ACADEMIC POLICY FOR GRAUDATE STUDENTS

Academic Integrity

In keeping with our Christian heritage and commitment, North Park University is committed to the highest possible ethical and moral standards. 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.

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. 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 at www.northpark.edu/graduation. It must be completed by the student and returned to the Office of Student Administrative Services. This should be before the end of the semester prior to graduation.

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 1st week of the semester in which the student plans to graduate.

There is a $150 graduation fee applied to the account of each graduating student in their last semeester. Participation in the Commencement ceremony is required.

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 (e.g., 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's website) 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.

Registration Outside of a Student's Degree Program

Students who wish to take courses outside their program must get approval both from the Dean or Director of their School or program and the Dean or Director of the other School or program. Courses outside their program should relate to their program. Courses are approved on an individual basis. If the student intends to take extensive coursework in the other program, he/she needs to apply officially to the other program or degree. Graduate tuition will be charged at the rate of the student's program. Graduate students taking classes at the undergraduate level will be charged the default rate for part-time undergraduates. Students who are in graduate programs with a tuition discount rate receive that discount on both undergraduate and graduate level course registrations.

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/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.