ACADEMIC POLICIES FOR UNDERGRADUATES

The policies listed below apply to all undergraduate students unless individual programs specifically indicate an alternate policy. Graduate programs are governed by different policies that are listed in the sections describing each graduate program.

Students are expected to know the policies governing the academic program as published in this catalog and to plan a program of studies that will satisfy the requirements for the degree program in which they have matriculated.

The catalog represents the University's effort to collect in one place the many policies and programs which govern the University's operations, and to that extent should be viewed as authoritative. However, the academic policies and programs of North Park University are continually being reviewed and changed in order to better achieve its educational mission. Therefore, the University reserves the right to revise this catalog from time to time without notice. The catalog is not a contract, and students should use it as an information guide and not as a statement of contractually binding terms. In cases of conflict between the most recent version of the catalog and other policy statements, the University president has discretion to resolve the conflict. Students are responsible for keeping informed of current university policies and meeting all applicable requirements.

Students must meet the degree requirements stated in the catalog under which they are enrolled, provided they maintain continuous enrollment. If a student withdraws from North Park, the graduation requirements in the catalog under which enrollment is resumed will apply. Transfer students must meet the requirements of the class with which they graduate.

Academic Leave or Withdrawal

Leave of Absence

Students may interrupt their education at North Park University for a period of no more than two consecutive terms by filing a leave of absence form with the Student Administrative Services. The catalog requirements under which a student initially entered the University will continue to apply to students who either maintain continuous enrollment or who file for a leave of absence. Students who are absent for a period longer than two semesters must apply for readmission through the Office of Student Enrichment Services and Support. The catalog under which a student is readmitted to the University will govern the graduation requirements for that student.

Withdrawal

Any student finding it necessary to withdraw from the University must complete the withdrawal process. The withdrawal form is available at the Office of Student Administrative Services and must be signed by various college officials. The completed, signed withdrawal form should be returned to Student Administrative Services. Students withdrawing after the fourth week will have W (withdrawal) grades recorded for their courses. 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.

Students who wish to return to North Park should follow the applicant process for readmission found in the Admission, Financial Aid and Billing section of the catalog.

Medical Withdrawal

Students may be granted a medical withdrawal from the University due to medical/ psychological reasons through the Division for Student Engagement. The date of the withdrawal will be set by the Vice President or his or her designee. Medical withdrawals require appropriate medical documentation by a licensed health care practitioner or treatment facility. Medical withdrawals can be arranged in advance for the following semester.

The Vice President for Student Engagement or his or her designee will outline expectations regarding a student's time away from North Park University. If circumstances change during the medical withdrawal, modification of these expectations might occur. Students taking a medical withdrawal agree to the directives and recommendations for determining readmission eligibility set out by the Vice President for Student Engagement, his or her designee and/or Wellness Board, including any requirement for additional medical documentation at the time of the request for medical clearance. In some cases, continued treatment for a period of time may be required as a condition of readmission.

Clearance must be granted by the Division of Student Engagement prior to any action taken on a readmission application submitted by a student who withdrew for medical/psychological reasons. The Vice President for Student Engagment or his or her designee will determine readiness to return to academic studies, sufficient health stability and grant clearance based on, but not limited to, the following:

- Review of medical documentation
- Written statement(s) from a licensed health care practitioner or treatment facility concerning (1) her/his health status, (2) ability to succeed as a student, or (3)directive(s) compliance

Clearance to reapply does not guarantee readmission. Students should not seek medical clearance until their health is stable. Subsequent requests for medical withdrawals for the same condition are reviewed with stricter standards and greater scrutiny.

Academic Load

The unit of credit is the semester hour. One hour of classroom instruction and two hours of outside preparation for 15 weeks equals one semester hour of credit. The normal academic load per term is 16 semester hours. Students may take up to 20 semester hours. By policy of the University faculty, a student seeking to register for more than 20 hours must have at least a 2.5 grade point average. Petitions for exception must be presented to the registrar. North Park reserves the right to restrict a student's program if employment or other conditions involve a risk to the student's health or scholarship.

Athletic Eligibility

The rules for athletic eligibility conform to the standards of the College Conference of Illinois and Wisconsin, of which North Park is a member. A student must be full-time, in good standing, and have passed a minimum of 12 semester hours the previous term.

Auditors

Students with a minimum GPA of 2.0 who are carrying a full academic program will be allowed to audit one course per term for an additional fee (see yearly fee schedule). Other auditors, except those listed below, will be charged full tuition. Auditors may, in addition, be charged a fee for the use of equipment.

Students taking a course for credit will have priority over an auditor in admission into a 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. Students may not receive credit by examination in a course that they have audited.

Alumni of North Park and senior citizens are eligible to audit a class for a fee and are subject to the conditions in the paragraph above. (An alumnus is defined as one who has attended any North Park school for at least one academic year, exclusive of currently enrolled students.) In addition to alumni and senior citizens, visitors from the community desiring to audit courses may do so for a fee and are subject to the conditions applying to other auditors.

Certificates, Diplomas, and Transcripts

A student's legal name will appear on all certificates, diplomas, and transcripts issued by the institution. Titles such as Mr., Ms., Dr., Rev., etc. will not be included unless this is part of a student's legal name. A name can only be changed within the institutional database upon presentation of legal documentation of the name change. A name cannot be changed once a student has graduated from the institution or has been absent for longer than one calendar year.

Class Attendance

Students are expected to be prompt and regular in attendance at all scheduled classes. Attendance requirements are set by individual instructors. Illness is generally the only acceptable excuse for absence from classes. Arrangements must be made with the instructor concerning short-term illness. In case of longer illness, the student should notify the Division of Student Engagement.

Concurrent Registration

A student must obtain the approval of the faculty advisor and Student Administrative Services to enroll concurrently in either correspondence courses or in classes at another institution. Forms are available in the Office of Student Administrative Services.

Dean's List

The Dean's List ranks students according to academic achievement after issuance of grades each term. The requirements for students attaining this distinction will be:

- Earning at least 12 semester hours credit other than P.
- Achieving a GPA of 3.50 or better for the term.
- Completing all courses taken during the term (i.e., no student with an incomplete for the term may qualify).

Degree Posting Date

A student's graduation will be posted in the term in which degree requirements, including submission of supporting documentation, have been met. Although course work may have been completed in a prior term, the degree will be awarded only for the term in which all academic and administrative requirements have been fulfilled.

Eligibility for Extra-Curricular Participation

Any student participating in such extracurricular activities as musical groups, varsity athletics, gospel teams, drama and forensics, publications, cheerleading, team management, and the holding of office and committee chairpersonships in student groups must be a full-time student in good academic standing during the participating term of the school year or in the spring term if participation is during the summer.

Examinations and Re-examinations

Regular examinations are given on announced dates throughout the term at the discretion of the instructor. A student who is absent from an examination may take a make-up examination only upon the approval of the instructor. A student should arrange in advance with the instructor to take a make-up examination. Fourth-year students who will have completed all degree requirements for the May commencement and whose course grade is B or better at the time of final examinations may be excused from the spring term finals at the discretion of the instructor.

Grades

Grades are issued at the end of each term. Report cards are available on-line through the secured web advisor account. A student copy is available from Student Administrative Services.

Final responsibility for evaluating student achievement and assigning course grades rests with the course instructor. However, a student has the right to appeal a grade assignment without jeopardy and will be protected from arbitrary or unjustifiable grading practice.

The following grades are used at North Park. The corresponding grade point is:

Grade	Grade Point
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	1.00
D-	0.67
F	0.00
AU (Audit)	0.00
DR (Administrative Drop)	0.00
DW (Dropped without permission)	0.00
I (Incomplete)	0.00
NG (No grade)	0.00
NS (Not submitted)	0.00
P (Pass)	0.00
W (Withdrawal)	0.00

Grade Definition

- Administrative Drop (DR): Student withdrew from course with permission of university administration. Credits are not calculated in GPA.
- Audit (AU): See Audit entry in this section.
- Dropped without permission (DW): Student was registered for the course but failed to attend. Course calculated in GPA as a failure of credits.
- Incomplete (I): See Incomplete Grades entry in this section.
- No Grade (NG): See Incomplete Grades entry in this section.
- Not Submitted (NS): Instructor has not provided a grade.
- Pass (P): See Pass/Fail entry in this section.
- Withdrawal (W): See Registration: Course Drop entry in this section.

Graduate Courses Taken by Undergraduate Students

An undergraduate student may enroll in a graduate course only if:

- The student is a senior.
- The department chair of the student's major approves.
- The graduate program director approves.
- The request is submitted with the form provided by Student Administrative Services.

Graduate Credit For 5000-Level Work Taken As An Undergraduate

An undergraduate student who is within 16 semester hours of the bachelor's degree and has a cumulative GPA of at least 3.0 may request to enroll in and reserve for graduate credit a limited amount of work at the 5000 level during the last semester as a senior. The appropriate form may be obtained from Student Administrative Services. This form verifies that the units being reserved are not needed to fulfill any requirements for the bachelor's degree.

Students may take up to 6 semester hours of credit in a graduate program prior to completing their undergraduate degree.

Undergraduate Credit For A Graduate Course

In some cases, an undergraduate student may receive special permission from a graduate program to enroll in and receive undergraduate credit for graduate courses (numbered 5000 and above.) Such permission will not be granted unless the student has reached senior class standing with an overall GPA of 3.0, has a 3.0 GPA in all courses attempted, or is a foreign exchange student with equivalent standing.

Students may take up to 6 semester hours of credit in a graduate program prior to completing their undergraduate degree.

Graduation Honors

The faculty selects students of outstanding scholarship and merit for graduation honors. For the purposes of graduation honors, all courses attempted for the North Park degree will be used in calculating a cumulative GPA. The academic record of transfer students will consist of those courses completed at North Park University and those transfer courses submitted to the University by the time of the official graduation audit. The requirements for graduation with honors are as follows:

Category	Cumulative GPA
Cum laude	3.50
Magna cum laude	3.70
Summa cum laude	3.90

Upon completion of all requirements, honors will be listed in the student's permanent record and he or she will receive a diploma that bears appropriate recognition of achievement.

Incomplete Grades

Incomplete (I)

A student will receive an Incomplete (I) when course work cannot be completed by the end of the semester due to illness and/or unforeseeable circumstances and the instructor believes the reason to be valid. A grade of Incomplete should not be awarded because of neglect on the part of the student. Students have one term in which to finish courses graded with an Incomplete. An Incomplete is computed as a failure until it is changed by the instructor of the course. Change of grade forms must be received by Student Administrative Services no later than the due date of grades for the subsequent regular term (Fall or Spring). Upon receipt of the change of grade, the student's transcript will reflect both the Incomplete grade and final grade (IB+). Grades of I which are not completed in one term will be changed to a letter grade of F.

No Grade (NG)

A student will receive a No Grade (NG) when coursework cannot be completed by the end of a semester in courses such as Student Teaching (EDUC 4100, EDUC 4110, or EDUC 4120), Athletic Training Practicum, Internship (4970), or Independent Study (4910). The completion deadline for the coursework is determined by the instructor in the course. The grade of NG will not affect the student's grade point average.

Pass/Fail

A student who has completed 30 semester hours may take up to 16 semester hours on a Pass/Fail basis, not to exceed one per term. A grade of Pass is equivalent to at least a C and will be recorded as Pass on the transcript. A grade of either D or F will be recorded as such on the transcript. Registration on a Pass/Fail basis is subject to the following restrictions:

- The student must have a cumulative GPA of 2.0 or higher.
- The courses taken Pass/Fail must not fulfill G.E. requirements or those of a major field, including supporting courses for the major.
- Not more than one course in a department may be taken Pass/Fail.
- Application to take a course on a Pass/Fail basis (or to withdraw an accepted application) must be made to the registrar before the end of the fourth week of classes.
- Application must have the approval of the student's advisor and, for courses in the education sequence, of an education advisor.

Registration

All students are expected to register during the regular registration period. Advance registration for the fall term begins in mid-March and for the spring term in late October. Specific dates will be published in the academic calendar. Students are required to meet financial obligations and be in proper academic standing in order to register for the future term. Students are strongly encouraged to discuss their academic plan with their faculty advisor prior to registering for classes. Students may register

by using WebAdvisor or contacting the Office of Student Administrative Services.

Registration in certain courses may require a prerequisite. Enrollment in courses with a prerequisites are restricted to students who have taken certain other courses, who have attained a particular class standing, who have obtained the consent of the instructor, or who are pursuing a particular major or majors. These prerequisites are listed in the course description.

Course Add

Course addition may be made before the beginning of each term and through the first week of class. Admission into full semester class will not be permitted after the first week of the term. Admission into quad A and quad B classes will not be permitted after the first week of the class. A late registration and/or a change in registration fee may be assessed according to the fee schedule published separately. Attendance in class without registration for the course will not be permitted. No credit will be granted if the student has not registered for the class at the appropriate time.

Course Drop

Course drop may be made before the beginning of each term and through the first week of class. After the first week of class, students must submit an instructor signed drop form to withdraw from a course. Drop from a course will count from the date that formal written notice has been filed with the Office of Student Administrative Services. Mere absence from class or notice to the instructor does not constitute a drop. A grade of DW (dropped without permission) will be assigned to unauthorized drops and a grade point of zero applied.

Students may drop a course based on the table below.

Course Length	Drop without an assigned grade*	Drop with an assigned grade of W**
16 week	End of 4th week	5th–12th week
7 ½ week	End of 4th week	5th–6th week
9 week (summer term)	End of 4th week	5th–7th week
4 ½ week (summer term)	End of 2nd week	End of 3rd week
3 week (May mini term)	End of 1st week	End of 2nd week

* Course will not appear on student's transcript.

** Course is listed on student's transcript but is not used in the calculation of the student's GPA.

The last day to drop a course depends on the length of the course. The table above identifies the final week that a course maybe dropped based on its length.

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

Repetition of Courses

A student has the option of repeating any course, either by examination, if appropriate and approved by the department, or by re-registering under the following stipulations:

- A course may be repeated by examination following the usual rules for credit-by-examination or department policy in the discipline concerned. The CLEP examination may not be used for the purpose of gaining credit in a failed class.
- Permission to repeat a course must be obtained from the Office of Student Administrative Services before registration. Courses repeated without permission will be averaged with the grade received in the previous attempt.
- All grades will remain on a student's transcript.
- Three courses with a grade of D or F may be repeated with only the latest grade, higher or lower, counting in each course. Students wishing to repeat more than three courses with a grade of D or F may do so with the repeated grade averaged.
- Classes with grades higher than D that are repeated will have the repeated grade averaged.
- Transfer coursework used to repeat a North Park course will be averaged with the original grade earned at North Park University. Students may petition the Repetition of Courses policies by written appeal to the Student Academic Standing Committee.

Student Academic Standing Committee

The Student Academic Standing Committee is comprised of members of the institution's faculty, administration, and academic support staff. The committee makes all decisions relative to academic standing and appeals to academic policy.

Student Classification and Academic Standing

Student Classification

The academic records of all undergraduate students are reviewed at the end of the Fall and Spring semester. Students who do not meet the minimum academic standards are reviewed by the Student Academic Standing Committee. Academic performance will be evaluated on the basis of the number of credit hours attempted at North Park University and all credit hours transferred into North Park University from other institutions.

Academic standing categories may or may not meet federal requirements for maintaining satisfactory academic progress. Students that participate in varsity athletics must also meet the eligibility rules of the College Conference of Illinois and Wisconsin (CCIW).

Good Standing

A student is considered in good academic standing when their cumulative grade point average (g.p.a.) is at, or above, the following minimum standards on a four-point scale:

Credit Hours Attempted	Cumulative Grade Point Average
<30	1.60
30 < 60	1.80
60 < 90	2.00
90+	2.00

Academic Warning

A student will receive an academic warning at the end of any semester in which the student's term grade point average falls below a 2.0 grade point average and whose current academic status is good standing.

Academic Probation and Dismissal

Immediate Dismissal Rule (Dean's Rule)

Any student who receives a term GPA of 0.40 or below may be immediately dismissed from the institution.

- **Probation Status 1**
  A student is placed on Probation Status 1 when their cumulative GPA falls below the minimum standard for good academic standing. Students remain on Probation Status 1 for one semester. These students are required to establish an Academic Support Contract with the Office of Student Enrichment Services and Support by the end of the fourth week of the term. Failure to establish a contract, or failure to comply with the terms agreed upon in the contract, may result in the loss of all financial assistance. Students who improve their cumulative GPA above the minimum standards at the end of the term will be removed from probationary standing. Students who improve their cumulative GPA by receiving a term GPA of 2.00 or above, but who fail to raise their cumulative GPA above the minimum standard will be placed on Probation Status 2. Students who receive a term GPA below 2.00, regardless of whether or not this improves their cumulative GPA, will be placed on Probation Status 3.
- **Probation Status 2**
  Probation Status 2 identifies those students who are improving their academic performance. Students in this category can remain at level 2 until such time as they raise their cumulative GPA above the minimum standards. This assumes the student's term GPAs are at 2.00 or above. These students are required to establish an Academic Support Contract with the Office of Student Enrichment Services and Support by the end of the fourth week of the term. Failure to establish a contract or failure to comply with the terms agreed upon in the contract may result in the loss of all financial assistance. Students who receive a term GPA of below 2.00 will be placed on Probation Status 3.
- **Probation Status 3**
  Students can remain on Probation Status 3 for one semester. These students are required to establish an Academic Support Contract with the Office of Student Enrichment Services and Support by the end of the fourth week of the term. Failure to establish a contract or failure to comply with the terms agreed upon in the contract may result in the dismissal of the student from the institution. Students who improve their cumulative GPA to the minimum standard at the end of the term will be removed from probationary standing. Students who improve their cumulative GPA by receiving a term GPA of 2.00 or above, but who fail to raise their cumulative G.P.A. above the minimum standard, will be placed on Probation Status 2. Students who receive a term GPA below 2.00, regardless of whether or not this improves their cumulative GPA, will be dismissed from the institution.
- **Probation Status 4**
  Probation Status 4 identifies those students who have been dismissed from the institution but who are allowed to continue at the institution under special circumstances established by the Student Academic Standing Committee. Students may remain in this category for one semester. These students are required to establish an Academic Support Contract with the Office of Student Enrichment Services and Support by the end of the fourth week of the term. Failure to establish a contract or failure to comply with the terms agreed upon in the contract will result in the dismissal of the student from the institution. Students who improve their cumulative GPA to the minimum standard at the end of the term may be removed from probationary standing. Students who improve their cumulative GPA by receiving a term GPA of 2.00 or above, but who fail to raise their cumulative GPA above the minimum standard, may be placed on Probation Status 2. Students who receive a term GPA below 2.00, regardless of whether or not this improves their cumulative GPA, will be dismissed from the institution.

Testing and Placement Credit

Advanced Placement

Many high school graduates have completed college-level courses in high school and have taken advanced placement examinations of the College Board (CB). North Park recognizes such programs and encourages superior high school students to seek college credit through these examinations and thereby accelerate their progress toward degrees. The University may grant credit where a grade of 3, 4, or 5 has been earned on the CB advanced placement examination. Credit received under the advanced placement program may be applied toward North Park graduation requirements. No tuition charge is made for these credits. Students who wish to obtain such credit should have their examination scores forwarded to the Office of Student Enrichment Services and Support.

College Credit While Still in High School

Some high schools have developed relationships with colleges or universities that allow college credit to meet high school graduation requirements. Students wishing to enter North Park with such credit may apply for admission as a first year student or as a transfer student under the following respective policy stipulations. Students must choose between being a first year or transfer student prior to an admission decision.

Enter as a First-Year Student

- The subject matter and course level conform to North Park's policy for any college course.
- The college credit is granted by a regionally accredited college or university.
- The credit is recorded on an official college or university transcript.
- If transferable, the final courses up to the last 16 college credit hours will be evaluated and accepted as college level transfer credit, according to our guidelines and policies.

For purposes of admission and financial aid, including academic scholarships, the student will be considered a first-year student at the University regardless of the amount of credit transferred.

Enter as a Transfer Student

- The subject matter and course level conform to North Park's policy for any college course.
- The college credit is granted by a regionally accredited college or university.
- The credit is recorded on an official college or university transcript.
- If transferable, all college credit hours will be evaluated and accepted as college level transfer credit, according to our guidelines and policies.

For purposes of admission and financial aid, including academic scholarships, the student will be considered a transfer student at the university regardless of the amount of credit transferred.

College Level Examination Program

North Park University may grant credit for university-level knowledge as demonstrated by passing grades on the exams offered by the College Level Examination Program. Credit received under the CLEP program may be applied toward North Park's graduation requirements. A fee per credit hour will be assessed in order that the credits posts to the student's transcript. Students who wish to obtain such credit should have their examination scores forwarded to the Office of Student Enrichment Services and Support. CLEP scores will be reviewed according to the guidelines:

A student is not eligible to receive credit-by-examination in any course that he or she has previously audited or taken for credit.

Credit will post to a student's transcript once the student has officially enrolled at North Park University and has paid the fee per credit hour.

North Park University must receive an official copy of the CLEP score in order to process and post the credit. A student may earn a maximum of 30 credits.

Examination For Placement or Credit

Credit by examination is available to any student by petition and upon departmental approval. A student qualifies to receive credit upon the receipt of a grade of B or better in the subject examination; however, a grade of P will be recorded in the student's transcript. A student may not receive credit by examination in a previously audited course.

Petitions for credit by examination must be presented to the department chairperson before a test is taken. Repeat times vary according to discipline. Information and petition forms are available through the Office of Student Enrichment Services and Support. The student is responsbile for any applicable fees.

Foreign Language Examination

If you already speak a language other than English you may fulfill—or be exempt from—the foreign language requirement based on this experience and your native (or primary) language. Use the rules below to help you determine how you can prove proficiency.

Rule 1: Native Language is English

If English is the primary language spoken in your home country and the primary language of instruction in high school or beyond, you have two basic options to fulfill the foreign language requirement.

1. Take coursework at North Park to complete proficiency to the 1020 level of another language.
2. If you already know a language other than English, you may take a challenge exam to prove proficiency in that language.
    - If that language is offered at North Park, please contact the Modern Language department to arrange for a challenge exam. These exams are free of charge and are offered prior to the beginning of each semester.
    - If the language you know is not offered at North Park you can arrange to be tested by a qualified person at another four-year university. You may not use a community college, community center, church, or relative to administer a proficiency test, and you are responsible for any fees related to taking the test or having the results posted to North Park. Please contact Student Enrichment Services and Support for further information.

Rule 2: Native Language Other Than English

If English wasn't the primary language of your home country, and wasn't the primary language of instruction in high school or beyond, you must show proficiency in the English language to fulfill the GE foreign language requirement. You can do this in one of three ways:

1. Complete all required English as a Second Language (ESL) coursework
2. Testing out of the ESL program by taking a proficiency exam
3. By otherwise being exempted from taking the ESL placement test

Contact Dennis Bricault in the Department of Modern Languages for more information about the ESL program and placement test.

Important Notes

If you are from a country with a primary language other than English, but English was the primary language of instruction in your high school or beyond, you should follow the guidelines for Rule 2 above, and contact Dennis Bricault with any questions.

Your fulfillment of the foreign language requirement will be posted to your academic record following your successful completion of one semester at North Park.

North Park does not award academic credit for testing out of the 1010/1020 level of any language.

Students majoring in a language, international business, or global studies may be eligible to receive academic credit for language proficiency beyond the 1020 level, and will be charged a fee per credit hour granted as well as a posting fee for these academic credits. Please contacat Student Enrichment Services and Support for further information.

International Baccalaureate Program

North Park University recognizes the rigor of the International Baccalaureate program and may grant academic credit for scores of 5, 6, and 7 on the Higher Level examinations. The specific amount of credit and course equivalencies to be awarded for each Higher Level pass is determined through evaluation by the appropriate academic department. Credit received under the International Baccalaureate program may be applied toward North Park graduation requirements. No tuition charge is made for these credits.

Students who wish to obtain such credit should have their examination scores forwarded to the Office of Student Enrichment Services and Support. Credit will post to the student's transcript after the student has enrolled at North Park University. A maximum of 30 semester hours may be awarded.

Transferring Courses Taken Outside North Park University

Students pursuing a degree from North Park University are expected to complete their course work at North Park University. Under exceptional circumstances, it may be necessary for students to include course work from other institutions. When this is necessary, students, to be assured of the acceptance of the course work, must secure prior approval of outside courses. To be approved, courses must be offered by an accredited four-year college or university (or a two-year community or junior college, if the student has completed less than 60 semester hours of academic credit). The course itself must be an academic course (rather than technical or vocational) and must be approved for elective credit or for application toward the fulfillment of general education or departmental requirements. An approval form is available from Student Administrative Services and must be signed by the student's academic advisor, the department chair of the department in which the course is offered (or the most appropriate division chair), and the registrar. All transferred courses will be recorded with the grade received and will be included in a student's grade point average at North Park.

Value of Courses

The curriculum is based on a schedule of two semesters per academic year. Most courses are valued at two or four semester hours but the value of each is indicated in the section describing the courses of instruction.

Visiting Students

A Visiting Student is one who is authorized by the Office of Admission to register for a course or courses for college credit but has not been fully accepted for a degree at North Park University. Visiting Students interested in taking classes must submit a Visiting Student Application as well as a statement of good standing from the school or university last attended. Credits earned as a Visiting Student are transferable to other universities or may later be applied to a North Park degree.

A Visiting Student may earn up to 30 semester hours with that status. Thereafter, the student must apply for full admission to the University before being allowed to register for additional courses. The application procedure for moving from the status of Visit to a fully admitted student is the same as for other students. The same criteria are used by the University in approving applications for admission of a Visiting Student as would apply for any other application for admission. The Visiting Student is expected to meet the degree requirements that are in force at the time of application for degree status.

Additional Educational Opportunities

Conflict Transformation Studies Program

Conflict is inescapable and occurs in all human experience. Conflict emerges from many sources—systemic structures, religion, class and economic resources, race and ethnicity, sexuality, cultural and national differences, failures, commitments, and efforts for positive social change. The focus of conflict transformation studies is to enhance the ability of individuals and communities of people to meet their own needs while recognizing the competing needs of others and pursuing creative, nonviolent processes for transforming their conflicts. An understanding of processes, such as arbitration, negotiation, conflict management, conflict resolution, peace building, forgiveness and reconciliation, is central to the building of civil society and a new world order.

The purpose of Conflict Transformation Studies (CTS) at North Park University is to examine, from interdisciplinary and faith-based perspectives, the theory, analysis, history, culture, and transformational processes involved in conflict situations, justice, and peace building. As a Christian community grounded in the gospels, we believe that it is our responsibility to study the roots of conflict and violence, and to explore the many approaches to the work of nonviolent conflict transformation—from conflict management to mediation and reconciliation. Additional information is located in the undergraduate majors and courses section of this catalog.

Honors Program

Honors Congress

The North Park University Honors Congress brings together students of high academic ability with faculty in a learning community designed to promote academic excellence, rigorous intellectual development, community involvement, service to others, and vocational direction.

Honors in the Academic Major

During the junior and senior years, students will take honors courses provided they meet the requirements in the individual majors. Major professors will serve as guides to Honors Congress members and specifics are determined by the individual departments.

Graduate School Application

The Office of Career Development and Internships and individual school deans work with the Director of the Honors Congress to run seminars and plan events to consider graduate education. Vocational exploration undertaken in the first two years becomes actual planning in the second two years of university study.

Internship

Chicago connections explored in the first two years become work place learning environments during the last two years. Students take advantage of the city they have come to love and put their academic knowledge to the test, gaining valuable experience for choices after graduation.

National Fellowship Awards

Honors Congress students are encouraged to apply for awards and fellowships both in their individual disciplines and in competitive national applications to serve and learn beyond the undergraduate years.

Rewards of the Honors Congress

The Honors Congress at North Park University provides opportunity for students of promise to excel during their first two years of undergraduate study. If you are highly motivated, and if you are ready to be challenged and to challenge yourself this program may be for you. We strive to take the words of Jesus—"To whom much is given much will be required" —and give them special life during your NPU experience. Our philosophy is simply this: the Honors Congress gives students of high intellectual ability an array of learning experiences from which to choose, places them side-by-side faculty mentors who care, and offers guidance and encouragement along the way.

Departmental Honors Program

The Departmental Honors program is designed to challenge North Park's most talented and motivated students to achieve at the highest level in their major fields. The requirements of this program are:

- A minimum overall GPA of 3.5 and a minimum major GPA of 3.7 for admission and retention in the program
- A minimum of 45 and a maximum of 90 semester hours earned at the time of admission into the program
- A grade of A or B in 3-8 semester hours of Departmental Honors (DH) 4000, which requires a paper or project at honors level
- Presentation of the DH 4000 paper or project at a Spring Honors Symposium
- Departmental approval

DH 4000 is listed in each major department with the course number 4000 and the prefix of the department, i.e., HIST 4000. For a course description of DH 4000, see the Departmental Honors section of the catalog and/or the individual department listings.

For additional requirements specific to a particular major, see departmental descriptions. Applications for admission may be obtained from the department chair.

Internship Program

For North Park University interns, Chicago is an occupational laboratory.

The city's lively business community and extensive cultural resources offer opportunities for students in all areas of study to work in jobs appropriate to their disciplines and career interests. Internships may also be arranged throughout the United States and overseas.

Students interested in an internship must submit an application to the Career Development & Internships Office in the semester prior to them wishing to do an internship. Acceptance into the program is determined by the Internship Committee, and approval is based on: (1) attainment of third-year or fourth-year status (including at least 30 semester hours earned at North Park University); (2) a major GPA of 2.5 or more (some departments have more rigorous requirements; please refer to individual department entries); and (3) results of interviews with the the Career Development staff and faculty sponsor. A faculty sponsor helps the intern identify activities, learning goals, and projects to be performed, and evaluates and grades the intern. Grading is done on a pass/fail basis. No more than 8 semester hours of internship may be applied toward graduation. Tuition is charged as for any other course.

The internship program is designed to help students (1) recognize and appreciate the relevance and value of a liberal arts education for career preparation; (2) combine classroom studies with direct involvement in a potential life-long occupation; (3) have a better idea of their strengths, weaknesses, and future needs in terms of knowledge and skills; (4) clarify vocational goals; and (5) make potential contacts for future employment.

Nonprofit Leadership Certificate

North Park University is pleased to offer a nationally recognized Nonprofit Leadership Certificate through an affiliation with American Humanics, a 60-year-old national alliance of colleges and universities, national nonprofit partners, and collaborating professional associations.

Designed to provide excellent preparation for entry-level careers in nonprofit organizations, this baccalaureate level certificate is intended to accompany any major and can also be applied toward a concentration in Nonprofit Management within the Bachelor of Science in Business and Economics degree program. To obtain the certificate, students must meet five program requirements, including fulfillment of a 300-hour internship in a nonprofit organization.

Program Requirements

These requirements are designed with one thing in mind: to prepare North Park University students for employment in the nonprofit sector. All requirements must be fulfilled in order to meet the nationally specified level of competency required by American Humanics. Each student must meet with the Axelson Center for Nonprofit Management to register in the program.

Two Core Courses

NONP 2710: Introduction to Nonprofit Leadership and Management

NONP 4700: Advanced Nonprofit Management and Leadership

Three Electives

One course in Child and Youth/Human Development:

- PSYC 1000: Introduction to Psychology (4 semester hours)
- SOC 1910: Introduction to Sociology (4 semester hours)
- YM 1510: Introduction to Youth Ministry (4 semester hours)

One course in Communication Studies:

- COMM 1910: Public Speaking (4 semester hours)
- COMM 2010: Introduction to Communication Studies (4 semester hours)
- COMM 2030: Interpersonal Communication (4 semester hours)
- BSE 2540 and BSE 3510: Business Communication and Public Relations (4 semester hours total)

One course in Financial Management:

- SBNM 5350: Nonprofit Financial Management (graduate level course: 2 semester hours)

Undergraduate students must be a senior and have a GPA of 3.0 or higher to take graduate-level courses. Alternative courses might be accepted on an individual basis. See the Campus Program Director for more information.

One nonprofit management internship – BSE 4970 (1-4 semester hours)

A minimum of 300 hours: equivalent to two semesters of 10 hours per week, one semester of 20 hours per week, one summer of 25 to 30 hours per week or some combination of these options. Internships must be pre-approved by the Campus Program Director.

Active membership in the American Humanics Association (AHA) for at least two semesters

Attendance at one national American Humanics Management Institute (AHMI)

Study Abroad and Off-Campus Programs

North Park students have access to more than 150 international universities or study abroad programs in more than 40 countries through North Park's International Office. We are proud to offer a variety of academic options on six of the seven continents that serve students in most majors and minors. North Park students are encouraged to check with the International Office early in their academic careers to learn about study abroad options, program requirements, and costs. The International Office is located in Caroline Hall.

Sweden Exchange Program

Since 1976 North Park has maintained an exchange program with Södra Vätterbygdens Folkhögskola (SVF) in Jönköping, Sweden. This school operates under the auspices of our sister Church, Svenska Missionförbundet (the Swedish Mission Covenant), and an extremely close, cooperative relationship results from common values and concerns. North Park students with one year of college-level Swedish may apply to study in Sweden for the Fall semester with a cohort of other students and a North Park faculty member. Swedish students from SVF are in residence on the North Park campus during the Spring semester, so that friendships begun with the American students abroad may continue.

Winter term in Ecuador

In 1984, North Park initiated a Spanish language and culture program in Morelia, Mexico. The program moved to Cuenca, Ecuador in 2011, but maintains the same high level of academic rigor and community involvement. Students live with host families and enjoy high quality instruction in small and highly interactive classes. Service projects in the region allow students to connect to the local community, and on select weekends, the cohort of North Park students and a North Park faculty member participate in excursions throughout the country. Students with one and a half years of college Spanish or the equivalent are invited to apply for this eight week program which runs each spring. Students may apply to remain through the end of the spring term.

Bilateral Reciprocal Exchange Programs

North Park has exchange agreements with 11 universities around the world. North Park and its partners are able to send students to each others' institutions for a semester or year of exchange studies. Universidad del Salvador offers regular university courses taught in Spanish for advanced speakers. All other exchange sites offer regular university courses taught

in English and/or foreign language instruction. North Park's exchange partners are:

- International University of Moscow (Russia)
- Jönköping International Business School (Sweden)
- Sungkyunkwan University (South Korea)
- Universidad del Salvador (Argentina)
- University of Akureyri (Iceland)
- University of Bergen (Norway)
- University of Iceland (Iceland)
- University of Jönköping School of Health Sciences (Sweden)
- University of Jönköping School of Education and Communication (Sweden)
- University of Tampere (Finland)

International Student Exchange Program

The International Student Exchange Program (ISEP) enables students to study independently at any of 150+ universities around the world. The language of instruction and available courses varies by host institution. North Park has been a member of ISEP since 2005 and has sent students abroad to locations as diverse as diverse as Austria, China, Costa Rica, France, Ghana, India, Mexico, Northern Ireland, and United Arab Emirates. As an ISEP member, North Park also receives international exchange student from throughout the ISEP network.

Council for Christian Colleges and Universities Programs

The Council for Christian Colleges and Universities runs 11 semester programs. Four "culture shaping" programs give students the opportunity to incorporate their faith with popular culture and public life issues in the US while seven "culture crossing" programs take students outside of the US to help them better understand the role of faith in the global community. North Park students will study with other students from CCCU member schools. The CCCU program offerings are:

- American Studies Program (Washington, DC)
- Australia Studies Program (Sydney, Australia)
- China Studies Program (Xiamen, China)
- Contemporary Music Center (Martha's Vineyard, MA)
- India Studies Program (Coimbatore, India)
- Latin American Studies Program (San Jose, Costa Rica)
- Los Angeles Film Studies Center (Los Angeles, CA)
- Middle East Studies Program (Cairo, Egypt)
- Scholars' Semester in Oxford (Oxford, England)
- Uganda Studies Program (Kampala, Uganda)
- Washington Journalism Center (Washington, DC)

Short Term Academic Study Tours

Academic departments at North Park periodically offer short term travel opportunities during school breaks. These programs may be connected to credit-bearing semester length courses or function as standalone tours. Recent academic study tours have taken North Park students and faculty members to China, Costa Rica, Egypt, Ethiopia, France, Greece, and Thailand.

Accreditation

North Park University is accredited by The Higher Learning Commission and is a member of the North Central Association. The Commission is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation which is responsible for ensuring accrediting bodies and institutions uphold and meet established standards of quality.

The Higher Learning Commission accredits degree-granting institutions located in the nineteen state north central region.

North Park University was first accredited in 1926 by The Higher Learning Commission and is a member of the North Central Association (NCA). The Higher Learning Commission evaluates and accredits the entire institution as a whole.

The Association can be researched at 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncahigherlearningcommission.org

The following schools or programs are each accredited individually.

Athletic Training
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354

School of Business and Nonprofit Management
International Assembly for Business Education
IACBE , P.O. Box 3960
Olathe, KS 66063
Phone: 913-631-3009
Fax: 913-631-9154

School of Education
Illinois State Board of Education for Teacher Certification Programs
100 N. 1st Street
Springfield, IL 62777
Phone: 866-262-6663

Illinois Board of Higher Education
431 East Adams, 2nd Floor
Springfield, Illinois 62701-1404
Phone: 217- 782-2551
Fax: 217-782-8548

School of Nursing
Commission on Collegiate Nursing Education
American Association of Colleges of Nursing
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Phone: 202-463-6930
Fax: 202-785-8320

School of Music
National Association of Schools of Music
11250 Roger Bacon Drive, Ste. 21
Reston, VA 20190
Phone: 703-437-0700
Fax: 703-437-6312

Seminary
The Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275
Phone: 412-788-6505
Fax: 412-788-6510