called to quiet a disorderly party hosted by Northwood students, the officers who tend to the disturbance will alert the Student Services office, and the Dean of Students will then hear the case and determine the sanctions most appropriate for the severity of the infraction.

UNIVERSITY JUDICIAL APPEALS BOARD

When, and/or if, the accused is dissatisfied with the sanctions imposed upon him/her by the specific Student Services staff member, she/he may wish to have the matter heard by the University Judicial Appeals Board. The Board consists of representatives from staff, faculty, student body and ex-officio member, Dean of Students, who has no voting privileges, but who will serve as a consultant to interpret policies and procedures of the University. The chairperson, elected by the Board, will direct the hearing. Appeals to the Judiciary Appeals Board must be made in writing within seven days after the original hearing with the Dean of Students.

Appeals may be of two types:

1. Appeals seeking a re-examination or review of the facts or procedures, or,
2. Appeals seeking a re-examination or review of the penalties or sanctions. The Board will rehear the case with involved parties present at the hearing, and then, based on their interpretation of the facts and/or sanctions, the Board may:
 - A. Confirm the original decision.
 - B. Reduce the sanction(s) originally imposed at the initial hearing with the first agent.

FINAL APPEALS

The Board will prepare a written statement to the Dean of Students of its decision. Should the student be dissatisfied with the Board's decision, s/he has one final appeal process. The student may submit an appeal in writing to the Dean of Students, no later than seven (7) days after the Board's decision. The



IMPORTANT TELEPHONE NUMBERS

NORTHWOOD UNIVERSITY

1114 W. FM 1382
Cedar Hill, TX 75104
(972) 291-1541

EMERGENCY, FIRE, POLICE

(9) 911

NON-EMERGENCY

(972) 223-6111

CEDAR HILL FIRE DEPARTMENT

(972) 291-1011

POISON CONTROL

1-800-222-1222

RAPE CRISIS CENTER OF DALLAS COUNTY

4811 Harry Hines Blvd.
Dallas, TX 75235
(214) 590-0430

BRIGHTER TOMORROW'S

Women's Resource Office
1015 S. Belt Line Road
Grand Prairie, TX 75051
(972) 263-0506

CENTER FOR DOMESTIC & SEXUAL VIOLENCE

1-800-799-SAFE

CRIME STOPPERS

(214) 373-8477 or
1-877-373-8477

LIST OF LOCAL PHYSICIANS & HOSPITALS

CHARLTON METHODIST HOSPITAL

3500 W. Wheatland Rd.
Dallas, TX 75237
(214) 947-7777

METHODIST FAMILY HEALTH CENTER

Dr. Jaclyn Ganacias
325 Cooper Street, Ste B
Cedar Hill, TX 75104
(972) 291-7863

DR. MIKE WILLIAMS

513 Straus Road, Ste. A
Cedar Hill, TX 75104

DR. ASHOK PATEL

500 N. Highway 67
Cedar Hill, TX 75104
(972) 291-4289

CareNOW—Cedar Hill

345 N. Highway 67
Cedar Hill, TX 75104
(972) 956-3000

PrimaCare—Cedar Hill

642 Uptown Blvd.
Cedar Hill, TX 75104
(972) 414-1821

DENTIST

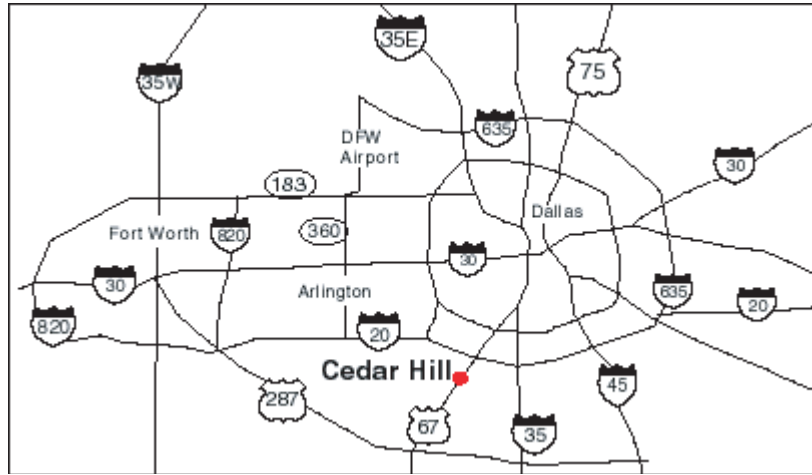
Glenn Clark, DDS & Brian G. Clark, DDS
211 W. Beltline Rd.
Cedar Hill, TX 75104
(972) 291-4282

Texas Campus Crime Statistics Web Site

<http://www.northwood.edu/tx/security/crimestats.html>



REGIONAL MAP



TRANSPORTATION

The Dallas/Fort Worth Metroplex enjoys an excellent system of interstate highways and secondary arteries.

Fifteen percent of the U.S. buying power or 41,000,000 people in 79 major markets can be served overnight from the Cedar Hill - DFW Metroplex area. Truckload delivery to almost any city in the country can be achieved within 48 hours.

HIGHWAYS

- U.S. 67 (4 lane w/ service roads) w/ access to I-20 to the North & U.S. 287 to the South
- FM 1382 (4 lane) also provides access to I-20
- IH 20 (Shreveport - 3 hours to the East; El Paso - 10 hours to the West)
- IH 35 (Oklahoma City - 4 hours to the North; Austin - 3.5 hours to the South)
- IH 45 (Houston - 5 hours to the South)

RAIL LINES

- Burlington Northern - Santa Fe

AIRPORTS

- D/FW International Airport: 35 minutes (approximately 30 miles) from Cedar Hill.
- Love Field 30 minutes (approximately 25 miles) from Cedar Hill

PUBLIC TRANSPORTATION

Dallas Area Rapid Transportation System (DART) provides a Park and Ride located at Hwy. 67 and Hampton Road. The Red Bird Transit Center provides services throughout downtown and connecting services to the Dallas Metroplex. Taxi service is also available in Cedar Hill for transportation to Dallas/Ft. Worth Airport and other places in the Metroplex.

APPEAL PROCESS



CITY OF CEDAR HILL

COMMUNITY PROFILE

Cedar Hill is located in southwestern Dallas County in an area also known as "The Best Southwest" region. The region includes the surrounding cities of Duncanville, DeSoto, and Lancaster. There is convenient access to I-20 and U.S. Highway 67. Many of the residents of Cedar Hill commute to and from employment in Dallas and Fort Worth.

HISTORY

Cedar Hill is the oldest organized community in Dallas County and was once the temporary county seat. Located along the Old Chisholm Trail, the town was one of the first in north central Texas to be serviced by railroad. The city became a center of commercial activity for early settlers, cowboys, and nearby farming households.

Settlement began in 1841 when the Congress of the Republic of Texas authorized W.S. Peters to locate colonists in the north central part of the Republic. In 1845, new settlers from Illinois came to Peters' Colony and settled in southwest Dallas County. This area provided the settlers with cooler temperatures than neighboring Dallas as it was the highest point between the Red River and the Gulf Coast. Because of the elevation and nearby cedar brakes, the settlers named the area Cedar Hill.

In 1847, one of the first wagon trains to the Cedar Hill area brought Milton Merrifield and his five married sons and their families. They bought land from the Trinity River to Beltline Road. On October 5, 1854, Milton Merrifield and his wife, Margaret, donated 2 acres (situated north of Beltline Road on Old Cedar Hill Road) for the Cedar Mountain Church house of worship. There were five graves there, believed to be of the Hart Family. In 1856 a tornado destroyed the community, leaving only 2 houses. The Merrifield family moved into a log cabin on the Castleman property until their house was built.

Other early wagon trains brought the families of Hart, Penn, Rape, Anderson, Stewart and White. On March 30, 1881, the Chicago, Texas and Mexican Central Railroad paid \$100 for land through the Merrifield property. With the coming of the railroad, the community prospered and grew in size. It is believed that the town square, owned by the Hart family, was laid out by a railroad official. Cedar Hill is the second oldest community in the county seat and lost to Dallas for the county seat by one vote.

GROWTH & DEVELOPMENT

Today, the population in Cedar Hill is 45,000. The Best Southwest area is experiencing a consistent growth rate. Cedar Hill is a premier City with distinctive character where families and businesses can flourish in a safe and clean environment.

As the "Hill country of the metroplex," Cedar Hill offers unique topography and our community enjoys many natural amenities like Lake Joe Pool and beautiful, family-friendly parks.

Successful retailers have made Cedar Hill a major shopping, dining and entertainment center for southwest Dallas county and surrounding areas.

CAMPUS MAP

NORTHWOOD UNIVERSITY
1114 W FM 1382
Cedar Hill, TX 75104
(972) 291-19541

CAMPUS FACILITIES

Sports & Recreation

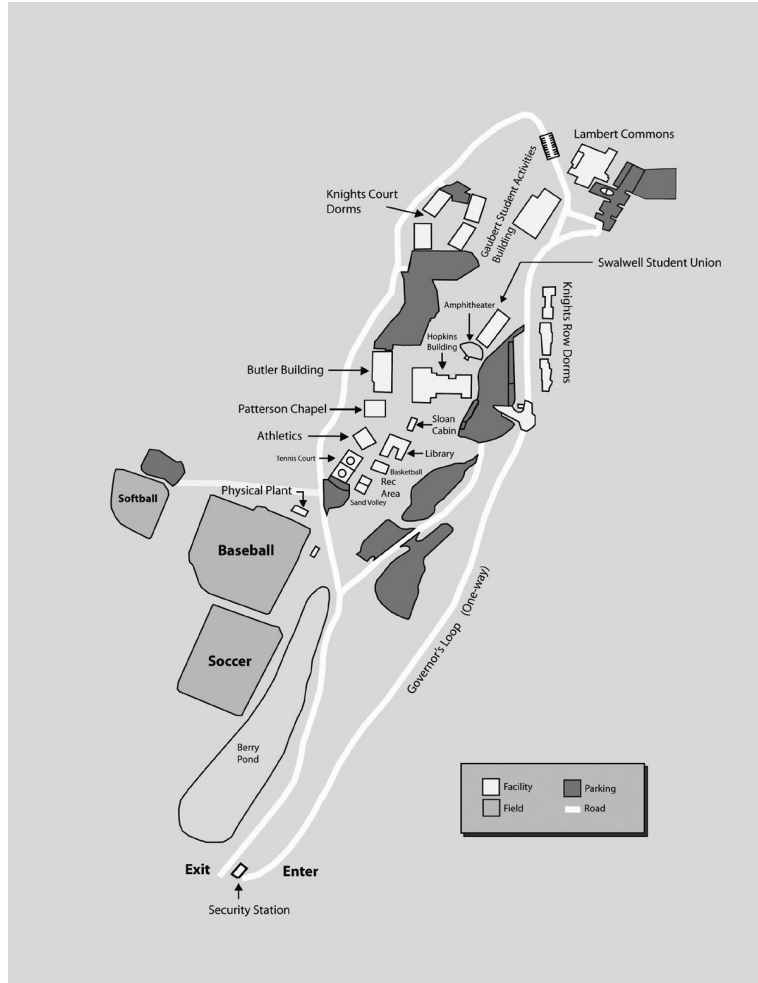
Baseball Field
Basketball Court (outdoor)
Butler Deck
Hopkins Deck
Gaubert Student Activities Center
Gerry Garza Memorial Trails
Athletic Facility
Solarium/Atrium
Sand Volleyball Court
Soccer Field
Softball Field
Swalwell Student Union
Tennis/Basketball Court

ACADEMIC BUILDINGS

Butler Academic Building
Hach Library
Hopkins Academic Building
Lambert Commons
Patterson Memorial Chapel
Sloan Cabin

STUDENT HOUSING

Knights Row Residential Area—Men's & Women's Single Units
Knights Court Residential Area—Men's & Women's Units
Knights Cove Residential Area—Men's & Women's Units



ADDITIONAL INFORMATION

1. Habitual violations and repeated offenses may result in suspension or revocation of campus vehicle registration and driving privileges.
2. Any student who has more than three unpaid traffic fines may be required to appear before the Dean of Students who may impose any of the sanctions available in addition to the traffic fine.
3. If your vehicle is illegally parked, or has accumulated several violations, it may be towed at your expense. You should be aware that towing agencies generally will accept only cash as payment. Northwood accepts no responsibility or liability for any damages from towing. No grades or transcripts will be sent until all fines are paid.
4. The school may add or delete specific violations as the circumstances warrant.

FINES AND PENALTIES

Standing violations will generally incur a fine of from \$15.00 to \$100.00. Moving violations will generally incur a fine of from \$50.00 to \$100.00. Driving under the influence will incur a monetary fine and additional sanctions will be imposed by the Dean of Students. Failure to comply with the directions given by any Security Officer or staff member will also incur a fine. Fines and sanctions for violations which risk the safety of individuals will be determined by the Dean of Students.

SPEEDING, RECKLESS & CARELESS DRIVING VIOLATIONS

1. First violation equals a warning and fine.
2. The second violation will be cause for campus driving privileges to be suspended for a specific length of time and a fine.
3. Third violation will be cause for a one-week suspension from classes, housing, and a fine.
4. A fourth violation may be cause for dismissal from Northwood.

APPEAL

Any traffic violation is subject to ticketing by any member of the adult or student security staff. If the accused disagrees with the imposed ticket, he/she may appeal immediately to the Director of Security. An appeal may be scheduled with the Director of Security within seven (7) business days of the violation or the ticket and fine will be processed as stated. After seven (7) business days, all appeals must be made through the Judiciary Appeals process with the Dean of Students and the Appeals board. Appeals will be heard during weeks eight (8) and sixteen (16) of each term as necessary.

PAYMENT

All fines are charged to the student's account. Payment of fines should be made at the Business Office. No grades or transcripts will be sent until all fines are paid.



of Security and the Dean of Students. A physician must certify physical disabilities. Time conflict between classes and employment is not considered a valid reason for special privileges. Students shall not pick up and return individuals, or load and unload personal belongings from the street area, except on the first and last days of a term.

All accidents occurring on Northwood property must be reported to the Dean of Students and the Security Officer. The University and its employees assume no responsibility or liability for loss or damage to vehicles.

No major vehicle repairs shall be made on campus property.

No passing is allowed on Governor's Loop.

All cars on campus are subject to the posted speed limit.

All cars must stop at ALL STOP SIGNS.

When the gates are closed at the entrance, all cars must stop at the main gate for identification. The gate security guard may refuse to admit cars and has the right to search cars at any time. Northwood University reserves the right to suspend campus parking and/or driving privileges.

PROHIBITED MOTOR VEHICLES

The following are prohibited on the Northwood campus: go-carts, RV's, hot rods, drag strip racers, modified stock cars, or any vehicle equipped for other than normal highway transportation. Automobiles with faulty exhaust systems, which cause excessive noise, are also prohibited. Mo-peds (as technically defined) may, for energy saving reasons, be ridden to campus. Mo-ped riders must use the street only. A mo-ped is a two- or three-wheeled vehicle which has a motor (gasoline or electric) with no more than 55cc piston displacement; not more than 1.5 brake horsepower; and a bicycle-type pedaling system; plus a top speed of no more than 25 MPH on level surfaces.

MOVING VIOLATIONS

1. Driving at speeds in excess of 15 miles per hour in populated areas of campus.
2. Reckless driving and/or operation of a vehicle under the influence of alcohol or drugs.
3. Driving on sidewalks, grass plots, utility roads, or any place which will create a safety hazard or damage to landscape.
4. Failure to stop at a stop sign or gatehouse or obey other traffic controls.

STANDING VIOLATIONS

1. Parking on sidewalks, grass plots, or any place which will destroy the landscape of the campus, or which will create a safety hazard.
2. Parking in fire lanes, in front of Hopkins, Butler or Lambert Commons or in clearly marked no parking areas.
3. Parking in those spaces reserved for visitors, handicapped and Northwood employees is specifically prohibited.
4. Parking in such a way as to use more than one space.
5. Failure to obey all properly posted parking signs.
6. Disabled and unregistered vehicles may not be left on the campus. Disabled and unregistered vehicles will be towed away at the owner's expense after seven (7) consecutive days or more unless special permission is granted by the Dean of Students due to extenuating circumstances.
7. No student vehicle may remain on campus, including student parking lots, from the end of summer sessions to the week before Fall term begins without advance permission from the Director of Housing and Dean of Students.

MISSION STATEMENT

To develop the future leaders of a global, free-enterprise society.

CORE VALUES STATEMENT:

WE BELIEVE IN:

- the advantages of an entrepreneurial, free-enterprise society
- individual freedom and individual responsibility
- functioning from a foundation of ethics and integrity
- promoting and leveraging the global, diverse and multi-cultural nature of enterprise

CORE PURPOSE STATEMENT:

To develop leaders, managers and entrepreneurs with the skills and character to drive personal, organizational and societal success.

OUTCOMES:

A university education is more than the courses offered and the experiences made available. It is the architecture of those elements designed to create defined results. As a learning community, we focus our efforts to the accomplishment of twelve outcomes, which become characteristics our graduates share.

1. Understand the tradition of freedom.
2. Have a broad practical understanding of their chosen field.
3. Are familiar with the ideas driving enterprise leaders.
4. Communicate effectively in speech and writing.
5. Understand complex global issues.
6. Have a constant attraction to new ideas.
7. Can explain their personal values.
8. Understand the aesthetic, creative and spiritual elements of life.
9. Are effective self-evaluators.
10. Are action oriented.
11. Are skilled at detecting and solving problems.
12. Seek lifelong education.

CODE OF ETHICS

The community of students, faculty, and staff of Northwood University affirms this code of ethics as the behaviors that advance our shared values:

INTEGRITY

In all our actions we shall be guided by a code of behavior which reflects our values, unimpeded by circumstance, personal gain, public pressure, or private temptation.

RESPECT

We will treat all others with consideration for their circumstances and with thoughtful regard for their value as human beings.

HONESTY

We will embrace truthfulness, fairness, probity, and demand the absence of fraud or deceit in ourselves and others with whom we act.

RESPONSIBILITY

We will be accountable for the care and welfare of others and responsible for the intended and unintended consequences of our actions.

FREEDOM

We will exercise personal freedom while insuring others be immune from arbitrary interference on account of condition or circumstance, insuring that freedom will be constrained only by our responsibility for its consequences.

EMPATHY

We will endeavor to understand the feelings, thoughts, and notions of others in order that compassion and fairness of our actions may result.

SPIRITUALITY

We will seek the spiritual development necessary for our happiness and growth and encourage an environment that supports this growth for all.

ACHIEVEMENT

We will exercise our skills to create high achievement and applaud the high achievement of others.

3. All vehicles must be registered by the Friday of the first week of classes at the beginning of the academic year. The parking permit application must be filled out online. The parking permit sticker must be obtained from Student Services, located in the Butler Building, suite 102, after the application is submitted.
4. A parking permit must be purchased for \$40 per school year beginning fall term. Students beginning school spring term pay \$20. A parking permit application must be filled out online through Blackboard, WebAdvisor, Students, Texas Campus Business Office Forms, Car Permit Form. Permits expire and require renewal in July of each year. Failure to register a vehicle will result in a fine.
5. If more than one car is being used, another form and permit is required plus an additional \$10 is needed for each additional vehicle. Only one vehicle is allowed on campus at a time.
6. Permits must be displayed on the front windshield of the vehicle above the registration and inspection stickers. The permit must be clearly visible. If not visible, a non-negotiable fine may be assessed.
7. A student requesting a new permit due to loss of the original will be charged a \$10 replacement fee. Vehicle or license plate numbers changes must be reported to Student Services.
8. Permits are not transferable from one vehicle to another or from one student to another. If the vehicle is sold, it is the responsibility of the registrant to remove the permit and obtain a new permit from the Business Office for the new vehicle. However, fines may continue to be charged if the permit displayed on a vehicle is not registered for that vehicle.

PARKING

1. No motor vehicles may be driven or parked on lawn areas or sidewalks. Driving is permitted only on campus streets and appropriate parking lot areas. Parking is permitted only in permit-authorized parking lots. No parking is permitted on streets, driveways, delivery areas, grassy areas or any other area not specifically marked as a legal designated parking lot area.
2. No students, faculty, or staff are permitted to park in the designated visitor sections.
3. Students who do not honor the parking and driving regulations will have their cars ticketed and/or booted and/or towed.

The Director of Security may impose such sanctions as a warning, fine, restitution, special assignment, suspension of vehicle on campus, and/or may recommend to the Dean of Students suspension or dismissal from Northwood if a more serious traffic offense occurs.

In the case of all other security and safety infractions (e.g., theft) the Director of Security will impose such sanctions as a warning, fine, restitution, special assignment, and/or may recommend to the Dean of Students suspension or dismissal from Northwood.

A Security/Safety brochure providing a general description of safety/security policies, programs and crime statistics as well as a brochure on general parking rules is available upon request in the Student Services department located in the Butler Building, suite 102.

MOTOR VEHICLES

Motor vehicle regulations can be maintained only with the cooperation and support of all campus drivers. The basic purpose of the regulations is to provide order and protection for individuals and property. Observance of University regulations will ultimately benefit all of the campus community. If each individual will take personal responsibility for his or her actions, traffic violations and damage to university and personal property will be kept at a minimum.

A student shall not possess or operate a vehicle on Northwood University without having first registered it and having the permit properly displayed. The student registering a vehicle shall be responsible for its operation.

Requests for privileges not granted by these regulations are to be submitted in writing to the Director

FAILURE TO COMPLY

Any student failing to comply with a disciplinary decision within the designated period will have a transcript and registration hold placed on the student's academic record. The Provost will make the final decision on this penalty.

GUIDELINES FOR ASSIGNING PENALTIES

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses, the following guidelines have been set:

1. The Director of Security, Director of Housing and/or Dean of Students/Provost will determine penalties and fines for a major violation.
2. The Director of Security, Director of Housing and/or Dean of Students will determine penalties for a flexible violation.
3. Penalties for a minor violation may be a warning, a fine, restitution, or disciplinary probation.
4. Any student convicted of a felony may be suspended.
5. Replacement, repairs and labor costs are additional to assessed fines.

PENALTY FOR ILLEGAL OFF-CAMPUS PARTIES

Northwood does not approve of disturbing the peace in residential neighborhoods. Students living in off-campus housing are asked to respect their neighbors by not having loud, disorderly parties. Should a party occur and local authorities are called to quiet and control the scene, the residents/sponsors of the party will meet with the Dean of Students and disciplinary action will be initiated.

Off-campus arrests for law violations will be brought to the attention of the Dean of Students who will evaluate each case as to the severity of the alleged crime. Parents will be informed. The Student Service's office will take appropriate action.

1. Off-campus parties resulting in a police department being called:
 - First Offense: Disciplinary probation (10 weeks)
 - Second Offense: Suspension (The parents of the individual hosting the party will be notified)
 - Third Offense: Dismissal
2. Off-campus parties resulting in an arrest of a Northwood student:
 - First Offense: Disciplinary probation (10 weeks)
 - Second Offense: Suspension/Dismissal
3. Illegal, off-campus parties resulting in serious physical injuries or accidents to students attending the party:
 - The Dean of Students will confer with the Provost and evaluate the situation.
 - The parents of the individuals hosting the party will be notified.
 - Appropriate disciplinary actions will be taken if ANY university rules regarding parties have been violated.

TRAFFIC REGULATIONS

Generally, traffic violations are handled through traffic tickets. However, continued violations may result in further disciplinary actions by the Dean of Students.

General regulations:

1. All automobiles, motorcycles, motor scooters, mo-peds and other motorized vehicles, parked on Northwood property, by both resident and commuter students, must display a valid parking permit issued by the Business Office.
2. All students using a car, regardless of ownership, must register the car if it is to be parked on Northwood property. No student may register a vehicles for another student or non-student.

FINES

The staff in the Student Services office may impose fines. The fines shall be no less than \$5 depending upon the degree of the infraction. All payments are to be made to the Northwood University Business Office. Failure to pay the fine will result in imposition of more severe penalties.

SPECIAL ASSIGNMENTS

In special cases, such as alcohol, drug abuse, or emotional instability, students with infractions may be assigned a special task, or be assigned to a special counselor for rehabilitative purposes. Failure to complete a special assignment will result in the imposition of more severe penalties.

DISCIPLINARY PROBATION

A student placed on disciplinary probation will enter into a contract drawn between the University and the student.

SUSPENS FROM NORTHWOOD HOUSING

The student loses the privilege of living in, or visiting anyone in, Northwood housing for a specified length of time, after which time the student is allowed to reapply and may be admitted if space is available.

EXPULSION FROM NORTHWOOD HOUSING

The student permanently loses the privilege of living in, or visiting anyone in, Northwood Housing.

SUSPENSION FROM NORTHWOOD UNIVERSITY

The student is suspended from Northwood University for a specified length time after which he/she is allowed to return by applying for readmission. The Dean of Students may recommend suspension to the Provost who is the only official empowered to actually suspend any student.

Suspension may mean:

1. The parents will be notified.
2. The student may be asked to leave campus immediately for the rest of the semester or part of a semester.
3. The student may be allowed to complete the immediate semester and be asked to leave campus the following semester.
4. The student may be asked to attend another college during the suspension interim and maintain a 2.0 GPA. This allows students a chance for an uninterrupted education and an opportunity to gain perspective of other educational programs.
5. If the student is allowed to take correspondence courses from Northwood University, they:
 - A. Must confer with the Dean of Students and the Dean of Academics.
 - B. Must setup a program with the Registrar with the conditions set by the Academic Dean.
 - C. Must make payment in the Business Office in Lambert.
 - D. May not transfer to another Northwood campus (Michigan/Florida) while on suspension, unless special arrangements are made.

DISMISSAL

The student loses the privilege of attending Northwood University as a student and is permanently separated from Northwood University. The Provost must review and make the final decision on any expulsion penalty.

FLEXIBLE VIOLATIONS:

Flexible violations are those which may be considered to be either major or minor depending on the circumstances involved in each case.

- Non-compliance with an official request
- Dangerous practices including use or possession of fireworks
- Destruction of property
- Disorderly conduct
- Drug or paraphernalia possession
- Falsification of official information
- Fire drill and false alarm
- Tampering with fire fighting equipment
- Hazing
- Misappropriating Northwood University property
- Obscene conduct
- Off-campus parties that result in underage drinking and/or police involvement
- Personal abuse
- Projectiles
- Violation of Housing regulations
- Unauthorized use of Northwood University property or documents
- Burning candles or incense in the dorms
- Alcohol & Drug Abuse
- Unauthorized entry
- Smoking

MINOR VIOLATIONS

Student Services staff will determine Minor violations penalties:

- Motor vehicles
- Littering
- Posters
- Soliciting, selling, surveying and publicizing

Northwood University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of Northwood to make a reasonable attempt to inform the student body of any change in, or addition to, the current policies and regulations, and to indicate whether an infraction of the policy is to be considered a major or minor violation.

PENALTIES

Any student found guilty of violating any of the regulations or policies of Northwood University may be subject to one or more of the following penalties.

WARNING

Generally, students are given but not entitled to a warning on the first offense unless that offense is a major violation. The student must report to the Student Services Office. The student may be asked to telephone his/her parents from this office to alert the parents of the disciplinary actions.

ADMINISTRATIVE OFFICES

ADMISSIONS

The Admissions Office serves as the liaison between prospective students and various offices at the university. It is responsible for the marketing of the University's traditional, adult degree program, and graduate programs and working with potential new students prior to enrollment. Many opportunities exist throughout the year to assist in the recruitment process. Please see the Admissions Office in the Swalwell Student Union if you would like to get involved.



Sylvia Correa
Admissions

LOCATION

Swalwell Student Union

CONTACT INFORMATION

Phone: (972) 293-5400

Email: txadmit@northwood.edu

HOURS

Monday—Thursday, 8:30 am to 6:00 pm

Friday, 8:30 am to 5:00 pm

Saturdays (during academic year), 10:00 am to 2:00 pm

BUSINESS OFFICE

The Business Office Services:

- Apply payments on student account
- Advise students on payment options
- Add additional money on student card
- Answer billing questions about student's statement
- Pick up work study checks
- Issue financial aid refund checks
- Pay for postage
- Send faxes
- Student ID Card
- Mailroom Service



Dollie Pope
Business Office

LOCATION

Lambert Commons

CONTACT INFORMATION

Phone: 972-293-5432

Fax: 972-293-3824

Email: txbusoff@northwood.edu

OFFICE HOURS

Monday-Thursday 8:30am - 6:00pm

Friday 8:30am - 5:00pm

PAYMENT DUE DATE

Students must validate their schedule by the due date to avoid having their classes dropped. Validation is obtained by submitting payment, setting up a payment plan, and/or submitting all required financial aid paperwork. All forms of payment must cover semester charges. This process is conducted prior to each semester start. Due dates are indicated on the semester invoice.

WEBADVISOR SERVICES

<http://My.northwood.edu/WebAdvisor/student/financialinformation>

- [My Account Statement](#)
 - Itemized statement of charges, payments and financial aid
- [Make a Payment](#)
 - Students can make payments on their account with e-checks or credit cards (MasterCard, Discover and American Express)
- [Bank Information](#)
 - Students sign up to have their refunds directly deposited into their bank account. To assure timely processing of refunds a credit balance form must be on file.
- [Business Office Forms](#)
 - Frequently used forms such as Address Confirmation, Car Permit, NU Bucks/NU ID Card, Financial Policies, Credit Balance, Calendar, etc.

Additional useful information may be found at:

<http://www.northwood.edu/tx/studentlife/businessoffice/>

INFORMATION TECHNOLOGY

Information Technology's mission is to plan, secure, implement, and support technology that enhances and promotes student learning and university business. This includes providing network, both wired and wireless, and Internet access in resident halls, labs and classrooms. Also provided to students is a Northwood e-mail account, server storage space and access to My.northwood.edu.

CAMPUS IT LOCATIONS

Michigan campus—Information Technology Help Desk, located upstairs Griswold Building, Room G1
Texas Campus—Campus Information Technology office is located in the Swalwell Student Union
Florida Campus—Campus Information Technology Office is located in the back of the Cook Library in the Turner Education Center

The IT Help Desk's business hours during the academic year are:

Monday—Thursday	8:00 am to 11:00 pm
Friday	8:00 am to 6:00 pm
Saturday	12:00 pm to 5:00 pm
Sunday	5:00 pm to 10:00 pm

All times displayed in Eastern Standard Time and excludes holidays.

STUDENT ACCOUNTS

A network account and Northwood e-mail address will be issued to all students and will minimally remain active until the student graduates or withdraws from Northwood. After graduation, alumni email is available upon request. All Northwood students must log in using their Northwood network login and password in order to gain access to any Northwood computer on campus. Students should not share their logins or passwords with anyone. It is also critical that students log off when leaving a computer. Students will also be issued a limited amount of secure personal file storage located on a Northwood server (S: drive). **Picture ID cards are required to issue or change any student account.**

UNAUTHORIZED ENTRY

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member, or Northwood official except by permission or invitation of the resident student or Northwood official.

VIOLATION OF ELECTION RULES

No student shall in any way tamper with or illegally influence voting, vote counting procedures, or regulations as set forth by the University for any Campus Election.

VIOLENCE TO PERSONS

No student shall engage, or attempt to engage in any form of violence directed toward another person or group of people. Any act or attempted act of violence, either physically or verbally threatening, occurring on campus, or involving a Northwood student in an off-campus location, will be referred to the Dean of Students as well as to local law enforcement officials.

WEAPONS AND EXPLOSIVES

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, pellet gun, BB gun, knife, bow, or other lethal or dangerous device capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by Northwood or in any vehicle on campus. The exception is paintball guns, and they must be registered with the Dean of Students and may not be used anywhere on campus property.

Any student found with a weapon will receive a monetary fine, be fined for any damages, have the weapon confiscated, be subject to either suspension or expulsion from the university or university housing, and local law enforcement may be called at the University's discretion.

The possession, use or storage of any explosive material on Northwood premises or at any school function is not permitted. The possession or use of fireworks of any variety manufactured either by an individual or a company (i.e., firecrackers, bottle rockets, etc.) is not allowed.

UNIVERSITY VEHICLES

Students are not permitted to use or operate any university owned, leased or rented vehicle, at any time. This includes security and maintenance operated golf carts.

CLASSIFICATION OF MAJOR & MINOR VIOLATIONS

MAJOR VIOLATIONS:

Major violations are those in which the student may be in jeopardy of dismissal from Northwood University.

- Sale of drugs (marijuana, etc.)
- Theft (items valued greater than \$25.00)
- Weapons possession
- Violence to persons
- Repeated violations of any Northwood regulations and policies
- Malicious destruction
- Cases involving prosecution in criminal courts which affect Northwood's pursuit of its educational mission.
- Trespass
- Failure to comply with disciplinary action
- Violation of campus election rules: defacing, destruction of campaign posters, ballot fraud, etc.

Northwood will observe the right-to-confidentiality of all parties involved in a sexual harassment charge to the best of its ability in-so-far as it does not interfere with Northwood University's legal obligation to investigate allegations of misconduct when brought to the University's attention and to take corrective action.

SMOKING

Smoking is not permitted inside any University building. Standing in an open doorway or window and blowing cigarette smoke outside is not acceptable. A monetary fine may be assessed.

SOLICITING, SELLING, SURVEYING, AND PUBLICIZING

No student or student organization shall engage in advertising or selling any goods, services or tickets; solicit for any purpose whatsoever on Northwood University's property or in University operated buildings; or survey students without first obtaining the written approval of the Dean of Students. Students who wish to use any building must file a request with Student Services, in the Butler Building, suite 102. Food that is sold on-campus may be purchased through Food Services.

SOLICITING, SELLING, SURVEYING & PUBLICIZING (CONTINUED)

Non-student and non-related organizations may not sell or solicit on the campus for any purpose without authorization from the Dean of Students. Solicitors may leave calling cards, catalogs, or order books with the Housing Director, but may not transact business or promises for further transactions. No resident of the dorms or RA may profit from presentation by virtue of his/her role in securing sponsorship for the solicitor. Free gifts, commissions, or any other forms of remuneration are not allowed.

Door prizes, discounts, or any other forms of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis. No door-to-door solicitation is permitted.

THEFT

Northwood University strives to protect personal & community property but cannot guarantee the safety of said property. The university will take protective measures and will deal very seriously with those individuals who violate the provisions of this regulation. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item of value not belonging to him/her. No student will illegally use or appropriate any property not belonging to him/her.

Knowingly possessing stolen property on Northwood premises or at school functions will not be tolerated. Students found to be responsible for violating the theft policy will be subject to suspension or dismissal from the University.

TRESPASSING

Unauthorized presence on/or use of any Northwood property is considered trespassing. The following situations are considered trespassing and may result in disciplinary and/or criminal action:

1. Any individual refusing to leave an area as directed by an authorized agent (e.g. student renting the area, Residence Hall staff member, or administrative office or faculty member responsible for that area or Northwood Security).
2. Any unauthorized individual entering Northwood operated building or room which has been closed and/or locked shall be guilty of trespassing.
3. Intentionally trespassing in areas from which individuals have been banned by previous order, i.e., residential halls, cafeteria, etc.
4. Students found after hours in areas designated as opposite sex housing.
5. Individuals found in any undeveloped areas of the campus, this includes all wooded areas.
6. Individuals found swimming, bathing, rafting, or diving into lakes, ponds after hours.

MY.NORTHWOOD.EDU

My.northwood.edu (<http://My.northwood.edu>) is a combination of resources powered by Blackboard™ software that provides the Northwood community with an easy-to-use comprehensive networked learning and community environment. It is the University's primary venue for supplying access to online student resources, such as the library, bookstore, *Wall Street Journal*, password reset functionality and dining menu. It is where students will find all current campus news, announcements, and happenings along with emergency notifications.

Another major role of the system is to provide students access to their supplemental online course sites, a variety of student-focused online organizations and to their Northwood email. Finally, students will refer to this site for financial and academic information through the WebAdvisor link. Information includes financial aid status, course registration, schedules, and grades. Students will visit this site on a regular basis for learning, for communicating, and for collaborating.

NORTHWOOD UNIVERSITY PASSWORD RESET SYSTEM

This system allows students to change their password and unlock his/her account even if they have forgotten the password. The student must setup their access into this system before it can be used to reset a password or unlock an account. During this setup, the student will be asked to select three security questions and provide the answers. This is a one-time process and takes only a few minutes. To sign up, visit www.northwood.edu/pwreset.

ACCEPTABLE USE POLICY

While using any computer connected to the Northwood network, students must abide by the policies outlined in the Computer User Acceptable Use Policy (AUP). The current and full policy can always be found at www.northwood.edu/aup. The following is a summary of the policy.

Northwood University's technology resources are provided for academic and business purposes. Use of Northwood systems and all resources to which they are connected is a privilege, not a right. Information Technology is committed to protecting Northwood University's students, employees and partners and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. Inappropriate use exposes Northwood University to risks including virus attacks, compromise of network systems and service3s, data disclosure/loss and legal issues.

GENERAL USE AND OWNERSHIP

- All data or messages created on the corporate network or systems remains the property of Northwood University.
- While Northwood University's Information Technology team desires to provide a reasonable level of privacy, users should be aware that while using Northwood University systems and networks, they should have no expectation of privacy. Because of the need to protect Northwood University's network, management cannot guarantee the confidentiality of network transmissions nor information stored on any equipment belonging to Northwood University.
- For security and network/system maintenance purposes, authorized individuals within Northwood University may monitor equipment, systems and full content network traffic at any time.
- Northwood University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

SECURITY AND PROPRIETARY INFORMATION

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level password changes are required every six months.
- All computers used by the student that are connected to the Northwood University network, whether owned by the user or Northwood University, shall be continually executing approved virus-scanning software with a current virus database. In addition, such hosts must have installed up to date operating system and application security patches.
- Students must use caution when opening e-mail attachments, accepting file transmission or accessing internet links as they may contain viruses, e-mail bombs, or Trojan horse code. Any messages, files or links from unknown senders should be immediately deleted and not accessed.

UNACCEPTABLE USE

The following activities are, in general, prohibited. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

SYSTEM AND NETWORK ACTIVITIES

The following activities are strictly prohibited:

- Violations of the rights of any person or company protected by copyright, trade secrete, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately license for use by Northwood University.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Northwood University or the end user does not have an active license. Please see Fair Use/Copyright Policy for further details.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
- Intentional introduction of malicious programs into the network, workstations or servers.
- Revealing an account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home. Please note that authorized Information Technology staff has access to change passwords are required. No Information Technology staff member, or person claiming to be an IT staff member, should ever request you to provide your password.
- Using a Northwood University computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Northwood University account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

2. An individual found guilty of an offense of physical violence as a result of disciplinary hearing or local, state or Federal proceedings, shall be subject to severe disciplinary action which may include immediate suspension or dismissal from Northwood University. The Provost will review and make the final decision on this penalty.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974, Federal Lay 93-380, protects the academic record of each students. Official student transcripts will be sent to third parties only upon receipt of a signed request from the student. A student who wishes to restrict Northwood University from releasing his or her academic records must file the appropriate denial of permission to release directory information form with the Registrar.

The University is also prohibited from releasing personal information of a student such as addresses, phone numbers, etc. unless instructed otherwise by the student.

ROLLER BLADES

Roller blades are NOT to be used in any academic, administrative building or residential facility.

SEXUAL HARASSMENT POLICY

Northwood University prohibits sexual harassment by all faculty, staff and students. The University is committed to creating and maintaining a working environment for all Northwood University personnel and students which is free of objectionable and disrespectful conduct and communication of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students. Some state laws and/or regulations also render it illegal. Therefore, Northwood has adopted a zero tolerance for any sexual harassment activities.

DEFINITION:

For general policy purposes, sexual harassment may be described as verbal, or nonverbal, expression whether or not it is direction toward a complainant, or as unwelcome sexual advances, requests for sexual favors, and other physical or expressive behavior of a sexual nature where:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. Such conduct has the purpose or effect or substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

RESPONSIBILITY OF FACULTY, STAFF OR STUDENT MEMBER WHO HAS BEEN HARASSES SHOULD: ACTION

- Tell the individual in a firm tone what he or she is doing is sexual harassment and against University policy. You do not have to explain or justify why you want the person to stop.
- If the problem persists, report sexual harassment to: Dean of Students, an immediate supervisor and/or the Human Resources Director.
- If after review by the Human Resources Director the complainant is not satisfied with the decision, the complainant may file a written complaint with the Provost of the University.
- The administrator receiving a complaint of sexual harassment should notify the Human Resources Director who will advise on procedures and required actions.

INTERFERENCE AND DISRUPTION

Intentionally or recklessly interfering with normal school or school-sponsored activities including, but not limited to, studying, teaching, research, administration, fire, police and emergency services is prohibited. No individual shall cause a disruption and/or obstruction of any Northwood personnel, students and/or traffic by blocking reasonable entrance to or exit from any school building or property. No one shall intentionally and substantially interfere with the freedom of expression of others on Northwood premises or at school sponsored activities.

LITTERING

No student shall intentionally drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food or refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose.

OBSCENE CONDUCT

No student shall engage in lewd, indecent, or obscene conduct or expression on Northwood University owned property or operated buildings. Students shall refrain from using profane language, profane gestures, and displaying profane and/or obscene words or pictures in public areas. This includes articles of clothing, displaying obscene or profane material. No student shall indecently expose themselves in public.

Students shall not display nude, obscene or vulgar photographs, paintings or drawings nor shall they post profane, vulgar or obscene words or statements in any location visible to the public and/or the campus community. This includes postings on residential facility windows and external doors.

Students shall refrain from making public remarks or posting material which defames or discriminates against any individual or group of individuals with respect to race, color, religion, or ethnic background.

PHYSICAL THREAT OR ABUSE

Physical abuse, sexual abuse, detention, intimidation or threat of violence to any person (student, faculty, staff, employee, or supplier) on any part of campus in the Northwood community, at an off-campus site involving Northwood students, or at any school function will not be tolerated and is subject to disciplinary and criminal action.

DEFINITION OF PHYSICAL VIOLENCE

Inflicting physical or sexual injury, or imposing the threat of physical or sexual injury; or intimidation by threat of physical or sexual injury, shall be considered physical or sexual violence. Violations may include, but are not excluded to, pushing, punching, slapping, or sexual force or the threat of such action.

PERSONAL ABUSE

Students shall refrain from the personal abuse of other individuals through word or action. No student shall harass, threaten, offend, physically assault, or degrade anyone, this includes a student, faculty, or staff member on Northwood owned or operated property. A monetary fine and possible suspension or expulsion from the university may result depending on the severity of the violation.

POLICY STATEMENT

Northwood does not condone or accept physical or sexual violence imposed by any member of the Northwood community and considers any act of violence a major violation of school policy. An individual carrying out an act of violence is subject to the following actions:

1. Immediate suspension from the campus for a specified period of time pending an investigation by the Dean of Students or a University designee. NOTE: Resident students will be required to find alternate housing at their own expense, pending the results of the disciplinary hearing.

- Port scanning or security scanning is expressly prohibited unless the activity is a part of the user's normal job/duty.
- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Circumventing user authentication or security of any host, network or account.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the internet/intranet/extranet.
- Providing information about, or lists of, Northwood University constituents to parties outside Northwood University without proper authorization.
- Utilizing Northwood University equipment for business unrelated to the University or personal gain.

EMAIL AND COMMUNICATION ACTIVITIES

The following activities are strictly prohibited:

- Sending unsolicited bulk email messages, of any kind, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, instant messenger, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use or forging of email header information.
- Creating or forwarding "chain letters," "ponzi" or other "pyramid" schemes of any type.

ELECTRONIC COMMUNICATION POLICY

Northwood University utilizes the My.northwood.edu portal and e-mail as the standard, and sometimes preferred, means of internal communication at the University. The University will consider students to be duly informed and in receipt of notifications and correspondences sent by an administrator, staff, or faculty member delivered to a student's Northwood e-mail account or posted on the portal. It is recommended that students frequently access their Northwood e-mail account and the My.northwood.edu portal for official information.

ENFORCEMENT

Any constituent found to have violated this policy may be subject to disciplinary action, up to and including expulsion from the University. Student related incidents are to be referred to the appropriate campus Dean or Provost. If appropriate, the University will advise law enforcement officials of any illegal activities.

NON-NORTHWOOD OWNED NETWORK DEVICES

Without specific authorization by the Network Administrator, users must not physically or electronically attach any foreign networking device to the Northwood University network. This includes, but is not limited to, routers, switches, hubs, wireless access points, and any device that may provide DHCP services. Violation of this policy may result in the immediate suspension of Northwood University network connectivity privileges.

Higher Education Opportunities Act of 2008

Northwood University, as required by the Higher Education Opportunities Act of 2008, would like to remind you of various policies and procedures regarding the sharing of copyrighted material. Copyright infringe-

ment is the act of exercising, without permission or legal authority, one or more of the 0exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

In addition, Northwood University policy expressly prohibits sharing of copyrighted material without proper consent of the author. Failure to comply with University policies may result in loss of network access and/or disciplinary action through the Dean of Students Office. Northwood University policies covering this topic can be found here:

Acceptable Use Policy: www.northwood.edu/aup

NUIT HEOA Compliance Procedures:
www.northwood.edu/sharedmedia/PDF/InformationTechnology/NUIT_HEOA_Plan.pdf

The good news is that there are many alternatives to illegal file sharing. Educause, the leading information technology association in higher education, maintains a list of legal sources of online content. The list can be found here: <http://www.educause.edu/legalcontent>.

COMPUTER REGISTRATION

All students who wish to connect their personal computer to the Northwood network must first register their computer. Northwood University provides a computer registration system which walks the student through a series of checks for various security patches and applications. The system also requires the student to login using their Northwood account before using the Northwood network. The goal of this system is to ensure that all computers using the network meet a minimum security baseline and encourages a secure and reliable network for all students.

ANTI-VIRUS SOFTWARE

Northwood University has purchased a license for anti-virus software which allows all resident students to download this software FREE of charge for their personal computer. It is **required** that each resident student have anti-virus software running. Students whose personal computers are infected with viruses will be removed from the Northwood network until the situation is remedied.

Non-resident students who wish to connect computers to the Northwood University wireless network must also have a valid, current virus scanning package installed. Verification of this presence will occur automatically by Northwood systems upon attempting connectivity. In the event that the system scan does not discover an acceptable virus scanner installed, an on-screen message notifying the user to install as such will be provided.

FIRE FIGHTING EQUIPMENT

No student shall, without authorization, operate or tamper with any fire fighting equipment except for the purpose of extinguishing a fire. The removal or misuse of fire safety equipment, including but not limited to fire extinguishers, smoke detectors, fire exit signs, fire horns, bells, conduit, or alarm pull devices, is considered a serious violation and individuals will be subject to a monetary fine and possible suspension or dismissal from the University.

GAMBLING

Illegal gambling in any form is prohibited on Northwood property. This includes, but is not limited to, card games involving the exchange of money, betting on sporting events, etc. Any student found organizing or operating gambling activities will be subject to suspension from the University.

HARASSMENT & VIOLENCE

It is the policy of the University to maintain a learning environment that is free from harassment because of an individual's race, color, gender, national origin or disability. The University prohibits any and all forms of harassment because of race, color, gender, national origin and disability. This is a zero tolerance policy.

It shall be a violation of University policy for any student, teacher, administrator or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, gender, national origin or disability as defined by this policy. The policy can be located at or a paper copy may be obtained from the Human Rights Officer in the Human Resources Department, Lambert Commons Building, Cedar Hill, TX. The telephone number for this office is (972) 293-5438.

HAZING

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned. For further details regarding hazing policy, refer to Student Organizations section in the Student Handbook.

INCLEMENT WEATHER POLICY

Northwood University does not generally cancel classes during periods of bad weather. However, in case of extreme weather, should the University have to cancel classes, announcements will be made via Northwood NOW! text message, Blackboard posting, local television stations (NBC, CBS, ABC) and local radio stations KRLD and WBAP. A recorded message announcing class cancellations will be on the University's main phone number (972) 291-1541 no later than 7:00 am.

SHELTER AREAS

- Hopkins Building—basement or restrooms; alternate—rotunda rooms 112 and 113
- Butler Building—room B101, B103, B105 or men's restroom
- Hach Library—restrooms
- Sloan Cabin—under desks
- Patterson Memorial Chapel—center aisle, under pews
- Lambert Commons—serving area of cafeteria; alternate—dining area under tables
- Fitness Center—men's locker room
- Gaubert Student Activities Center—restrooms; alternate—vending machine alcove
- Swalwell Student Union—middle of Admissions' hallway; alternate—restrooms
- Knights Row Residence Hall—lower restroom or lower hall outside lower restroom
- Knights Court Residence Hall—bedroom hallways, bring mattresses

SANCTION FOR THE SALE OR DISTRIBUTION OF DRUGS:

1. Notification of parents.
2. Notification of law enforcement agency.
3. Immediate, permanent dismissal from the University Disciplinary probation status for a period of 10 weeks with contract.
4. Mandatory substance abuse evaluation and mandatory participation in a substance abuse class (minimum 6 hours).
5. 20 supervised community services hours (converts to a monetary fine for non-compliance).

Note: An alcohol violation occurring while a student is on probation for a drug violation may result in suspension from the University.

CONTACTS

The following numbers are listed for your convenience should you choose to seek self-help:

- Northwood University Health Center—(972) 746-7915
- Northwood University Student Services—(972) 293-5408
- Dallas County Al-Anon and Alateen Information Center, Greater Dallas—(214) 363-0461
- Substance Abuse 24 Hour Helpline and Treatment— 1-800-234-0420
- Substance Abuse & Mental Health Services Administration—1-800-662-HELP

FAILURE TO COMPLY WITH DISCIPLINARY DECISION

No student shall fail to comply with any disciplinary conditions imposed upon him/her by those in authority. Failure to comply with sanctioned disciplinary community service hours will automatically double the disciplinary fine and grades will be withheld until all disciplinary conditions have been met by the student. Non-compliance may lead to dismissal from the university.

FALSIFICATION OF OFFICIAL INFORMATION

No student shall alter or have in his/her possession an altered identification card or parking permit, not alter or enter false information on an official university document. No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University. Providing false identification or information to Northwood officials with the intent to deceive is prohibited.

Failure or refusal to identify oneself to a Northwood official (including RA's and Security personnel) who are acting in the performance of their duties is also not allowed. Students refusing to furnish identification or providing false information including false student ID or room numbers are subject to monetary fines and other disciplinary action.

FIRE DRILLS & FALSE ALARMS

An individual who initiates or causes to be initiated a false alarm; warning or threat of fire, explosion or other emergency will be held to all Texas Laws and will be subject to severe disciplinary action, including dismissal. No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or section of a building where a fire alarm is sounding, or a fine may be imposed.

No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination for the purpose of creating a false alarm. Any person who initiates or causes a fire, explosion, or other emergency on Northwood premises will be considered to have committed a major offense and may be suspended or dismissed from the University.

Candles, incense, or other items which may cause a fire are prohibited in residence halls. Also prohibited from NU property are barbeque grills and any type of open fire or flame.

COMPUTER LAB INFORMATION

Following is some important information regarding computer labs at Northwood University.

All computer labs will have varied open lab hours in evenings and also during the day when classes are not scheduled in the room. These hours will change each term as the class schedule changes.

Lab schedules and locations can be found at: www.northwood.edu/helpdesk

Computer labs are a public space designed for use by all Northwood students. Any activity which tampers with the productivity of the equipment, or is considered offensive, should NOT be conducted in the labs.

Students must login using their Northwood network login and password in order to gain access to any computer on campus. It is also critical that students log off when leaving their workstation.

Students should not tamper with the file structure or programs on any lab computer.

Food, beverages and smoking are NOT allowed in any computer lab. The instructor and/or lab assistant on duty will ask violators to leave the computer lab if this rule is not followed.

It is the primary responsibility of the lab assistant on duty to monitor printing, control the scanning process, maintain order and take the necessary steps to repair equipment problems. Please contact the student lab assistant on duty immediately if there are any hardware or software problems in the PC lab. Violators of any of the above policies can result in loss of net-work access.

STUDENT PRINTING POLICY

Each traditional and ADP student will be given \$75 worth of printing privileges per academic year (at no extra charge) for printing in the labs and library. A software package monitors how many printouts are requested by each student based on the network account login. The lab or library PC displays a notification of how many prints have been made and the dollar value remaining in the account. Black & white pages charge .05 each and color pages charge .08 each toward the \$75 account. If a student uses all of the printing funds on their account, printing privileges will be suspended in the labs and library until the student purchases additional printouts. Students may do this by visiting the IT Help Desk or campus business office.

GETTING TECHNOLOGY HELP • 877-209-4357

Information Technology has a location on each campus to assist students with problems related to any Northwood technology initiative. This office can assist students who are having problems with their login, password, S drive, print management, network connectivity. Students may also contact the Help Desk at 989-837-4421 or toll free at 877.209.HELP during normal business hours for assistance. The Help Desk can also be reached via email at helpdesk@northwood.edu.

Northwood provides complementary, best-effort PC repair services to students under the following guidelines:

- Students are responsible for providing all licenses software necessary to address a given problem
- Windows XP and above are supported.
- Northwood reserves the right to deny network access to computers that are suspected to be infected with viruses or spyware
- No guarantees accompany services provided
- Timeliness of completion is proportionate to how many qualified technicians IT has available
- In the event that IT cannot repair a computer, we will return it to the owner and provide recommendations for further action

FINANCIAL AID

Northwood University believes that insufficient financial resources should not interfere with your Northwood education. The Financial Aid Office is here to assist you through the awarding of financial assistance based on demonstrated financial need and educational potential. For the past academic year, 88% of students who applied for federal financial aid received assistance through one or more of the federal programs described.

SERVICES PROVIDED

- Financial Aid Counseling/Awarding for Federal, Institutional, and Private Aid
- Private Donor Scholarship information, application, and awarding
- Federal Work Study Guidance

LOCATION

Lambert Commons

CONTACT INFORMATION

Phone: (972) 293-5430

HOURS

Monday-Thursday 8:30 am to 6:00 pm
Friday 8:30 am to 5:00 pm

HOW TO APPLY FOR FINANCIAL AID

The Financial Aid office has developed the following list to assist students in applying for financial assistance:

1. To be eligible for federal aid, you must complete a Free Application for Federal Student Assistance (FAFSA). If you are currently receiving assistance, a reminder to complete your "FAFSA" will be sent to you during the spring semester. You can complete a FAFSA online at www.fafsa.gov. In order to electronically sign the FAFSA, please apply for a federal PIN at www.pin.ed.gov (only for students/parents that have not previously applied). (You may request a paper FAFSA by calling 1-800-4FEDAID, 1-800-443-3243, and mail it to the federal processor. This action will add approximately four weeks to the application process.)
2. Make sure you list Northwood University; school code 013040.
3. A completed FAFSA is required before any Federal or Northwood University need based aid can be awarded. Failure to apply by the application deadline date may jeopardize the amount of the award. April 1 is the priority deadline.
4. Respond to all requests for additional information as soon as possible.
5. Once the FAFSA is processed, the Federal processor will mail the results to you in the form of a Student Aid Report (SAR). If you listed Northwood's Federal school code as 013040, the Financial Aid Office will receive an Institutional Student Information Record (ISIR). The results of your application, along with any supplemental information requested by the Financial Aid Office, must be received by the Financial Aid Office before any Federal or Northwood Aid can be awarded.

NEED DETERMINATION

The majority of Northwood need based aid and all Federal and State financial aid is based on demonstrated financial need. The information on the FAFSA will assist us in determining your family's financial need. The Department of Education believes the primary responsibility for educational funding lies with you and your parents.

It is important to note that the FAFSA is the only application needed for Federal and Northwood University **need based aid**. To enable students to receive full consideration for all forms of financial assistance, the FAFSA should be completed as soon as possible.

SECOND OFFENSE—A \$100.00 FINE WILL BE ASSESSED

1. Meeting with parents (within seven (7) days).
2. Counseling, outpatient or inpatient rehabilitation program. Successful completion of program or \$50.00 fine will be added, if noncompliant.
3. Possible suspension.

THIRD OFFENSE—A \$100 FINE WILL BE ASSESSED

1. Notification of parents.
2. Dismissal, pending recommendations by Dean of Students to Provost.
3. Proof of completion of an alcohol rehabilitation program for re-admittance consideration.

Note: A drug violation while on probation for a second alcohol violation will result in suspension from the University.

DRUG ABUSE POLICY

The following constitutes a violation of the University's drug abuse policy:

1. Presence, possession, or use of any drugs currently classified by the State of Texas or the Federal Government as a narcotic drug/controlled substance without the concurrent possession of a valid prescription for same, on University property or at university sponsored functions.
2. The sale or distribution of any drugs currently classified by the State of Texas or Federal Government as a narcotic drug or controlled substance, whether on or off University property or at University functions.
3. Presence, possession or use of drug paraphernalia.
4. All students present in a residential facility or anywhere on school owned property where any illegal drug is present and/or being used or sold may be held responsible for the violation.

SANCTION FOR DRUG POLICY VIOLATION

FIRST OFFENSE—A \$50.00 FINE WILL BE ASSESSED.

1. Confiscation of drugs and/or paraphernalia.
2. Disciplinary Probation (10 weeks) with contract.
3. Notification of parents.
4. Possible referral to Student Assistance Counselor. A \$50.00 fine will be added, in non-compliant.
5. Referral to Athletic Director and coach if student is an intercollegiate athlete.
6. Ten (10) community service hours—optional for first offense, at University's discretion.
7. Possible suspension or dismissal.

SECOND OFFENSE—A \$100.00 FINE WILL BE ASSESSED

1. Meeting with parents within seven (7) days.
2. Counseling, outpatient or inpatient rehabilitation program. Successful completion of a program, or \$50.00 fine, if non-compliant.
3. Possible suspension or dismissal.

THIRD OFFENSE—A \$100.00 FINE WILL BE ASSESSED

1. Notification of parents.
2. Dismissal.
3. Proof of completion of drug rehabilitation program for re-admittance consideration.

Note: An alcohol violation occurring while a student is on probation for a drug violation may result in suspension from the University.

POLICY ON STUDENT ACTIVITIES AND ALCOHOLIC BEVERAGES

The following policy pertains to all Northwood University sponsored student activities, held on or off campus, that involved the University's name, funding or official sanctioning by a University staff member of recognized student organization:

1. Northwood University prohibits the presence, sale, or use of alcoholic beverages at any university student function.
2. A university sponsored student activity may not be held at a bar or other establishment whose primary purpose is the sale of alcohol. Activities may be held at establishments such as hotels or restaurants where alcohol may be available, but is not the primary focus of the business. The final decision whether a facility is acceptable or not rests with the Dean of Students.
3. If an activity or function is held at an off-campus facility where alcohol could be purchased or provided, the activity must be confined to an area where university officials or facility staff can monitor and prevent alcohol from being brought into the area, such as a private dining room, conference or ballroom. Those individuals responsible for the event will be expected to take all reasonable steps to prevent alcohol from being present at the activity. This may include, but is not limited to, provide security at the entrance.
4. Even if alcohol may be purchased, the university reserves the right to restrict those individuals over 21 from purchasing alcohol in order to participate in the activity.
5. All functions held off-campus must have a university staff person present for the entire duration of the function.
6. Northwood University officials have the authority to prevent anyone from attending an event, or remove someone from an event, if they believe the individual is under the influence of alcohol and may be disruptive, or is in violation of the alcohol policies. Alcohol violations occurring at Northwood events held off-campus will be considered the same as an on-campus violation. This includes a violation for those individuals of age supplying alcohol to those under 21 years of age. Those students found in violation of the University's alcohol policy at an off-campus event will be subject to University sanctions.
7. The University prohibits the placement of all advertisements and/or the distribution of all advertisements in campus publications, at sporting events, in facilities or on property that promote a business whose primary purpose is the sale or use of alcoholic beverages; that specifically promotes the sale of alcohol; or in any way encourages the sale or use of alcoholic beverages. Authorization for the placement of advertising in campus publications, at Northwood events, or on Northwood property is subject to review and authorization by the Dean of Students and the Business Manager.

SANCTIONS FOR ALCOHOL VIOLATIONS AND/OR POSSESSION

FIRST OFFENSE—A \$50.00 FINE WILL BE ASSESSED

1. Confiscation of alcohol.
2. Disciplinary Probation (10 weeks) with contract.
3. Notification of parents (optional).
4. Possible referral to Student Assistance Counselor. A \$50 fine will be added if non-compliant, and possible dismissal.
5. Referral to athletic director or coach if student is an intercollegiate athlete.
6. 10 community service hours—optional for first offense (at University's discretion).
7. Possible suspension or dismissal.

If applying on-line, the process from application to awarding of aid should take approximately two to three weeks. If a student applies using a paper FAFSA, students should add four to six weeks to that number. It is recommended that students complete the FAFSA immediately after filing their Federal Income Tax information with the IRS. Based on the timely submission of the FAFSA to the Federal Processor, the financial information contained in the results of your FAFSA, academic records, the availability of funds, and other information available to us at the time, we will "package" students' financial aid awards. A financial aid package is a combination of aid sources available, tailored to each student's individual circumstances.

TYPES AND CATEGORIES OF AID

The financial aid package could include any combination of the following:

Federal Aid

- *Federal Pell Grant
- * Federal Work Study (FWS)
- *Federal Supplemental Education Opportunity Grant (SEOG)
- *Federal Direct Loans (Subsidized, Unsubsidized, PLUS, and Grad PLUS)
- *Federal Academic Competitiveness Grant (ACG)

Institutional Aid

- Academic Scholarship
- **Private Donor Scholarships
- Athletic Scholarship
- Business Club Scholarships
- Hirsch Award
- Northwood University Grant
- Texas Freshman Grant
- Texas Transfer Grant

* Need based and are automatically applied for by filing a FAFSA.

** Requires special application available from the Private Donor Scholarship Office after December 1, applicants must meet deadlines; February 1, 2011 for returning students and May 1, 2011 for new students. Private Donor Scholarship applications are available on our website www.northwood.edu.

Grants and scholarships are a form of gift aid that do not require repayment or work obligation. Federal loans are federally insured and require repayment with interest. Federal Work Study awards allow a student to work part-time to help pay their educational expenses.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Students should research aid available to them from outside sources, such as local civic groups and associations related to their program of study. Students who may be eligible for Veterans Administration (V.A.) benefits should contact the V.A. or the University's V.A. certifying official for further information.

Availability of Funds: Many funds are awarded on a funds available basis. It is extremely important that you apply early and provide all requested documentation promptly. Student have the right to apply for all financial aid programs for which they are eligible. Northwood University is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status.

The University is also committed to compliance with all applicable laws regarding non-discrimination.

REGISTRAR'S OFFICE

STUDENT RECORDS

The Registrar's Office on each campus is responsible for maintaining academic records on each student. Records include the original application; letter of acceptance to Northwood; results of Orientation placement tests; standardized test results; semester-by-semester midterm and final grades; transfer credit evaluations; letters of award, honor or probation; and cumulative transcripts.

LOCATION

Lambert Commons

CONTACT INFORMATION

Registrar, (972) 293-5459

HOURS

Monday—Friday, 8:30 am to 5:00 pm

ONLINE REGISTRATION AND SCHEDULE ADJUSTMENT

Students register for classes using WebAdvisor on the My.northwood.edu portal. Registration information is posted as an FYI on My.northwood.edu every semester.

Through registration information postings (or supplementary emails), the student receives a priority registration timeslot. It is the student's responsibility to register or make schedule adjustments at the times specified. Failure to register by the registration deadline will result in a \$100 late registration fee. Students can access their My.northwood.edu portal from any computer with internet access.

Students may adjust their schedule by dropping or adding courses during the specified times prior to the start of semester.

COURSE LOAD

The normal course load for Northwood students is 15 to 16 credit hours per semester. Students taking 12-17 credit hours are charged block tuition rates. Overload credits are charged per credit hour. See Business Office section for tuition rates.

Full-time: 12 hours is considered full-time for financial aid, athletic eligibility, and international student load requirements.

Overload: Student who wish to enroll for more than 18 credits per semester must apply to the Registrar or Academic Dean for permission to take an overload. A 2.5 cumulative grade point average (GPA) is required to enroll in an overload.

DROP/ADD

Semester: A semester is 15 weeks with an added week for final exams (16 weeks).

Drop/Add: Through end of 14th calendar day of 15 week semester

Drop Grades: Courses dropped after the 14th calendar day of a 15 week semester have W grades issued.

Compressed courses and summer sessions:

Drop/Add: 12.5% of course period (# of days)

Drop Grades: W grade issued after drop/add period

Example: 3 week session- 2.6 days to drop; W grades issues after 2.6 days

6 day compressed class— No adds after 1st day; W grade issued for drops after 1st day

COURSE WITHDRAWAL

Semester Length Courses: The final day to withdraw from a course with a W grade is Friday of the 11th week.

personnel, acting in performance of their duties. Disrespect by word or manner of conduct to any school employee acting in the performance of their duties will not be tolerated.

COMPLIANCE WITH AN OFFICIAL REQUEST

No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff members, residence hall staff members, Security, or other employees acting in the performance of their official duties. A request for proper identification from a student is a reasonable expectation. No student shall intentionally provide, or give false information verbally or in writing to faculty or staff members acting in the performance of their official duties. Failure to comply with an RA's request may result in a fine, or in the case of failure to comply with an RA's request, the original fine will be automatically doubled.

DISORDERLY CONDUCT

No student shall make or incite any disturbance, excessive noise or contention, in or near any building or any other property owned or operated by Northwood University or at any sanctioned Northwood event.

DRESS CODE

Students are expected to use good taste and good judgment in selecting appropriate attire.

PETS

In order to maintain sanitation standards and avoid causing disruption of normal activities, pets and/or animals, other than fish kept in small aquariums, are not permitted in the Residence Halls. Any animals found in the Residence Halls will be removed and the individuals responsible for the pet will be subject to disciplinary action. Any time a fur bearing pet is found in a Residence, there will be an \$80.00 flea treatment fine assessed to the resident.

DRUGS & ALCOHOL

The misuse of alcohol and other drugs interferes with a student's academic and extra-curricular performance, as well as their emotional, physical, mental and social development. Northwood University makes every attempt to provide a positive learning environment that supports individual student growth.

Minimizing the harmful effects of drugs and alcohol is a key step in creating such an environment. The University expects students to conduct themselves in a responsible manner, both on and off campus, with respect to alcohol use. The distribution, use or possession of any substance which violates federal or state laws are subject to disciplinary action by the University. The University also encourages and facilitates student education regarding drugs and alcohol, and their related problems.

ALCOHOL POLICY

The Texas campus of Northwood University is DRY campus, no individual is to possess, consume, or distribute any form of alcoholic substance. The following constitutes a violation of the University's alcohol policy:

- The presence, possession and/or use of any type of alcohol and/or the presence or possession of any alcoholic container; including, but not limited to, cans, bottles, cartons, kegs, etc.
- Behavior attributed to consumption of alcohol. Intoxication in no way relieves an individual of full responsibility for the consequences of their actions.

A student will be held responsible for alcohol violations committed by not only themselves, but their guests as well.

Use of mechanical, electronic or any audio device which disturbs the peace on campus premises, including but not limited to classroom areas, residential facilities, and administrative offices is prohibited.

Speakers or other audio devices may not be directed out of windows or doors in housing facilities. Non-school owned TV and/or radio antennas or satellite dishes may not be placed outside windows or on the roof of the housing facilities or other campus buildings. The school reserves the right to confiscate and store, or have removed from the premises, any electronic or audio device that is determined to be repeatedly disruptive to others attempting to study or sleep.

EXCESSIVE NOISE

Home or car stereo volume turned up to an excessive level is not acceptable. Violators of this policy will be fined. To avoid getting this fine, turn your car stereo volume down as you enter campus.

CRIMINAL LAW (OBEDIENCE TO CRIMINAL LAW)

Violations of Federal, State, or Local Laws committed by students, whether prosecuted or not, constitute a violation of University regulations when it appears that the act adversely affects the university, and appropriate disciplinary action will follow.

DANGEROUS PRACTICES

No student shall engage in any activity which shall endanger the life or safety of that student, or of others in any building, or on any property owned or operated by the University. This includes, but is not limited to, activities such as:

1. The use or possession of any flammable liquid, dangerous chemical or explosive materials such as fireworks, firecrackers, gunpowder, etc.
2. Inappropriate or dangerous activities involving fires, open flames, candles, matches or other flammable materials in all residence facilities, or in any other building owned or operated by Northwood University. This also includes all outdoor areas or property.
3. Blocking, or in any way preventing the use of fire exit doors, residential facilities room doors, and building hallways.

DESTRUCTION OR ATTEMPTED DESTRUCTION OF PROPERTY

No student shall intentionally or negligently damage, or attempt to damage, property belonging to or in the care of Northwood University or a member of the Cedar Hill community or a campus visitor. Vandalism or tampering with electrical, plumbing, thermostat controls, irrigation or telephone equipment, and misuse of fire safety equipment including, but not limited to, fire extinguishers, fire exit signs, fire horns, bells, hoses, conduit, alarm devices or central relay control boxes will not be tolerated.

Damage, which is caused accidentally, should be promptly reported to the residence hall staff or appropriate official. Failure to report accidental damage will be considered a violation of this regulation.

The school holds each student responsible for damage to property beyond normal wear and tear. If damage in any facility or campus property is not voluntarily assumed by any one individual or organization, the following system will be used for damage assessment:

1. Damage to room—each occupant of the room is equally responsible for the amount of the damage to the residential area.
2. Damage to buildings, grounds, or common areas—each occupant of the appropriate area is liable for a proportionate amount of this damage.

DISOBEDIENCE OR DISRESPECT

Disobedience or disrespect of University officials refers to deliberate refusal to comply with a clearly stated reasonable directive issued by any school personnel, including RA's, Security and Food Services

Compressed and Summer Courses: The final day to withdraw from a course with a W grade is at 73% of the course time.

To withdraw from a course, students must complete a Course Withdrawal Form. All students are asked to discuss withdrawing from the course with the appropriate faculty member. Faculty signature is recommended, not required. Varsity athletes must obtain their coach or Athletic Director's signature; International students must obtain a signature from the International Student Advisor; and Military Veterans must obtain a signature from the VA Certifying Official when withdrawing from a course.

Completed forms must be turned in to the Registrar's Office by the withdrawal deadline of the semester. If a student misses the withdrawal deadline, the grade earned in the course is the grade of record which will appear on the transcript.

WITHDRAWAL FROM NORTHWOOD UNIVERSITY

Students may withdraw from the university (all courses within the semester) with W grades until the week before final exams (15th week of semester).

If a student decides to leave school during a given semester, that student must see an Academic Advisor. An official withdrawal form must be completed to notify the following departments: Business Office, Registrar, Financial Aid, Housing, Health Center, and Food Services. International students must consult the International Student Advisor before withdrawing. Military Veterans must report to the certifying official before withdrawing from school. The withdrawal process starts in the Registrar's Office.

TRANSCRIPTS

Pursuant to the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, official student transcripts will be sent only upon receipt of a signed request from the student. The request form is available online: <http://www.northwood.edu/sharemedia/PDF/Academics/studenttranscriptrequestform.pdf>

Official transcripts are not provided to students, but are mailed by Northwood to the requested college or employer. Official "Issued to Student" transcripts can be provided to students. Some restrictions may apply.

Unofficial transcripts are available on WebAdvisor via the My.northwood.edu portal. Students can also obtain unofficial transcripts by forwarding a completed transcript request form to the Registrar's Office

Each student will receive a student copy of his/her transcript with his/her diploma. Any questions should be directed to the Registrar's Office.

ENROLLMENT VERIFICATION

Northwood University cooperates with the National Student Clearinghouse to provide the following self-service opportunities to our students:

- Print enrollment verification certificates to send to health insurers, housing providers or other organizations requiring proof of enrollment.
- Check the deferment forms and electronic notifications sent to lenders.
- Obtain a list of your student loan lenders and link to real-time loan information.
- View enrollment history.
- View enrollment verifications provided to student service providers at your request.

Students may locate the National Student Clearinghouse program within WebAdvisor, on the Student Menu under Communication. Online instructions are easy to follow.

Enrollment information for a current semester is available approximately the 10th of the second month of the semester.

If more detailed information is required, enrollment verification letters are available in the Registrar's office.

CHANGE OF MAJOR (ACADEMIC PROGRAM)

Students interested in changing their major should discuss this decision with the chairs of the department for their present and prospective program. The student should then meet with an Academic Advisor to get a thorough understanding of the impact of the change on degree completion, key course sequences, and, if the decision is made to change the academic program, complete a Change of Major form. International students must meet with the International Student Advisor before a change of major or academic program will be processed.

GRADE DISTRIBUTION

Midterm and final grades are available to students on WebAdvisor via the My.northwood.edu portal. Midterm grades are available by the end of Week 9. Semester final grades are available by the end of the week following final exams. Refer to the academic calendar for exact dates.

REPEATING COURSES

Courses for which a student has earned a grade of F must be repeated if the course is required in the student's curriculum. Students who wish to improve their achievement level may elect to retake a course at Northwood if they earned a C- or below in that course; courses in which grade of C or better are earned may not be retaken. The letter grade earned in the most recent attempt will replace the prior grade in the calculation of cumulative credit totals and grade point average, even if that grade is lower than the previous grade. All grades will be included on a student's transcript. A failed course may be repeated at another institution and transfer credit will be awarded; however, the Northwood cumulative grade point average will not be affected, and the failed grade will not be replaced. Students are encouraged to repeat a failed course at Northwood.

TEST-OUT POLICY

Students may attempt to test out of certain courses, for a fee, with a maximum of 30 credits permitted. Credit for the courses will be granted if a grade of C or better is achieved, but no honor points will be awarded. Test-outs may be attempted only once and may not be used to repeat a course.

GRADUATION REQUIREMENTS

Applications for graduation are due one semester prior to the semester in which course work is completed for the degree. Northwood University's Texas campus has one Commencement program in May.

Candidates wishing to march at Commencement in May must file a graduation application at the Registrar's Office during the last week of fall semester.

Commencement participation is open to students who:

- Have a minimum 2.0 GPA or above, no rounding
- Have a minimum major 2.000 GPA or above, no rounding
- Will complete degree requirements by the end of the next fall semester
- All final external transcripts on file (except an approved transfer course in process)

Any requests for exceptions to this policy must be addressed in writing to the Academic Dean.

TRANSFERRING CREDITS TO NORTHWOOD

In order to transfer in equivalent credits (not grades) from another academic institution, students must earn a grade of C or better for the course (or the converted global equivalent of 70% or better for courses taken at an institution outside of the United States). To determine if a course will transfer, contact the Registrar or an Academic Advisor. If the course is approved for transfer, and a grade of C or better is earned, the credit transfers to Northwood; however, the grade received does not. Students wanting to

UNIVERSITY POLICIES & REGULATIONS

Failure to adhere to regulations listed below are subject to monetary fines or disciplinary action. The Northwood University community is not immune to society in general; therefore regulations have been established to provide the best possible environment conducive to human growth. These regulative policies are reflective of the values inherent within the University that recognize the need for each individual to be free as long as s/he does not infringe upon the rights of another individual.

Northwood University, as an educational institution, has set reasonable standards of behavior in an attempt to safeguard the educational process, protect individual and institutional rights and property, and to help insure the safety of all members of the university community. The following guidelines are set forth as Northwood standards of conduct and behavior expected of those who enroll with the university as students. Students must also be aware that they are subject to all municipal, state, and federal laws, and are accountable to the civil courts for violations of any such laws. Depending on the circumstances, the school may also process violations of municipal state and federal laws under the Campus Judicial system.

ADVERTISING

Posters, banners, or any other printed material may be displayed only on authorized areas and bulletin boards inside Northwood buildings. Permission to display, or distribute printed advertisements MUST be obtained from the Department of Student Services. Advertising must be down no later than two school days after the date of the event. One advertisement or poster is permitted per bulletin board or other area designated by Student Services

Posters/flyers/banners are limited to:

- Lambert Commons—bulletin boards located in the cafeteria
- Butler Building—bulletin boards located in the front entrance
- Hopkins Academic Building—bulletin boards designated for Student Services Use only
- Residential Facilities—Inside front door or residence bulletin boards

Students may use their own doors, but should use poster putty or small tacks. Do not use tape of any kind, nails or any other items which may remove paint, leave a residue, cause holes or create any other damages to University property. The following is prohibited:

- Posting advertisements on glass doors or windows.
- Distributing any material in or under any doors on campus.
- Advertisements for ANY party that mentions or infers alcohol use or sale.
- Placing flyers or advertisements on car windshields.
- Use of sidewalk chalk is prohibited without permission in authorized areas.
- Signs in grassy areas on wooden sticks.

ANIMAL ABUSE

Animals may not be used in pranks, or otherwise, for amusement or ceremony in connection with any university, club, or fraternity function or activity. Violation of this policy or any other abuse of animals, shall be grounds for disciplinary action. For purpose of this policy, the term animal shall include any wild or domesticated, warm-blooded or cold-blooded animal or insect.

AUDIO—ELECTRONIC DEVICES

Various outdoor student activity programs require the use of sound amplification equipment. However, Northwood reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from Plant Operations and the Event Reservation must be registered one week in advance through the Event Reservation system on Blackboard.

take courses at another institution while attending Northwood should receive approval through the Registrar's Office before enrolling in the course(s).

INTERNAL TRANSFERS

Students wishing to transfer to another campus must meet the following criteria:

1. Minimum cumulative GPA of 2.00
2. A zero balance with the Business Office
3. No current or pending disciplinary issues via the Dean of Students

Only certain majors are offered on each of the campuses; students should check to make sure their chosen major is offered at the campus the student would like to attend. All courses are not offered on all campuses and all courses are not offered every semester. The student needs to check the semester course offerings to ensure required courses are offered. Students are required to meet with an academic advisor to complete an Internal Transfer Application before their application is considered for approval.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), Northwood University has adopted policies and procedures to protect the confidentiality of student educational records. Student non-directory information cannot be released without written approval. See <http://www.northwood.edu/sharedmedia/pdf/compliance/FERPA.pdf> for Northwood University's FERPA policy.

PARENT ACCESS

Students can enroll parents in Northwood's WebAdvisor system to enable parents to:

- Review your account and bill
- Make payments on your account
- Review your financial aid status and award letter
- Review your class schedule
- Review your midterm and final grades
- Review your unofficial academic transcript

This is an opt-in service, which means you are not required to enroll your parent(s).

Instructions for enrolling your parents is available on My.northwood.edu: [/users/Matzke/studentresources/studentdirectionstoenrollparentsinWAandNN.doc](#)

VETERANS

Each program has a Veterans Certifying Official (CO) to assist Military Veteran students through their educational experience. The CO provides the necessary guidance to take full advantage of VA education benefits. The CO will maintain students' VA files and certify enrollment for benefits. It is vital to communicate any changes in enrollment, program, or location to the CO in order to maintain proper reporting to the Veterans Administration. It is the student's responsibility to report any changes within 30 days. Failure to report changes can result in an overpayment debt with the VA for which the student is responsible for repaying.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Disabilities Act of 1973, Northwood University provides accommodations for students with documented disabilities. Students are urged to make their needs known as soon as they are admitted to the university. Refer to <http://www.northwood.edu/tx/academics/disabilityservices/> for more detailed information.

Section 504 of the Rehabilitation Act of 1973 states a person with a disability is defined as:

Any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

Section 504 of the Rehabilitation Act of 1973 states that a qualified person with a disability is defined as one:

Who meets the academic and technical standards requisite to admission or participation in the education program or activity.

Please note the following campus contacts for disability resources:

- If you have a learning disability or physical disability which requires an academic accommodation request contact: Christopher Giles gilesc@northwood.edu
- If you have a physical or mental disability which requires an accommodation in campus housing, contact: Angela McGill mcgilla@northwood.edu
- If you require an accommodation regarding the use of campus facilities, contact: Terri Presser presser@northwood.edu

TEXAS ALUMNI ASSOCIATION

CONTACT INFORMATION

Craig Root, Alumni Director
(972) 293-5425
Hopkins Academic Building, suite 102
Monday—Friday, 8:30 am to 5:00 pm

Alumnus: "one who has attended, or has graduated from a particular school, college or university." The purpose of the National Alumni Office is to keep alumni in touch with its alumni from all campuses and extension centers. Through the Alumni Network magazine (published four times a year), we are able to acquaint alumni with our work, plans, and needs and to keep alumni informed about each other. We actively seek and receive financial support for the University through the National Alumni Office. In addition, we keep up-to-date information on our alumni and provide numerous services and opportunities for them. The National Office also provides reunions and has developed regional chapters in many areas of the country. The National Alumni Office is part of the department of University Advancement.

ACADEMICS

PUBLIC RELATIONS

CONTACT INFORMATION

Lauren D'Avolio, Director
(972) 293-5456
Lambert Commons
Monday—Friday, 8:30 am to 5:00 pm

The Public Relations Office offers Northwood University stories and information to local and national media as well as Northwood Net News. All stories are posted at www.northwood.edu/tx/pr. If a student receives a Northwood University academic or athletic award and would like the information sent to their hometown newspaper, they should contact Lauren D'Avolio, the Director of Public Relations by email at davolio@northwood.edu, or by phone at (972) 293-5456. The PR Department also assists various departments with advertising and brochure design, and produces a variety of campus event video tapes. The Public Relations Office is located in the Lambert building.

CAREER ASSISTANCE

CONTACT INFORMATION

Dr. Terry J. Silva, Director
(972) 293-5452
Butler Academic Building
Monday—Friday, 8:30 am to 5:00 pm

The Career Assistance Center (CAC) is available to all students and graduates throughout their academic life and professional career. The center offers Experience.com's system to provide a wide range of job search services to both students and employers. Student resumes can be posted on the internet in a password protected environment. Companies post internship and full time job opportunities there as well. Optimal Resume is available for students to complete resumes, cover letters, interview preparation, video interviews and assessments. This online service is available 24/7 at <https://northwood.optimalresume.com>.

Career Assistance services begin at freshman orientation. Students are informed about the importance of proper preparation for a professional position upon graduation. The self-assessment testing helps both students and graduates evaluate their career planning process.

Career preparation training continues during a student's college career through participation in two, one-hour upper division courses which emphasize resume and cover letter writing, proper dress and job interview skills. There is a wide variety of career information material available through the center located in the Butler Building, Suite 102 or on Blackboard under Career Services Organization.

PERSONAL COUNSELING SERVICES

The Student Support Center is a place on campus where you can find someone to talk to when you're feeling hopeless, lonely, depressed, confused, upset over a relationship or just stressed.

The primary goal of these counseling services is to help students develop the personal awareness and skills necessary to overcome problems and grow and develop in ways that will allow them to maximize their total educational experience at Northwood University. This service is devoted in its counseling and consultation roles to aid in the emotional, social, and intellectual development of those we serve.

Confidential short-term, individual, group, and couples counseling are provided to assist students with personal, developmental, or psychological concerns related to their educational progress and personal growth. Referrals to outside services are provided when necessary.

NORTHWOOD UNIVERSITY MISSING STUDENT PROTOCOL

To maintain compliance with the Higher Education Opportunity Act, Northwood University has established the following missing student protocol. This policy is intended to establish formal notification procedures for students who live in on-campus housing and who have been reported missing for more than 24 hours. This protocol specifically pertains to students who live in on-campus housing and have been missing for at least 24 hours.

Any member of the Northwood University community who believes that a student who lives in on-campus housing has been missing for more than 24 hours should immediately call Security at (972) 293-5442.

NORTHWOOD UNIVERSITY TIMELY NOTIFICATION POLICY

Timely Notifications/Crime Alerts will be utilized in an effort to notify campus and/or community members of certain crimes in and around the University community. For the purpose of this policy, "timely manner" will generally be considered to mean 24 hours after an incident has been brought to the "campus security authority" as defined by the Clery Act. It is also the policy of Northwood University to comply with all applicable features of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or commonly known as the Clery Act.

The following methods may be utilized for the dissemination of Timely Notification/Crime Alerts:

Mass E-Mail, Posting on University Web Sites (My.Northwood), Northwood NOW! text message, public address systems, or local T.V. and/or radio stations.

Issued Crime Alerts, for public review, will be maintained by the Dean of Students Office.

Any member of the University Community who is aware of crime or serious incident should report that incident to the Police and/or Security Department as soon as possible. If a serious incident or crime is reported to another campus security authority or university administrator, said person should immediately report the crime or serious incident to the police and/or campus security.

MISCELLANEOUS

BUILDING RESERVATIONS

(Non-Academic Use of University Facilities)

Requests for non-academic use of University facilities must be made to the facility rental department, located in the Business Office, at least one week (7 days) in advance of the requested date by emailing txworkorders@northwood.edu. Only authorized personnel and student organizations formally recognized by Student Services may reserve facilities.

CAR PERMITS

Students wishing to have a car on campus must fill out an application with the Student Services located in the Butler building and are required to follow the application instructions for proper display of the permit. Car registration is \$40 per school year beginning the fall semester and \$20 for the students beginning the school year spring semester. If a second car will be used, another form and permit, plus an additional \$10.00 is required (only one car will be permitted on campus at a time.) Lost permits may be replaced with a \$10.00 replacement fee. Handicapped parking is limited to those with proper documentation. A temporary handicapped application may be obtained and turned in to the Student Services office. A temporary parking permit may be obtained from the Student Services office for rental vehicles, new vehicles or as circumstances warrant.

NOTARY PUBLIC

Several offices on campus have notaries. Anyone needing documents notarized should see the Department of Student Services for assistance in securing this service from one of those offices.

ACADEMICS

The faculty and staff are committed to providing the highest quality education and service to Northwood University students.

Students must become familiar with academic and other policies, curriculum requirements and associated deadlines as outlined in the student handbook, university catalog, online at My.northwood.edu, and other communications. It is the student's responsibility to actively utilize their Northwood University email, Blackboard, and the university website as they are the major communication resources and are our primary means of communications with our students.



Dr. Jane Konditi
Academic Dean

LOCATION

Hopkins Academic Building

CONTACT INFORMATION

Phone: (972) 293-5411

OFFICE HOURS

Monday—Friday, 8:00 am to 5:00 pm

ADVISING

Academic Advisors, faculty and department chairs will advise students on all matters related to their program of study and will aid students in the interpretation of policies when necessary.

Academic advising is a collaborative educational process whereby students and their advisor are partners in ensuring student academic success, and outlining steps for achievement of the student's personal, academic, and career goals.

It is ultimately the student's responsibility to meet all stated requirements for the degree and the policies related thereto.

E-Advising complements face-to-face advising through collaborative web-based advising tools and is accessed through WebAdvisor on My.northwood.edu.

CURRICULUM AND COURSEWORK

Curriculum guides are student completion guides for bachelor degree programs. The official curriculum guides for each campus and catalog year are available on: <https://My.northwood.edu/webapps/portal/frameset.jsp>. These guides are designed for the student's benefits in achieving their degree. It is to the students benefit to keep on sequence as related to the curriculum guide for the chosen major.

To fulfill graduation requirements, students are to complete all the courses on the curriculum guide that is in effect at the time they are admitted to the University. Northwood University is devoted to continuous improvement of all programs and reserves the right to revise all curriculum guides or academic programs. These enhancements could cause changes in students' programs of study.

If a student stops attending Northwood for a period of 5 years or more, upon readmission to the University, the student will be re-evaluated on the program requirements currently in force. The student may be responsible for taking additional course work if requirements have changed significantly.

BACHELOR OF BUSINESS ADMINISTRATION PROGRAMS

Accounting
Advertising & Marketing
Aftermarket Management
Automotive Marketing and Management
Computer Information Management
Economics
Entertainment, Sport & Promotion Management

Fashion Marketing & Management
Finance
Hotel, Restaurant & Resort Management
International Business
Management
Management Information Systems
Marketing

A second major (or major concentration) consists of a minimum of 8 courses, no more than 3 of which may be taken from business core or general education core courses. To acquire a second major as part of a BBA degree, a student needs to complete a minimum of 138 semester credits and will be more dependent on major chosen.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE REQUIREMENTS

- The BBA degree requires a minimum of 123 semester credit hours. Thirty-one semester credits must be taken at Northwood. The overall cumulative grade point average required is 2.0.
- Academic major program requirements consist of a minimum of 24 semester hours within the designated major or major and concentration. Twelve major credit hours must be completed at Northwood.

A minor is 18 or more credit hours in a defined discipline and includes a 9-credit residency requirement. Courses from the business core, general education core, and electives may be counted toward completion of the requirements—with at least one-half the minor credits being at the 3000/4000 level.

HONORS PROGRAM

The Northwood University Honors Program's general academic mission is to emphasize critical analysis, synthesis, and evaluation of course content. Its professional mission is to provide a more comprehensive exploration of disciplines used within various professions. The Honors Program enhances personal growth by creating a community of likeminded students dedicated to maximizing the value of their education.

QUALIFICATIONS FOR HONORS PROGRAM

Any student who qualifies for the Honors program may participate. Minimum requirements for entry in to the program are listed below.

Incoming freshmen must meet at least two of the following three requirements:

- High School graduation with 3.25 cumulative GPA or higher
- Top ten percent of high school graduating class
- ACT score of 25 or higher—or—SAT score of 1500 or higher

Transfer/Current students:

- 3.25 cumulative GPA or higher for transfer students and current NU students

HONORS SCHOLARSHIP

Honor students who have completed fifteen or more semester credit hours in honors courses at Northwood University may apply for honors admission to either **Semester in Asia** or **Semester in Europe**. Honors admission automatically provides a scholarship that adjusts the study abroad program fee to the fee level students would otherwise pay for the combination of residential tuition, fees, room and board on the Northwood campus they attend. Scholarship amounts will be adjusted in proportion to the individual program fees. The Honors scholarship may only be used once. Students cannot receive multiple honors scholarships for study abroad.

Honors Program Participation and Recognition—Honors students can participate in honors courses at

HAZING

No form of hazing is permitted by any individual or group connected with the University. Hazing is defined as any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, ridicule, or that demeans the character, or inflicts bodily harm on any person.

Any students found responsible for organizing hazing activities will be subject to suspension or dismissal from the University.

NORTHWOOD UNIVERSITY STATEMENT OF POSITION ON HAZING

In accordance with the Fraternity Executives Association on hazing and pre-initiation activities, Northwood University states its policy in the following paragraph:

Fraternal growth is initiated and continues in an atmosphere of morally sound goals and purposes. The membership program of such an organization should provide a positive and constructive influence on the members and membership class as they further their fraternity education experience.

The Association and Northwood define hazing as: Any action taken, or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; the forcing of excessive consumption of drugs or alcohol; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the campus; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; mentally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy, or the regulations and policies of the University.

NEW ORGANIZATION / CLUB PROCEDURES

All students wishing to form a new club or organization must apply to Student Services and follow the simple 5 step process. Documentation needed by all new organizations include an advisor, a mission statement, set of goals and select representatives. These representatives are encouraged to participate in student government meetings where issues and concerns of student groups will be addressed.

SECURITY

Northwood University understands the concern for campus safety and its utmost importance. We strive to provide our campus community with a safe and secure environment. An officer is on duty 24 hours a day, 7 days a week. Fall through spring, 9:00 pm to 5:00 am, a second officer is patrolling all buildings and residential areas. All visitors are required to sign in with security. Security may be contacted at 972-293-5442.

All students, employees, and visitors are strongly encouraged to report all concerns to campus security immediately. Upon receipt of a complaint, campus security officers, or the appropriate college officials are dispatched to the area. A detailed report is made and appropriate follow-up is conducted.

Campus security personnel have the authority to enforce all campus policies and Texas State Laws. These officers do not carry weapons nor do they have arrest powers. Northwood University maintains a strong relationship with the Cedar Hill and Dallas County law enforcement agencies. These agencies are contacted to assist with some on-campus complaints. The City and County agencies also notify Northwood University officials of off-campus incidents that involve Northwood students.

Texas Campus crime statistics can be found at www.northwood.edu/tx/security/crimestats.html. Any questions or concerns regarding Security may be addressed to the Director of Security, Angela McGillat ext. 5464 or 5408.

1. Have an established minimum cumulative grade point average of 2.5.
2. Be at least a sophomore by the time employment begins.
3. Be available for employment for the entire academic year.
4. Be a mentor for freshman orientations.

Any qualified student interested in becoming a Resident Assistant should attend the RA Information Meeting held during Spring semester.

SMOKING

All Northwood University buildings are designated as "smoke-free" areas, including the residence halls. Students, faculty, and staff are allowed to smoke outdoors in designated areas only. Smokers will be responsible for properly disposing of cigarette butts and other associated trash. Failure to do so is considered to be littering and is subject to a monetary fine.

GREEK ORGANIZATIONS

Alpha NU Omega Sorority- Alpha NU Omega is a multi-cultural service sorority established in February 2001. The purpose of this organization is to enrich the lives of its members through community service and bonding. This sorority strives to promote women of integrity, sincerity and unity who through community service can be a vital link between the university and our surrounding communities. This organization understands that many of the skills necessary to succeed are learned outside of the classroom. It is for this reason that Alpha NU Omega strives to build a strong supportive learning circle where all of its members can feel free to grow and express themselves without fear of judgment or ridicule.

Delta Epsilon Chi- This co-ed business fraternity is the college version of high school DECA, an association of marketing students. The members of DEX compete in both state and national competitions. Currently Northwood's Texas campus holds the DEX State President office as well as an NU graduate as the Southern Regional Vice President. Many of our DEX members have advanced from state to national competitions and have placed at high levels. This is a true organization that builds character, teamwork and a high sense of accomplishment.

Kappa Theta- Founded this past Spring, the brothers of Kappa Theta seek to enhance their education through the cooperative efforts of this fraternity. With beliefs of participation, preparation, and philanthropy, Kappa Theta aspires to be leaders inside, and outside of the classroom. Through the participation in Northwood's Intramural program, Kappa Theta wishes to actively increase the student life at NU. With eleven current brothers holding seven different majors, the various expertise of our brothers allows others to be better prepared for the classroom. Currently, this fraternity is working on developing its first rush class, an annual calendar, and volunteering for its philanthropic organizations, MDA and Habitat for Humanity.

Zeta Phi- Zeta Phi was established in the fall of 2005 by six strong-willed, poised, independent women with aspirations to find other women just as diverse. Zeta Phi is a social sorority with emphasis on campus involvement and community service. Each year the group organizes events for the entire student body, such as: the Homecoming Dance, Founders Day activities, and Mr. University, an off the wall yet entertaining male "beauty" pageant. Zeta Phi's philanthropies are the USO and Big Brothers Big Sisters. The lovely ladies of Zeta Phi participate in fundraisers and donate half of all proceeds to these organizations. The women of Zeta Phi recognize the importance of class and sophistication inside AND outside of the classroom and organization "Because class is more than just something you attend".

three levels and earn three types of recognition. All honors courses are designated on the student's academic transcript, as is successful completion of an Honors Certificate or Honors Diploma.

- Any student enrolled in an honors class is an **Honors Participant**. Students may do this as long as they meet the minimum requirements for enrollment in the program.
- Any student who successfully completes fifteen semester credit hours of honors courses in certain categories will have completed the **Honors Certificate** with the following requirements:
 - Fifteen semester credit hours of Honors courses in the following categories:
 - Three credits of English or Humanities (ENG, HUM, PHL, HIS)
 - Three credits of Social Science (ECN, PSY, PSC, SOC)
 - Three credits of Business Studies (MGT, MKT, ACC, FIN)
 - Six credits on non-specific (any honors course)
- Any student who successfully completes fifteen semester hours of honors courses in certain categories will have completed the **Honors Diploma** with the following requirements:
 - Twenty-four semester credit hours of Honors courses in the following categories:
 - Six credits of Humanities and English (ENG, HUM, PHL, HIS)
 - Six credits of Social Science (ECN, PSY, PSC, SOC)
 - Six credits of Business Studies (MGT, MKT, ACC, FIN)
 - Nine credits of non-specific (any honors course)

Successful completion of either the honors certificate or diploma also requires a minimum NU cumulative GPA of 3.25 and a minimum cumulative GPA in honors courses of 3.0. The **Honors Certificate** and **Honors Diploma** are only available on the Michigan campus at this time.

Furthermore, employers and graduate schools will be aware of the completion of the Certificate and/or Diploma as it is clearly noted on your Northwood transcript, thus indicating that you have opted for an enhanced and challenging undergraduate education. More information about the Honors program is available from Dr. Margaret Colarelli, Director of the Honors program.

ENGLISH AND MATH PLACEMENT COLLEGE ENGLISH PLACEMENT

ACT English	SAT English	English Course
17 or below	420 or below	ENG 0900 Basic Composition*
18 or higher	430 or higher	ENG 1150 Composition I

* ENG 0900 is a semester of basic writing skills, and will not count towards your degree requirements.

COLLEGE MATH PLACEMENT

ACT Math	SAT Math	English Course
23 or less	540 or less	MTH 0980 Introductory Algebra*
24—28	550—640	Choice of: MTH 1100 Finite Math or MTH 1150 College Algebra

* MTH 0980 does not count towards a degree, but it does prepare you to be successful in MTH 1100 and MTH 1150.

COURSE OFFERING OPTIONS

Compressed course offerings (after Fall semester and during Spring semester) and summer sessions offer student opportunities to either accelerate or catch up in their academic programs. Advisors can assist in designing a completion plan that includes these options.

INTERNSHIPS

The Northwood University Internship Program grants students academic credit for work experience directly related to their academic program. Students may earn from 1 to 3 credit hours, with 100 hours of work being required per credit hour. Internships are encouraged but not required for:

- Aftermarket Management
- Automotive Marketing and Management
- Entertainment, Sport & Promotion Management
- Entrepreneurship
- Fashion Marketing & Management
- Hotel, Restaurant & Resort Management

Internships are recommended for all remaining curriculums.

Students who participate in internships are evaluated by their supervisor on the job and by their department chair or faculty member. A paper related to the work experience is required. Students interested in an internship should consult their department chairperson for approval.

Before an international student signs up for an internship, they must first be enrolled as a full-time student for one academic year in order to qualify for curricular practical training (CPT) authorization by the designated school official (DSO) who is the International Student Advisor.

STUDY ABROAD PROGRAMS

Northwood University is committed to offer a number of faculty-led group study abroad opportunities to its students. Groups of ten to thirty students typically participate in individual study abroad programs. The university currently offers two extended study abroad programs: Semester in Europe and Semester in Asia. In addition, a variety of short-term study abroad program in Europe, Asia and Latin America occur annually, on a biennial or one-time basis. Information on all study abroad programs is available on the university's website (<http://www.northwood.edu/international/studyabroad/>).

All study abroad programs carry academic credit. Academic credit for study abroad programs entails participation in the travel period, and class work may include written papers, oral reports, daily journals, research projects, group projects, quizzes and written exams both before and after the travel period. The subject matter of academic credit varies according to the expertise and experience of the faculty leader and nature of the study abroad program.

It is very important that students who are interested in a study abroad experience to consult with an academic advisor early in their Northwood years to determine how and when academic credit associated with study abroad program can most appropriately fit within their curriculum.

GENERAL ELIGIBILITY GUIDELINES FOR STUDY ABROAD PROGRAMS

1. Successful completion of at least 30 semester credit hours at Northwood University or, for transfer students, completion of the equivalent of 30 semester credit hours and at least one semester at Northwood University. **Students typically apply for study abroad programs as juniors or seniors.**
2. Fulfillment of any course prerequisites for academic credit associated with study abroad programs.
3. A cumulative GPA of at least 2.0 (4.0 scale). Individual programs may establish higher cumula-

HOUSING

CONTACT INFORMATION

Angela McGill, Housing & Security Director
(972) 293-5464
Butler Academic Building, suite 103
Monday—Friday, 8:30 am to 5:00 pm

- Male and female students have the privilege of visiting the living quarters of the opposite sex on the following schedule:

Sunday through Thursday	10:00 am to 12:00 am
Friday through Saturday	10:00 am to 2:00 am
- Students found in the halls and rooms on inappropriate residence hall areas at hours other than those listed above will be disciplined.
- Quiet hours are maintained every day from 10:00 pm to 8:00 am in all residential areas.
- The campus is closed to unauthorized traffic from 11:00 pm to 9:00 am. Security personnel has the right to stop all incoming cars, even those showing a Northwood parking sticker. This security is for the benefit of Northwood students and the entire campus.
- Resident Assistants and/or the Director of Housing will first deal with any residence hall infraction that occurs. The resident assistants will issue sanctions and Housing Officials may issue a warning and/or a fine, and/or a work sanction(s).
- Housing Officials may assign a warning, fine, restitution, special assignment, disciplinary probation and/or expulsion from Northwood Housing, and may recommend to the Dean of Students suspension or dismissal from Northwood.

GUESTS

Northwood students are permitted non-student guests if these guidelines are followed:

- All guests visiting Northwood residents must be at least 18 years old and able to prove it. No overnight guests under 18 years old allowed.
- All guests must have a Guest Request Form (completed 24 hours prior to visit) on file in the Housing Office.
- Guests must abide by all Northwood regulations and violators are subject to immediate removal from the premises. The host student is responsible for the actions of their guests.
- Guest meals may be purchased on a pay-as-you-eat basis in the cafeteria (when available).
- Approved overnight guests must be the same sex as the resident and the host must have the permission of all roommates before guest can stay. If guest will have a car on campus, a Temporary Parking Permit must be received from the Housing Office.
- Guests may stay no longer than 3 consecutive days. Visitors not completing proper paperwork or complying with guidelines will be asked to leave the campus, and the host students will be subject to a fine for failure to register guest with the Housing Office.

RESIDENT ASSISTANTS

The Resident Assistant at Northwood University is an upperclassman who lives in a student housing area to serve as the primary resource for information and/or assistance. The objectives of the Resident Assistant are to exhibit a concern for others, relate in a positive manner to the students, plan and promote programs for housing, serve as a resource of information about Northwood and exhibit the ability to accept responsibility. The preferred qualifications are:

2. Students on the board plan must show their I.D. at each meal. Student without their I.D. may not eat or must pay for that meal in order to eat.**
3. Only those students on the board plan or paying for a meal are permitted in the serving line area.
4. Shirts and shoes must be worn at all times in the Dining area.
5. Students are not permitted in the Dining area other than at posted meal times.
6. Disruptive behavior is not permitted in the Dining area. This includes shouting, horseplay, and throwing food.
7. Dining Room Equipment (silverware, cups, trays, etc.) may not be taken out of the Dining area
8. Trays, dishes, glasses, etc., must be returned to the dish cart before leaving the cafeteria. Students are expected to push chairs under the table and remove any trash they created before leaving, as a courtesy to those using the cafeteria after them.

**Residents who have lost ID's must purchase a replacement I.D. for \$25 in the Business Office.

HEALTH SERVICES

The Health Center has one purpose and that is to assist you, the student. Your confidentiality is respected at all times. The clinic is under the supervision of a Registered Nurse (RN) and services are free of charge. While we cannot treat medical conditions, we do offer medical assessment such as blood pressure monitoring, blood sugar testing, first aid care and supplies. Occasionally, we offer CPR/First Aid/AED classes as well as other educational opportunities throughout the year. The Health center can provide you with a list of local physicians and clinics to assist with any questions or concerns you may have.

CONTACT INFORMATION

(972) 746-7915; Emergency 911

Knights Court, Dorm 21D

Monday—Friday, 9:30 am to 3:00 pm (during Fall and Spring semesters)

Health Information

Health Services is HIPAA compliant and your information is protected by federal law unless you give written consent. If you have a chronic condition, although it is controlled, such as epilepsy, diabetes, or allergies to medications, etc., we suggest that you carry information about this with you at all times. Residents should make your RA aware of this as well.

Health Insurance

Northwood University is not responsible for medical expenses and encourages all students to have primary personal health insurance coverage. Northwood University does provide a limited insurance policy for all full time students enrolled in the current semester. The university insurance policy is to be used as a supplement to your primary insurance coverage. The Student Health insurance policy has limited coverage, primarily for injuries on campus. Under speci-fied conditions, coverage may include many of the expenses due to injury that may be incurred.

NON-ACADEMIC COUNSELING RECORDS

These records consist of the personal notes of contacts with clients. These confidential records are maintained according to ethical standards. No information will be released to individuals or Northwood personnel. Confidential material will be released to competent professional persons who are engaged in the continuing treatment of the client only if the professional so requests, and the client has signed a statement authorizing this release.

tive GPA requirements. **Students on academic probation are not eligible for study abroad programs.** Note: if a student is in good academic standing when he or she applies for study abroad, but is placed on academic probation between the time of acceptance into the program and the starting date of the specific program, the student becomes ineligible to participate in the study abroad program.

Individual programs may establish additional eligibility requirements.

ACADEMIC POLICIES

ATTENDANCE POLICY

It is Northwood's policy to expect 100% attendance; there is no policy which supports class cuts. When students miss courses for Northwood sponsored trips and events, it is the normal expectation that they will speak with faculty members in advance.

Class participation is part of academic performance; consequently, frequent absences could lower grades even when make-up is permitted.

Each classroom instructor will notify the student of his/her attendance policy. This will be stated in the course syllabus and reinforced in the classroom. There is a direct relationship between attendance and academic performance. Students who do not attend class do not perform as well as those who do. Absences for each class are included on final grade reports.

Students who must miss classes due to extenuating circumstances such as an extended illness or death in the family must work with an Academic Advisor, who will verify the circumstances and notify the faculty.

PLAGIARISM/CHEATING

Plagiarism is the act of taking words, ideas, strategies, formulas, compositions, research or creative ideas of another and presenting them as if they were your own. In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action. Plagiarism can be either intentional or unintentional, but in either case is a serious offence. Academic integrity is an important value at Northwood University. We consider all forms of cheating a serious academic infraction. Plagiarism and cheating may lead to expulsion from the university.

CELL PHONE USE

Refer to syllabus for policies for particular classes. In every class, cell phones must be turned off during class time.

ORIENTATION

Freshman and transfer student orientations take place on a variety of dates prior to the start of the fall semester or upon student arrival for students enrolled during spring semester. The purposes of new or transfer student orientations are:

- To review campus rules, regulations, facilities, and activities so that students can get around campus comfortably.
- To review the student's first-semester schedule.
- To obtain a student identification card and setup student campus email.
- Complete placement tests.

FOUNDATIONS 1100 COURSE

FDN 1100 continues during Fall Semester for all freshmen students. Students are provided additional information on the University environment and holistic factors that aid in their success to include problem

solving, communication, and critical thinking components. Freshmen and new transfer students with fewer than 60 semester credits take FDN 1200 in the Spring Semester. This course provides an emphasis on institutional culture and philosophy as it pertains to the “Northwood idea.” Additional areas will cover free markets, skills needed for success, Northwood University Outcomes and Code of Ethics.

GRADING POLICY

To be considered in good academic standing, students must maintain a minimum 2.0 cumulative GPA. The cumulative GPA is calculated from the grades received for courses completed. The designations of W, P, I or Z are not included in the GPA calculation. However, these grade designations are counted when calculating the cumulative completion percentage for financial aid recipients. This policy is in effect for all certificate, diploma, and degree-seeking students. Following is the grading system of the University. Also see 2010 University catalog.

Letter	Honor Points	Interpretation
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Unsatisfactory
D-	0.7	
F	0.0	Failure
P	0.0	Pass
I	0.0	Incomplete
W	0.0	Withdrawn
X	0.0	No Credit/Audit
Z	0.0	Deferred

INCOMPLETES, WITHDRAWN AND DEFERRED GRADES

I—Incomplete—This grade reflects an extraordinary, uncontrollable interruption in completion of course requirements. It is not to be used in the case of a missed test, term paper, etc., unless the incomplete work is caused by the student’s hospitalization or an extreme emergency that takes the student away from classes for a week or more. All incompletes are subject to review by the Registrar. Incompletes not made up become F at the end of 90 days.

W—Withdrawn—This grade reflects student withdrawal from a class by the end of the designated last day to withdraw from a class (eleventh week of the semester for standard 15 week semester courses). Students withdrawals occurring after those times are recorded as F. Withdrawals from the University (and all courses) before final exams result in grades of W.

Z—Deferred Grade—This grade is used to reflect an internship that is still in progress. The Z grade will be replaced when a grade is submitted; if no grade is submitted, the Z grade becomes an F.

ACADEMIC HONORS, AWARDS

Northwood University recognizes outstanding academic achievement of students at the end of each semester through the following honors a student may earn:

The focus of this organization is to increase business contacts, stay abreast of developments, and exchange information and ideas concerning world trade and international business opportunities. The club has monthly World Trade Club Roundtable meetings that focus on the latest positions taken by the Administration, Congress, and other notable professionals on trade policy, rules and regulations governing international trade, views of US trade policy from abroad, and the latest developments in the ever-changing trade landscape.

FOOD SERVICES

Sodexo is an international contract management company. It operates the food services at the University and directly reports to the Student Services Department.

Students on the board plan must present their I.D. cards in order to be served. Lost ID’s must be reported to the Business Office as soon as possible. A \$25 replacement fee will be charged through the Business Office. A temporary permit allowing the student to eat in the cafeteria may be requested. Another valid form of I.D. must be presented along with the temporary permit in order for the student to eat in the cafeteria.

Box lunches are available for those who cannot attend regular meals due to illness or class schedules. Please make prior arrangements for a box lunch in the cafeteria.

Many special events are planned during each semester. Check the menu board daily or feel free to pick up weekly menus in the cafeteria. The weekly menu can also be accessed on the website, <http://start.northwood.edu/dining>.

Sodexo values your opinion and welcomes any comments or suggestions. There is a suggestion box located at the cash register station. Also please feel free to let us know immediately if you have any problems. Check with your Resident Assistant if you are interested in participating in the monthly Food Service Committee meetings or contact the Student Government Association.

Jerry’s – In a hurry to get to class? Stop by Jerry’s, located in the Swalwell Student Union, and pick up some coffee, espresso, hot tea, ice cream, smoothies, Grab `n Go salads and sandwiches, breakfast pastries, or something off the grill. Not included in the Resident Meal Plan. Jerry’s Place accepts cash, NU Bucks and credit/debit cards.

HOURS OF OPERATION

CAFETERIA HOURS

Monday—Friday	Breakfast	7:30 am to 9:00 am
	Lunch	11:00 am to 1:30 pm
	Dinner	5:30 pm to 6:30 pm
Monday—Wednesday	Late Night Dining	9:30 pm to 10:30 pm
	Saturday & Sunday	Brunch
		Dinner

JERRY’S HOURS

Monday—Thursday	7:45 am to 2:00 pm
	5:45 pm to 7:45 pm

Student Board Plans

Students who participate in the Board Plan or utilize the cafeteria for meals shall follow a few simple regulations:

1. Food and drinks may not be removed from the Dining Hall area. Students are not limited in the amounts they may consume during meal times; however, food and drinks may NOT be taken from the Dining area for later consumption. Repeated violation of this policy will ultimately require dramatic increases in board fees.

CAMPUS CLUBS & ORGANIZATIONS

Bible Student Ministry/Christian Fellowship—This group was formed for students to come together to share experiences and beliefs in God. Membership is open to anyone who wants to discuss and learn about the Word of God and His ideas. The group meets on a weekly basis.

Competitive Speech & Forensics Team—Forensics is a national, intercollegiate, intellectual, competitive sport with national tournaments under the auspices of the American Forensics Association (AFA) and the National Forensics Association (NFA). Competitors develop and test their research (forensic) and oratory skills. It includes platform speaking (informative, persuasive, impromptu, extemporaneous, rhetorical criticism). It encompasses other areas of speaking and truly enhances the one skill employers indicate is most important—communication skills!

Marketing Mavens— Open to all students, the Marketing Mavens is a professional association for marketing savvy students. The best marketers use every advantage by having powerful connections, valuable resources and penetrating insights. That is because the students with the largest national and world employment opportunities, not to mention pay, are marketers. Take a look at the benefits that membership offers as professional development, networking, monthly meetings, guest lectures, fund-raisers, participation in American Marketing Association (AMA), National Marketing Week, Academy of Market Intelligence and social events which represent a sampling of activities. Job placement and internship is emphasized. Enhance your marketing skills by joining today.

Northwood Players— if acting is your thing, this is the club for you! The group puts on plays and other programs throughout the year.

Photography Club— is designed to open your creative side and learn to think “outside of the box” artistically. The club looks for creative photography displays, fundraising, workshops and fun! The Photography Club works are displayed in the Hopkins Building. If you have a camera, come and join us.

Royal Ambassadors— This group’s goal is to assist the admissions department with prospective freshman and establish new friendships with future NU students. You will have the opportunity to contribute to campus tours, assist with college fairs, and represent NU during Orientation and Preview Days. You will become an instrumental part of the recruiting and admissions process.

Student Government Association— Representatives from the freshman, sophomore, junior and senior classes and the school administration combine their energy to address issues and host activities. The Board is composed of students who are interested in developing educational, social and recreational programming for the student body as well as representing the interests of the students to the administration of the University. It is an opportunity to become involved in activities, recruit members for your clubs and organizations, and share information with students. Officers are elected by the Student Body each Spring to govern the following school year.

Voices of Northwood— when it comes to singing, this is the group to join!

World Trade Club— This organization was created by a group of professional business students at NU.

THE PRESIDENT’S LIST: Full-time students who in any semester have earned a cumulative GPA of “A” (3.85 or above) and who have no I’s or F’s or ungraded courses will be on the President’s List for that semester.

THE DEAN’S LIST: Full-time students who in any semester have achieved a cumulative GPA of 3.25 to 3.84 and who have no I’s or F’s or ungraded courses will be on the Dean’s List for that semester.

GRADUATION WITH DISTINCTION

In addition to semester honors, Northwood recognizes students who have maintained high academic achievement throughout their education through the following graduation honors. A student is required to earn 31 semester hours of credit through Northwood University to be eligible for one of these graduation honors. Degree honors are awarded as follows:

Cum Laude:	Cumulative GPA of at least 3.5.
Magna Cum Laude:	Cumulative GPA of at least 3.7.
Summa Cum Laude:	Cumulative GPA of at least 3.9.

ACADEMIC APPEALS

There are academic appeals processes available to provide for appropriate processing of academic grievances. The “statute of limitations” for academic appeals is the semester following the grievance.

- The first level of academic appeal is to the professor whose decision is questioned.
- Students who are not satisfied with the decision of the professor to whom they appealed may subsequently appeal to the Academic Dean. The Academic Dean makes the final decision on all appeal cases.
- Students who are not satisfied with the Dean’s decision may submit a last appeal to the Executive Vice President and Chief Academic Officer, who is the final arbiter of all academic matters. This appeal must be in writing and should explain all particulars, including reference to the previous two levels of appeal. This appeal should be sent by registered mail to the Executive Vice President and Chief Academic Officer at the corporate headquarters of the University in Midland, Michigan. The Executive Vice President and Chief Academic Officer will invite written input from others involved in the previous appeals based on copies of the appeal that will be provided to them. Copies of their responses will be sent to the person appealing, who will then have ten days to respond in writing to their responses. Following this exchange, a written decision will be rendered.

ACADEMIC TOP HONORS: VALEDICTORIAN AND SALUTATORIAN

The valedictorian shall be that student who has earned a minimum of 61 credits at Northwood University and has maintained the highest cumulative GPA in the graduating class. In the event of a tie for highest cumulative GPA, the student with the greatest number of earned Northwood credits will be valedictorian and the other student will be salutatorian.

The salutatorian shall be that student who has earned a minimum of 61 credits at Northwood University and has maintained the second-highest cumulative GPA in the graduating class. In the event of a tie for second highest cumulative GPA, the student with the greatest number of earned Northwood credits will be salutatorian.

ACADEMIC EXCELLENCE AWARDS

Michigan campus uses an awards system of academic, curriculum, leadership and other factors to recognize outstanding achievements by graduates.

ACADEMIC PROBATION

Continued matriculation at Northwood University requires satisfactory academic progress demonstrated by the student in achieving basic scholastic goals. Academic achievement in any semester that results in a cumulative GPA below 2.0 places a student on academic probation. All campuses and academic programs have advising systems to assist the student in raising the earned cumulative GPA so that at scheduled graduation time the student will have had an opportunity to earn the necessary minimum 2.0 GPA and successfully complete (grade of D– or better) all required courses in the curriculum.

During periods of academic probation, students may not carry more than 12 credits to achieve more concentration on less course work.

ACADEMIC DISMISSAL

There is a sliding academic dismissal level of performance, based on the cumulative GPA and the number of hours earned, to which every student is subject, and which can only be exempted on a semester-by-semester basis by the campus academic dean. The dismissal process is as follows:

- Students accepted on academic probation are subject to review at the end of the first semester of attendance. Failure to achieve a minimum cumulative GPA of 2.0 may lead to academic dismissal at the end of the first semester of study at Northwood University.
- A student who is registered for courses during a given semester, and does not earn any academic credits (courses other than EXF, PE, PSY1120, 1150, 3100 or SPC, LAW and JRN courses for extracurricular activities) will be considered for immediate academic dismissal at the end of that semester.

All students, whether new or continuing, must meet the following criteria for SAP or be subject to academic dismissal. At the end of each academic year, the Academic Dismissal Committee will review the record of each student who has not met criteria for SAP.

SCALE BASED ON COMPLETED CREDITS:

Credits	Cumulative GPA	Completion Rate
0–15	1.7	70%
16–29	1.8	70%
30–59	1.9	70%
>60	2.0	70%

The academic dismissal decision rests with the campus Academic Dean and Provost. Dismissals will be communicated in writing to the student. Upon dismissal, a student is no longer eligible to attend Northwood University. If the student chooses to appeal, the appeal must be submitted in writing, with rationale, to the Executive Vice President and Chief Academic Officer of Northwood who makes the final determination.

LEARNING RESOURCE CENTER

From tutoring, computer labs, and special workshops, to our synergistic relationship with EXCEL and Career Services, the Learning Resource Center offers many types of support, information, guidance and media to all levels of the University. The LRC is a place that offers tangible benefits to the entire University community and is an integral part of the fabric of academic life on this campus.

Free tutoring and academic support for most subjects, open to all levels of the University community. Regularly scheduled labs on important topics and subjects as well as special labs and workshops. Computer and printer access, scanner and fax services are available as well.

mittee or prospective employer requests a NU transcript. Together, the SDT and academic transcript are the NU transcript.

There is no formal registration for the program. Once a person becomes a student of Northwood University, he/she is automatically in the program. The registration process will continue for the remainder of the student's enrollment at Northwood, regardless of which campus they might attend.

After completing each activity, students will be required to submit a Validation Form, verifying their participation. This form must be submitted to the EXCEL office in order to receive credit and have the activity appear on the transcript. It is the student's responsibility to submit the Validation Form. A Validation Form is not needed for those activities planned by the EXCEL Director.

A student may request acceptance of a program or activity not planned by Northwood, if they believe it meets the criteria of a particular category. Those requests must be made to the EXCEL Director. Activities are divided into the following categories:

1. Professional Development

- Participation is **REQUIRED** for all students.
- Five EXCEL credits must be earned during each year of enrollment.
- Transcripts have two parts: Academic and Student Development
- The five categories of activities are comprised of:
 - Professional Development
 - Leadership Development
 - Volunteer and Community Service
 - Organizations and Activities
 - Campus and Community Arts
 - Honors and Awards are listed, but do not constitute part of the five activities required per year.
- Each activity will be documented accordingly.
- Program information can be obtained through the Student Services office in the Butler Building.

2. Leadership Development

3. Volunteer and Community Service

4. Organizations and Activities

5. Campus and Community Arts

Honors and award are listed, but do not constitute part of the five activities required per year.

Students use the EXCEL program to distinguish themselves from others when applying for scholarships and jobs. All students are expected to participate in activities, selected from the five categories, for each year of enrollment. The student must receive approval for each activity (or series of activities), and is expected to earn a minimum of 5 EXCEL credits per academic year while enrolled at Northwood University.

Some activities planned through EXCEL include: Habitat for Humanity, Adopt-A-Highway Cleanup, Head Start, MLK Parade, visiting the elderly, seminars and conferences.

1. Fails to sign the consent to participate in Drug Testing and Authorization for Release of Information form.
2. Is found to have failed to comply with this policy.
3. Fails to comply with the mandatory assessment or to participate in a counseling/rehabilitation program, if required, including the signing of a release necessary to assure compliance with the conditions of the program.
4. Violates any portion of Northwood University's student code, or any local, state or federal laws.
- 5.

It is the sole responsibility of the student athlete to assure that he/she is in compliance with this policy. Student athletes are required to report and have on file with the athletic department and the student health center, any medication(s) being taken while a student athlete.

The program description is composed of three components:

1. Education
2. Assessment
3. Counseling

The Athletic Drug Testing, Education, and Counseling Program in its entirety as well as the consent form for drug testing, is located in the Athletic department. A detailed review of all sanctions and policies can be found in the Athletic Department.

EXCEL STUDENT DEVELOPMENT PROGRAM

CONTACT INFORMATION

Butler Academic Building, suite 103
 (972) 293-5408
 Monday—Friday, 8:30 am to 5:00 pm

The EXCEL Program is a Student Development Program which was created to give students exposure in the different aspects of life. Northwood University believes in creating an active learning environment that engages students to explore new ideas, perspectives, experiences and understanding of their own lives. Our students are challenged to participate in a broad range of activities which provide for a variety of experiences. A student's education is not limited to proficiency in the classroom. Students develop leadership, professional and interpersonal skills; and develop an appreciation for the arts, community service and personal growth through co-curricular involvement. We believe that such involvement adds value to a Northwood education and is an expected component of the Northwood experience. The EXCEL program is designed to meet all of these expectations.

Through EXCEL, students will participate in valuable, documental activities, resulting in a Student Development Transcript which will be issued whenever an Academic Transcript is issued. The Student Development Transcript has no bearing on meeting degree requirements proposed by each curriculum, but the EXCEL program does provide opportunities to expand and document a student's education well beyond the classroom requirements. Students are expected to document a minimum of five Student Development Transcript activities a year, and honors and awards will be reflected on this transcript as well. EXCEL also helps to enrich students' lives and prospects for future employment.

All undergraduate students are required to participate in this program. After completing an activity, students need only fill out an Activity Validation Form and turn it in to the EXCEL office, located in the Butler Building. As long as the participation is verified by the person in charge of the activity it may be posted on the SDT. Any information not verified may not be posted. The SDT is an official document of a student's extra-curricular activities. It is submitted with the academic transcript whenever a scholarship com-

LOCATION

Hopkins,101

CONTACT INFORMATION

Christopher Giles, Director
 Phone: 972-293-5480
 Email: gilesc@northwood.edu

HOURS

Monday through Thursday 10:00 am to 6:00 pm
 Sunday 1:00 pm through 5:00 pm

DISABILITY SERVICES

The LRC is a central point for students with learning disabilities, offering academic support and testing accommodations. For further information on disability services and Northwood policies, please contact the LRC.

ENGLISH-AS-A-SECOND-LANGUAGE (ESL) SERVICES

The Texas Campus LRC offers an ESL program to provide academic support in English. These services are available to International students, as well as native-speakers who need extra support in English.

UNIVERSITY TESTING CENTER

The Texas Campus LRC is also home to the University Testing Center, a private, proctored facility for the administration of make-up tests and other work.

HACH LIBRARY

The mission of the Hach library is to enhance the learning environment by supporting instructional services, promoting information literacy, and developing leaders who are independent, life-long learners.

LOCATION

The library is located beside the Sloan Cabin.

CONTACT INFORMATION

Kaethryn Duncan, Director
 Phone: (972) 293-5436
 Email: kduncan@northwood.edu

LIBRARY HOURS

FALL AND SPRING SEMESTERS

Monday through Thursday	8:00 am to 10:00 pm
Friday	8:00 am to 4:00 pm
Saturday	10:00 am to 4:00 pm
Sunday	1:00 pm to 9:00 pm

SUMMER

Monday through Thursday	1:00 pm to 9:00 pm
Friday	Closed
Saturday	12:00 pm to 4:00 pm
Sunday	Closed

Special hours such as exam and break week, along with current library hours are posted on the library web site accessible from My.northwood.edu.

COLLECTION AND RESOURCE OVERVIEW

The library collection support Northwood's curriculum. Computers at the library provide access to the library's valuable online databases. The Library subscribes to 26 databases which contain articles and resources that are not available free on the internet. These are accessible through the TX Library page in Blackboard. The Library page also offers access to the catalog and online help. Research and reference assistance is also available online through "Ask a Librarian." The Library is staffed by a professional, full-time librarian who is prepared to help you find information, become acquainted with the library's various resources and to assist you with your research projects.

BORROWING

Books may be borrowed for a three-week time period and can be renewed by phone if they are not reserved by another library patron. Reference and Reserved materials are to be used in the library ONLY. This is to ensure all students have convenient access to these special materials. A valid student ID card is required for borrowing.

RESERVE MATERIALS

Reserve materials are located at the main circulation desk. They are for library use only unless the instructor specifies otherwise. A fine will be charged to students who take any reserved material out of the library.

OVERDUE

Fines will be assessed for lost and overdue materials. Payments for lost books and fines must be made before students receive grades or transcripts. All overdue accounts will be sent to the business office for collection.

REFERENCE SERVICE

If you are not sure how to find that needed information, remember to ask a Reference Librarian. The librarian will gladly explain to you the what, where, and how of library research and use.

INTERLIBRARY LOAN

Interlibrary loan service on request provides books and articles not available in the Hach Library Collection of in the databases. The resources of libraries throughout the country are available to you via our interlibrary loan service. Plan ahead if you want to make use of this service. Inquire at the circulation desk for details. A valid student ID card is required in order to register for library checkout privileges.

ONLINE LIBRARY SERVICES

Log in to My.northwood.edu and select the My Library tab to access all Online Library Services at Northwood. Thousands of articles from magazines, newspapers, and journals along with specialized business information resources are available 24/7 whether you are on campus or off campus. My Library is also the place to go for research and resource guides for your courses. You can use My Library to identify books in the campus library collections. "Ask a Librarian" service is another convenient feature.

SPECIAL SERVICES

A copy machine is available in the library. Copies are 10 cents each. Wireless network access is available throughout the building.

BOOKSTORE

ATHLETIC SEASONS

Fall:	Cross-Country (Men and Women) Soccer (Men and Women) Indoor Track (Men and Women)
Spring:	Baseball Softball Golf (Men and Women) Track (Men and Women)

ATHLETIC FACILITIES

The weight room and athletic offices are located in the athletic building between the library and the Chapel. The baseball and softball fields are located just north of the tennis court. The soccer field is located adjacent to the baseball field.

STATE OF TEXAS & NORTHWOOD UNIVERSITY INTERCOLLEGIATE ATHLETIC DRUG TESTING, EDUCATION & COUNSELING PROGRAM

This is a brief summary of this policy. The actual, detailed, intercollegiate policy can be found in the Athletic Department. The NU student must cope with the typical challenges, which are encountered by students universally. Student athletes must meet these and many additional challenges. Without appropriate coping strategies, adequate support, and the positive influence of university personnel, student athletes may turn to drug/alcohol use to enhance performance or to deal with the added stresses to win and succeed academically. It is our goal at NU to ensure the health and well being of the student athlete and maintain the integrity of the collegiate competition without the misuse of drugs or alcohol.

NU is concerned about the misuse of prescription drugs, the use of drugs that are not medically indicated and the use of illegal drugs and alcohol. All of these substances constitute a serious threat to the physical and mental well being of our student athletes. The results of research appearing in professional literature, indicates that the misuse of drugs may cause harmful effects, such as decreased reaction time and altered hand-eye coordination, and may contribute to serious injury to student athletes, their teammates and their opponents.

The use of performance enhancing drugs imposes a variety of negative consequences for the athlete and the athlete's teammates. When used, performance-enhancing drugs such as anabolic steroids, growth hormones, amphetamines, barbiturates, and tranquilizers unduly exposes the athlete to a temporary advantage, and place the non-user at an unfair competition advantage. Therefore, NU actively discourages their use and must provide an environment that will enable student athletes to recognize the dangers of these drugs, except specific drugs that are prescribed by qualified medical personnel for treatment of individual students. A detailed review of all sanctions and policies can be found in the Athletic Department.

THE POLICY STATEMENT (MAY BE REVIEWED ON AN ANNUAL BASIS)

Northwood University prohibits student athletes from the non-prescribed use of substances described by the N.C.A.A. The misuse of prescription drugs, alcohol, or any other controlled or illegal substances are also prohibited.

A student athlete at NU is defined as an individual who is enrolled as a full-time student and is making progress toward an AA, BBA, or Graduate degree; meets the eligibility requirements of the institution, conference, or receives athletic grant, or aid monies; and participates in sport(s) under the jurisdiction of the NU Athletic Department.

Northwood University will make every effort to support the student athlete through education and counseling. However, sanctions such as, but not limited to, suspension from participation for a specified time period or barring from further competition will be imposed against the student athlete if he/she:

ARTS

CAMPUS ARTS PROGRAMS

The Campus Arts Office is the center for arts information concerning both campus and local arts events while coordinating specific cultural experiences for students in the arts arena. Programs include theatrical, dance and music performances, a variety of workshops, gallery exhibits, off site activities and artistic support for various campus endeavors. The arts have an incredible ability to impact and affect the individual, making them excellent for partnering with business. Campus Arts strives to educate about and clarify what the arts and business relationship means.

One of the major vehicles for accomplishing this is through the Arts Initiative Program, multi-day residencies where top quality artists, often internationally known, provide a combination of classroom presentations, demo-lectures, assemblies and performances. Each residency is tailored to directly impact NU students using a more personal, close-up casual format where interacting with performers is possible.

CONTACT INFORMATION

Butler Building
(972) 293-5408
Monday—Friday, 8:30 am to 5:00 pm

ATHLETICS

The Northwood Athletic Department provides varsity intercollegiate athletic opportunities for students. The Athletic Director and his staff oversee the operation of intercollegiate sports and conduct physical education courses.

The Texas campus is a member of the National Association of Intercollegiate Athletics (NAIA) and a charter member of the Red River Athletic Conference. Northwood competes in the following varsity sports: baseball, men's and women's cross country, men's and women's track, men's and women's golf, men's and women's soccer, and softball. Any students interested in varsity athletics must see the corresponding coach below.

Northwood students competing in intercollegiate competition must meet certain academic and health related criteria. Athletes must complete a physical examination before participating in their sport(s). Athletes are strongly advised to maintain a primary Health Insurance policy in addition to the secondary policy provided by Northwood.

Executive fitness courses are also held throughout the year. These courses may be taken for credit or on a non-credit audit basis. Available courses will be listed in the class schedule each semester.

ATHLETIC DIRECTOR

Jack Allday	Athletic Director	(972) 293-4478
Sena Horn	Softball	(972) 293-5483
	Sports Information Director	

ATHLETIC COACHES

Jody Hawkins	Cross Country/Track	(972) 293-5423
Jeremy Kennedy	Baseball	(972) 293-5485
Ryan Lindell	Men's Soccer	(972) 293-5481
Krasi Kolarov	Women's Soccer	(972) 293-4074
Benjamin Belfield	Men's & Women's Golf Coach	(972) 293-5428

ATHLETIC TRAINER

Rachel Compton		(972) 293-5440
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ATHLETIC FAX LINE: (972) 291-0662 or (972) 291-3824

This facility sells textbooks and all other necessities for college student needs including paper, notebooks, pens, pencils, Northwood souvenirs, sundries, and clothing. All books must be paid for by cash, check or credit card (Master Card, Visa, Discover or American Express). No delayed credit is extended for these purchases. Textbooks for all classes will be available at the Bookstore and must be paid for in full at the time of purchase.

Location

Swalwell Student Union.

Contact

Ruth Campos, Store Manager
Phone: 972 293 5416
Store website: www.northwoodutxbookstore.com

HOURS

Fall and Spring Semesters

Monday-Thursday	8:00 am to 6:00 pm
Friday	8:00 am to 4:30 pm
Weekends	Closed

Summer

Monday-Thursday	10:30 am to 6:00 pm
Friday	9:00 am to 2:00 pm
Weekends	Closed

REFUNDS

Refunds are given only with a cash register receipt and in the timeframes listed below.

New textbooks must be in their original condition. Refunds are not given if books have been taken out of shrink wrap. General merchandise must be returned within one week of purchase in its original condition.

- 12 Week Classes During the first FIVE days (Fall & Spring Semesters)
- 6 Week Classes During the first FIVE days (Non-traditional)
- Summer Classes During the first FIVE days (Traditional & Non-traditional)
- Minis During the first TWO days

STUDENT SERVICES

The Student Services Office is concerned primarily with services provided for you that affect your total educational experience outside the classroom. Often, academics and non-academics overlap and Student Services is staffed with professionals who care about your concerns in housing, counseling, health services, clubs, organizations, activities, security and safety. They are ready to assist you in resolving any conflicts that may affect your academic performance. The University provides many other services for you in addition to the ones listed above.



Michael Anguiano
Dean of Students

CONTACT INFORMATION

Butler Academic Building, suite 103
(972) 293-5408
Monday—Friday, 8:30 am to 5:00 pm

ACTIVITIES

Northwood University believes that a successful student is a well-rounded individual with a number of interests. These students are better prepared after graduation for the challenges of life and the business world. To this end, Northwood students are encouraged to participate in many of the extracurricular activities available to them. Northwood University is proud to offer a wide range of diverse activities and programming for students.

Activities include professional and social fraternities and sororities, arts and entertainment groups, to intercollegiate, intramural and club sports, Student Government Association projects, special interest clubs and housing unit programs.

Northwood students have been involved in and enjoyed such activities as the annual Texas traditions of Haunted Forest, Spring Fest, Sanity Inn and the International Festival. Along with programming that is Northwood sponsored, many groups offer activities such as dances and other special events.

Participation in extracurricular activities provides worthy use of leisure time as well as recreation and also provides opportunities to make friends and to develop leadership skills and the ability to be effective in group situations. Many times, students have EXCEL credit opportunities by participating in extracurricular activities.

Northwood recommends that students involved in all extracurricular activities maintain an above-average grade point average.

CONTACT INFORMATION

Gaubert Student Activities Center
(972) 293-5401
Monday—Friday, 10:00 am to 12:00 am (during academic year)
Saturday—Sunday, 12:00 pm to 12:00 am (during academic year)

INTRAMURAL SPORTS

Intramural competition is provided in a variety of sports throughout the year through league play, single-day tournaments and other activities. Intramural sports offered each semester include flag football, basketball, sand volleyball, floor hockey, soccer and dodge ball. Men's, women's and co-ed teams are available. Students interested in participating should contact the Activities Director, located in the Gaubert Student Activities Building.

