

GRADUATE PROGRAMS

North Park University offers several graduate programs through its professional schools and North Park Theological Seminary. The schools offering programs include

The School of Education

<http://www.northpark.edu/Academics/School-of-Education.aspx>

The School of Nursing

<http://www.northpark.edu/Academics/School-of-Nursing.aspx>

The School of Music

<http://www.northpark.edu/Academics/School-of-Music.aspx>

The School of Business and Nonprofit Management

<http://www.northpark.edu/Academics/School-of-Business-and-Nonprofit-Management.aspx>

The Seminary's programs are documented in a Seminary Catalog. Policy for graduate programs, except for the Seminary, is set by the Graduate School Council and approved by the University administration, subject to review by the University faculty and board of trustees. Changes to curriculum originate with the particular School's faculty and are approved by the Curriculum and Instruction Committee and University administration and then sent to the University faculty for final approval.

The policies of the Graduate School Council include universal standards for graduate programs and specific policies related to the various schools. Students are encouraged to check both general graduate program policy and program-specific policy.

Mission Statement

The mission of the graduate programs at North Park University is to prepare students for lives of significance and service through quality graduate professional education.

North Park University's vision, building on our core institutional identity – Christian, urban, multicultural – is to fashion a university of uncommon character and enduring excellence where faith, learning, and service meet. The faculty and staff of our graduate programs at North Park University embrace this vision as we work to create, develop and enhance our various offerings.

Graduate Learning Outcomes

All graduate programs share the following student learning outcomes that are designed to meet the advanced educational needs of professionals in their respective fields. Upon completion of their program students will,

- Integrate knowledge and its application in their chosen field.
- Demonstrate a full-spectrum of effective communication skills appropriate to their discipline.
- Utilize critical thinking, analysis, and synthesis at the professional level.
- Demonstrate field-related collaborative and interpersonal skills.
- Recognize and evaluate the ethical dimensions of their profession for application in decision-making.
- Conduct research appropriate to their field, including finding, evaluating, and using information effectively and ethically.

Specific student outcomes for each graduate program are provided within the particular School's catalog section. Overall graduate learning outcomes are assessed as a part of the program assessment process.

Accreditation

All graduate programs are accredited by the Higher Learning Commission of the North Central Association. Several graduate programs also have specialized accreditation through various discipline based accrediting agencies. The following list describes the specialized accreditation.

School of Business and Nonprofit Management

International Assembly of Collegiate Business Education (IACBE)

School of Education

Illinois State Board of Education (ISBE)

School of Music

National Association of Schools of Music (NASM)

School of Nursing

Commission on Collegiate Nursing Education (CCNE)

Graduate School Council

The Graduate School Council establishes and reviews the graduate mission for the University, facilitates long-range planning for graduate programs, and develops and reviews policies that impact graduate programs. The council is also responsible for evaluating existing programs, suggesting new programs to particular Schools to consider and working with the Curriculum and Instruction Committee to establish procedures for design and review of new courses. The council will also address issues that promote the general welfare of graduate students at the University.

The council is comprised of representatives from each division or school that manage graduate programs along with a graduate student representative. The Deans and/or their faculty designees will serve two-year terms. The student representative is selected by the council and will serve for a one year term. The chair will be appointed by the Provost.

ADMISSION POLICY FOR GRADUATE STUDENTS

Admission Requirements for Graduate Programs

The minimum requirements for admission to North Park University's graduate degree programs are as follows. Specific additional requirements for particular programs are given in the section of the catalog pertaining to that program.

- Application
- Application fee of \$30
- Official transcripts from all colleges and universities
- Baccalaureate degree from an accredited institution
- A cumulative grade point average of 3.0 or higher on a 4.0 scale (if under 3.0 the applicant must take either the GRE or specialty examination(s) for the specific programs)
- Essay
- References
- International students must have a TOEFL score of 600 (paper-and-pencil), 250 (computer-based), and 100 (internet-based) or higher and must submit a letter from a bank indicating financial support for each year of the program. International students may also take North Park University's English proficiency test in place of the TOEFL. In addition, we require photocopies of passport and, if available, visa, and I-20.

Auditing Policy

Students may audit a course for a fee equal to 50% of the current tuition rate for the course. Students taking a course for credit will have priority over an auditor in admission into the class. The authority to decide if a class will have auditors and, if so, how many and the extent to which auditors are to participate is vested in the respective instructor. Some programs allow auditing for full-time degree seeking students (see the particular program section).

Costs and Financial Aid

The tuition rates and scholarship levels for each graduate program vary by school at North Park University and students need to refer to the specific information on the particular school's website.

Money is available in subsidized and unsubsidized funds through the federal government at an attractive rate. Interest on subsidized loans is paid by the federal government while the student is in school. To apply, please visit the Stafford Loan website at www.fafsa.ed.gov.

North Park's convenient payment plan allows you to spread tuition costs over the duration of the term in equal monthly installments. A modest fee of \$30 per semester is charged for this option.

The extension plan for employer reimbursement allows students who are eligible for their employer's tuition reimbursement program to defer payment of tuition until two weeks after grades are posted. To enroll in the plan, students must submit a letter from their employer stating they are part of the organization's tuition reimbursement program and complete

an Extension Plan for Employer Reimbursement Agreement, which can be found on the North Park University website. There is a \$30 fee (per semester) to enroll in the payment plan.

Credit by exam or life experience

No course credit is available to students for life experiences or by examination. Requests for exceptions should be directed to the Dean of the particular graduate program.

Matriculation Limitations

Students in good standing have up to six years to complete degree requirements.

Second Master's Degree

Students wishing to take a second master's degree from the same school are subject to the specific policy of each school. Typically the number of semester hours required for a second or subsequent degree is considerably less than the initial degree.

Transfer Students

In most programs, students may transfer a certain number of courses from a regionally accredited master's program to North Park University (taken within 10 years). Each school will have a specific maximum number of semester hours allowed for transfer and associated with their specific programs. Courses to be transferred must have a grade of "B" or higher. The credentials examiner from the School, in consultation with the faculty, will ascertain the transferability of each course. Regional accreditation refers to that granted by an organization such as the Higher Learning Commission of the North Central Association. Graduate transfer credits may be used to obtain certificates. No transfers will be allowed beyond those granted at the time of admission except in the case of undergraduate prerequisites that are not in the major area. Transfer course grades are not used in calculating the North Park University grade point average.

ACADEMIC POLICY FOR GRADUATE STUDENTS

Academic Integrity

In keeping with our Christian heritage and commitment, North Park University is committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards as faculty and staff, we expect our students to do the same. Cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion. Faculty suspecting academic dishonesty will discuss the situation with the student directly and with the Dean of the School. The faculty member and Dean will determine an appropriate sanction. The student may appeal the sanction to the Provost, who is the final arbiter for the University.

Categories that constitute academic dishonesty are:

1. Cheating on quizzes, tests and/or examinations. Examples include, but are not limited to the following:
 - Copying another's answers on an examination, or allowing another to copy.
 - Obtaining unauthorized information about the examination prior to administration of the exam. This includes possessing or distributing an exam prior to its administration.
 - Using unauthorized materials or equipment during an examination. Stealing, destroying or altering another student's work; hiding or abusing materials to keep others from using them is considered an instance of cheating.
2. Substitution
 - Taking an examination or preparing an assignment for another student.
 - Signing an attendance roster for someone who is not present.
3. Plagiarism
 - Using another's work as one's own, whether quoting directly or paraphrasing, without giving credit to the original source. This includes use of the Internet.
 - Unauthorized use of any resources or materials in an academic exercise.
 - Self-plagiarism – Using your own work in another assignment without acknowledging its source.
4. Group Work
 - In the special instance of group work, the instructor will make clear his/her expectations with respect to the individual vs. collaborative work. A violation of these expectations may also be considered as academic dishonesty.
5. Admission
 - Gaining admission to the University through misrepresentation is unacceptable and may be grounds for expulsion from the University or revocation of any degree.

It is the mission of North Park University "to prepare students for a life of significance and service." Honesty and ethical behavior are the foundation

upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Academic Load Restrictions

A full-time course load for a student is 8 semester hours each semester. Students should take no more than a load of 12 semester hours each semester. Students wishing to take more than 12 semester hours each semester need to seek the approval of the Director of the particular graduate program or the Dean of the School.

Academic Probation

North Park University graduate students must have a 3.0 grade point average (on a 4.0 scale) or above to continue enrollment and for graduation. A student shall be placed on academic probation when his or her cumulative grade point average falls below 3.0. Students on academic probation will be sent a letter from the School Dean that outlines the terms for returning to academic standing. These terms may include the requirement to repeat certain courses or bring up the grade point average within a specified time. If the student is unable to meet these terms, that student will be subject to dismissal from the program.

Attendance and Participation

Graduate students are required to attend class sessions and participate in class or online activities and discussions. Punctuality is also expected. Specifics for each program and course are documented in the syllabus. Students who drop a course because of their inability to follow the attendance policy of the course will be held responsible for tuition, based upon the current North Park University refund policy.

Course Schedule and Syllabi

Course schedules for each School's graduate program are available online through the WebAdvisor computer system. In some cases the schedule is also posted directly on the School's website for the convenience of the student.

Syllabi for each course offered through the graduate programs may be available online before the start of the term. Students may find last year's syllabi postings helpful for selecting courses, although there is no assurance that the syllabi for the current year will be the same. Students seeking information about texts to be used in a course may look at the posted syllabus or contact the bookstore for ordering information.

Discrimination, Harassment, and Retaliation Policy

As a Christian institution of higher learning supporting the mission and embodying the faith heritage of the Evangelical Covenant Church, North Park desires to have a campus community "which truly values people and is characterized by integrity, diversity, collegiality, fairness, compassion and joyful living" (North Park Strategic Plan, 1998). As such, North Park is committed to providing and maintaining a welcoming environment, and will not tolerate discrimination, harassment, retaliation, or any form of intimidation by any person in any form directed against students, faculty or staff of the institution. The institution will take prompt and appropriate action when complaints of discrimination, harassment, or retaliation are

registered, including appropriate disciplinary action up to dismissal, if the complaint is substantiated and such discipline is deemed necessary.

Students are referred to the North Park website (www.northpark.edu) for further information including directions for reporting an incident of possible discrimination, harassment, or retaliation.

Drops and Withdrawals

Students must complete a drop form to withdraw from a course. Withdrawal from a course or from the School will count from the date that formal written notice has been filed with the Student Services Office. Absence from class or notice to the instructor does not constitute withdrawal. A grade of DW (dropped without permission) will be assigned to unauthorized withdrawals and a grade point of zero applied.

Students may withdraw from a course without an assigned grade through the fourth week of the quad. That course will not appear on the student's permanent record.

After the beginning of the fifth week of the quad, a dropped course is assigned a grade of W (Withdraw) and is listed on the student's permanent record but is not used in the calculation of the student's GPA. After this week, students will be assigned grades that are used in the calculation of their GPA.

The last day to withdraw from a course with a grade of W depends on the length of the term:

Term Length	Last Date to Drop a Course with a Grade of W
7 ½ week Fall/Spring Quad	The end of the 6th Week
9 week Summer Semester	The end of the 7th Week
4 ½ week Summer Quad	The end of the 3rd Week
3 week Mini-term (May)	The end of the 2nd Week

After these dates, students will be assigned grades that are used in the calculation of their grade point average.

Final Exams

Final examinations are given at the discretion of the instructor. They may either be in-class, online, or take-home. A final paper, presentation, or performance may be used in place of a final examination.

Grading Systems

At the end of each term, a graduate student's work in each course is recorded with one of the following grades:

A	4.00
A-	3.67
B+	3.34
B	3.00
B-	2.67
C+	2.34
C	2.00
C-	1.67
D+	1.34
D	1.0
D-	.67

F	0.00
AU (Audit)	0.0
DR (Administrative Drop)	0.0
DW(Drop without permission)	0.00
I(Incomplete)	0.00
NG (No grade)	0.00
NS (Not submitted)	0.00
P (Pass)	0.00
W (withdrawal)	.00

A cumulative grade point average of 3.0 (B) in all courses attempted is required for degree completion. Particular Schools have further grade requirements that go beyond this basic policy and students should read and understand the grade requirements of their specific program.

Graduation Application

The form entitled "Graduate Student Graduation Application" can be found in the Student Services building on the main floor or online. It must be filled out by the student and signed by an official in the student's School verifying that the student is a viable candidate for graduation pending the completion of all requirements. This should be done in the first two weeks of the semester in which the student plans to graduate or, preferably, at the end of the previous semester.

Some Schools require an internal audit of transcripts before going to the North Park University campus auditor. Other Schools rely totally on the North Park campus auditor for the final evaluation of status in regard to the upcoming commencement. Students should check with their advisor as to the specific expectations.

The signed application must be submitted to Student Services by the end of the 4th week of the semester in which the student plans to graduate.

There is a \$125 graduation fee for participation in the required commencement ceremony in either May or December.

Graduation with Distinction

Graduates with a cumulative grade point average of 3.90 or above (on a 4.0 scale) will be recognized as graduating "With Distinction" on their graduate degree diploma and on their transcript. "With Distinction" calculations for inclusion in graduation ceremonies (i.e., to wear honor cords) will be based on grades at the end of the first quad of the final semester before graduation. Final "With Distinction" status will be determined when all course work has been completed and will be recorded on the official transcript.

Grievance Procedures: Academic

Appeals concerning classroom requirements, assignments, and grades should be made directly to the faculty member involved. If a resolution is not found, a written petition should go to the School Dean. If the student does not agree with the Dean's decision, the student may appeal to the Provost. The Provost is the final arbiter for the University.

If a student would like to request special consideration or exceptions to standard academic policies, curricular requirements, etc. a written petition detailing the request and the rationale for it may be submitted to the Dean. This petition will be presented to the School's full-time faculty (whole or committee) for a vote. If a satisfactory resolution is not found, the student may appeal to the Provost. The Provost is the final arbiter for the University.

Independent Study

Independent study is encouraged for situations where a student is interested in exploring a topic not regularly covered in the curriculum. A student needs to have a cooperating instructor for the independent study and he or she needs to make an arrangement with the faculty member before applying and registering for the course. A form, available from Student Services, needs to be completed and signed in order to register for an independent study.

Registration

Students register for courses online through the WebAdvisor system (available online through North Park University's website www.northpark.edu) during much of the year. Certain times in the calendar (e.g., four weeks before each Quad B) courses are blocked for online registration. Therefore, students should make every effort to follow registration protocol as announced by Student Services. Students who have outstanding student account balances or have not taken the required prerequisites are blocked from registering online.

Repeating Courses

Graduate students may repeat courses and have the new grade averaged with the old grade for use in determining the overall GPA. For no more than three courses in the student's program and only when the student received a grade less than "B", he or she may repeat the course and have the new grade replace the old grade for use in determining the overall GPA. In these cases, the Registrar must give permission. Without this permission, the two grades will be averaged together for use in determining the overall GPA. All grades from repeated courses (old and new) will be listed on the official transcript.

Student Behavior

Students may be involuntarily withdrawn from the institution if they are determined by University officials to be a danger to themselves or others, or if their behavior or actions are incongruent with the values and mission of the institution. Students may be responsible for tuition, fees, and charges up to the point of withdrawal.

INFORMATION FOR GRADUATE STUDENTS

Books and Materials

Textbooks are typically required for graduate courses and may be purchased at the bookstore. Hours at the bookstore are posted at their website (<http://www.bkstr.com/CategoryDisplay/10001-9604-14828-1?demoKey=d>) along with information on how to order online. The Follett Company runs the bookstore for North Park University. Students purchasing textbooks should make sure the book is the correct edition. Instructors may also have created a custom textbook that is only available at the campus bookstore. Students should budget for the costs of textbooks for each course, typically between \$100 and \$200.

Instructors may also provide other materials and course packs for students to purchase. The costs for students may include printing, processing, and copyright clearance fees. The charges for these materials, which can range from \$10 to \$80, are typically entered into the student accounts system and appear on the students' invoice along with tuition and fees.

Lab fees are assessed in certain courses and can go up to approximately \$200 per course.

Campus Locations

Just three miles west of Lake Michigan, the main North Park campus is located at the corner of Foster and Kedzie Avenues (5200 north and 3200 west) in Chicago, Illinois. The address is 3225 West Foster, Chicago, Illinois 60625.

Satellite locations are in Arlington Heights, Grayslake, Evanston, Glenview, Humboldt Park/Chicago, and Crystal Lake. Graduate programs at each location include:

- Forest View Educational Center (Arlington Heights) – School of Education, School of Nursing
- University Center of Lake County (Grayslake) – School of Business and Nonprofit Management
- North Shore University Health System (Evanston, Glenview) – School of Nursing
- Casa Central (Humboldt Park/Chicago)– School of Business and Nonprofit Management
- McHenry Community College (Crystal Lake) – School of Education

For specific locations and directions, check the website at www.northpark.edu/locations.

Career Development

The North Park University Center for Career Development and Internships provides assistance to students seeking to change or develop their careers. Though mainly focused on the undergraduate experience, graduate students can meet with the Director to discuss career development issues. Students needing extensive career counseling should be prepared to make private arrangements for one-on-one assistance beyond the services of the University.

The faculty in each school are available for networking and conversation around career options. Some of the schools also announce job openings that students may be interested in pursuing.

Chapels, Convocations, and Ministry Opportunities

North Park University is owned and operated by the Evangelical Covenant Church of America and has a nondenominational chapel service which is held each week at 10:30 AM on Wednesday. The services are held in Anderson Chapel and all members of the community, including graduate students, are invited and encouraged to attend.

Our community also gathers in Anderson Chapel each year for a convocation service in honor of Dr. Martin Luther King, Jr. Day.

The various graduate programs may on occasion also sponsor special assemblies for students in their particular programs.

University Ministries provides opportunities for graduate students including: Global Partnership program for mission trips around the world; Small group Bible study; Urban outreach projects; Prayer team; Hands On to educate, motivate and empower students to be advocates for social change; Individual pastoral counseling. Their website is www.npumin.com.

Classroom Technology

North Park University has several smart classrooms which include access to projectors with DVD and CD capability. For making presentations, students may connect their laptops with classroom technology. For an Apple Macintosh interface, contact Computer Services.

Computer Services

Computer Services oversees administrative and academic computing, student computer labs, the campus network, and campus telephone systems. Student Computer Labs are available for student use and are equipped with Apple Macintosh and IBM-compatible computers, laser printers, and scanners. The student labs are staffed by student lab assistants who have been trained on the machines and are able to respond to users' questions. Check the website for up-to-date information on locations and hours of campus computer labs (www.northpark.edu/cs).

Fiber optic cable connects campus buildings, including residence halls, to the campus computer network. Wireless access is also available in selected areas throughout the campus. Students with internet-ready computers may connect from various locations on campus.

All properly registered students will be able to set up a North Park University email account. To set up an account, go to the University home page, www.northpark.edu, click on "current students," click on "computer services," and follow the directions under email manager.

Course Evaluation

Students are asked to complete a course evaluation for each course they take. They include feedback opportunities to evaluate all aspects of the learning experience, including instructor evaluation. The course evaluation is given to the instructor anonymously to review for possible future course modification and to the Dean for use as a part of a faculty development process.

Disabilities Accommodations

Students with disabilities who may need accommodations in their graduate program are encouraged to contact their program's administrative office. Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: <http://www.northpark.edu/ada>

Health Services

In cooperation with The Family Practice Center at Swedish Covenant Hospital, the Health Center exists to facilitate North Park University students in developing healthy life choices, maintaining optimal health, and obtaining appropriate medical care. Graduate students are basically limited to immunization and health education services, however, students may purchase health insurance for a fee through the Health Center's approved third-party vendor. All graduate students are encouraged to maintain health insurance coverage. Recent graduates from undergraduate programs may be eligible to remain on their parents' policy or take advantage of COBRA to continue on a policy with additional charges.

Students needing immediate medical attention when they are on the main campus may either proceed directly to the emergency room at Swedish Covenant Hospital (California and Foster) or for non-emergency urgent care to Peterson Urgent Care (Peterson and Western). Peterson Urgent Care is open daily including evening hours. Students are obligated to arrange for paying for these services directly or through their own health insurance.

Complete information about all services available are found on the web: http://www.northpark.edu/home/index.cfm?northpark=Health.Hlth_Main

Housing

No official housing is available for graduate students, except for seminary students. However, there are several different options available in the community surrounding North Park for apartment rentals and real estate purchase. Students looking for housing may check the bulletin boards at the Seminary (Nyvall Hall), contact the International Office (for international students), or contact the Executive Vice President for Financial Affairs Office (Old Main). Numerous online sources, such as Craigslist, are available. Often the best way to find an apartment is to just walk the neighborhood looking for rental signs.

International Student Services

International students are required to be in contact with the Office of International Student Services on a regular basis to ensure accurate status reporting to the U.S. government. The office provides a variety of services, which are outlined in their website: http://www.northpark.edu/home/index.cfm?NorthPark=InternationalOffice.InOff_Main

Library

North Park University's Brandel Library is located on Christiana, south of Foster, and houses a collection of books, newspapers, academic journals and other materials. Students are required to present a North Park ID card for entry. The Library has many online databases and services available to students via the library website. Students also have inter-library loan access to the libraries of 76 partner universities, including the University of Illinois. Students are encouraged to visit the website for the Brandel Library (<http://www.northpark.edu/Library/>) and meet with the librarians on staff for further orientation or for specific reference questions.

Office of Distributed Learning/ Online learning

The ODL@npu is the Office of Distributed Learning at North Park University. The ODL oversees the integration of academic technology into North Park course offerings including courses that are online, hybrid, and technology-enhanced. The ODL supports the use of Moodlerooms, the course management system used by North Park. North Park is committed to maintaining and expanding its online learning opportunities. Check the website for up-to-date offerings.

Transcripts

Official transcripts may be obtained by a signed written application to student services. Forms for this purpose are available at Student Services or online. The fee for same day transcript requests is \$10 and for regular requests (two to three days) is \$5. If it is not a same day request, the first transcript requested is free. Official transcripts are notarized and delivered in a sealed envelope.