

THE NATIONAL HISPANIC UNIVERSITY

CATALOG ADDENDUM

ACADEMIC YEAR 2014–2015

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The National Hispanic University

Catalog Addendum

Academic Year 2014–2015

Eligibility for Continued Enrollment

The university administration has determined conditions for students' eligibility to complete their program requirements at NHU with consideration for the quality and integrity of students' degrees as well as for the student learning experience during the remaining 2014–15 academic year.

Degree Completion Plan

To maintain eligibility for continued enrollment, all students must establish degree completion plans that detail the timeframe in which program requirements will be completed in the remaining 2014–15 academic year. The student, academic advisor, and academic leadership must approve each student's degree completion plan.

Disclosure Statement

Given the 2014–15 academic year remains for students to complete all program requirements, the following disclosure statement applies to all students in the matriculation of their completion plans:

By utilizing the degree completion plan to outline my intended pathway to graduation at NHU, I confirm my understanding that this document is not an official transcript and is being utilized solely for the purpose of outlining a plan for my pathway to graduation. I recognize that the course plan outlined on this document is not a guarantee of course availability or time to degree completion, and that it will not be possible to take any course at NHU after the Summer 2015 term. I also acknowledge that any deviation from the plan outlined herein, including but not limited to withdrawal or failure from a course, may result in my inability to complete my program at NHU. If at any time it is determined that it is not feasible to complete the plan by the conclusion of the Summer 2015 term, I will work with my academic advisor to explore transfer options to another institution.

Academic Review Process

In situations where students would like to request modification of their degree completion plans, students may request additional review of their plans and provide rationales to the institution as to the nature of their request.

Transfer Support for Students

Any deviation from students' established degree completion plans compromises students' eligibility to remain at The National Hispanic University to complete their programs. When students deviate from their established degree completion plan, NHU transfer counseling will support students in exploring their transfer options, so that they can remain on their pathway to degree completion elsewhere.

The NHU leadership team has worked with institutions to create and solidify transfer partnerships to ensure that our campus-based and online students have identified strong pathways toward degree completion. Students should contact the designated NHU transfer counselor, who will support students who choose to explore their transfer options throughout the entire process.

Deviations From Students' Approved Degree Completion Plan

Incomplete Grades

Effective the Spring 2015 term, Incomplete grades will no longer be issued. Students must successfully persist through all course requirements and earn a final letter grade within the part of term in which the course is being offered.

Failure to Participate/Failure to Attend

NHU will administratively withdraw students who cease to attend and/or participate in the first seven (7) calendar days from the term start date. Students who fail to participate in their courses during this timeframe and who are subsequently withdrawn from their courses will deviate from their established degree completion plan and will compromise their eligibility to remain at NHU.

Teacher Education Required Milestones

To ensure that all teacher education students maintain positive academic progress in their program, a series of required teacher education milestones has been established. The required milestones are critical components of the credentialing program and serve as a foundation for students' success as education professionals. To maintain eligibility to remain in the program, students must meet all testing requirements by established university deadlines.

Registrar-Related Policies

Transfer of Credit

In order to complete program requirements, students may work with their Academic Advisor to determine courses available at external institutions, which may transfer for credit to meet NHU course requirements. Students must submit transcripts within one calendar month following the conclusion of courses taken at external institutions to receive anticipated transfer of credit. Students who fail to submit necessary documentation will deviate from their established degree completion plans and will compromise their eligibility to remain at NHU.

Automatic Registration

To ensure that students' course schedules align with their program requirements, the registrar will register students for their courses for the remaining academic year after consulting with students' academic advisors and academic leadership. Students will no longer have the ability to self-register for courses or make changes to their academic schedule via their online portal. Any changes to students' schedules for the academic year must be requested through the academic review process.

Bursar-Related Policies**Unpaid Balances**

To ensure that all students remain on track to graduate either at NHU or at an external institution, financial holds that are not delinquent or past due may not limit a student's ability to request transcripts, diplomas, and/or certificates, or to register for courses. In the event a student's account is already delinquent or becomes delinquent, holds will be placed that will prevent the student from registering and receiving transcripts, diplomas, and/or certificates. Students are encouraged to work with the bursar's office to understand the implications of any account balances on their matriculation.