Census Date

The Census Date of the University represents a date in each modular session when the general enrollment statistics of the University are established. The Census Date for each class is the fourth class meeting or the second Saturday of Saturday classes. Students will receive a withdrawal “W” on their transcripts for any courses dropped after the Census Date. The only exceptions are classes canceled by the Department Chair or a change from one section to another of the same course. A “W” is not a grade, has zero grade points and does not affect the student’s grade point average.

Changes in Enrollment

Adding/Dropping Courses

It is the students’ responsibility to observe the prescribed deadlines for the specific steps required to add/drop a course. Students wishing to add/drop a course are required to secure approval from their advisor and pay the corresponding fees. The appropriate form for adding/dropping courses can be obtained from the Office of the Registrar and must be returned by the prescribed deadlines. Only when the completed “Add/Drop Form” has been submitted to the Business Office and processed through the Office of the Registrar does the change become official. The date of record is the date on which the Business Office receives the completed form.

Students who simply absent themselves from a class or tell the instructor that they are dropping the course, without filing the required form will have an unauthorized withdrawal “UW” posted to their record for that course. Students who drop all courses are obligated to follow the rules for withdrawal from the University, as indicated in this catalog.

Last Day to Add Courses

The deadline for adding courses is the census date. No “Add/ Drop Forms” will be accepted after the census date.

Courses Dropped Before the Census Date

Courses dropped before 5:30 p.m. on the census date will not appear on the student’s transcript.

Courses Dropped After the Census Date

Once the Census Date has passed, dropping courses can be done only for compelling reasons and requires the approval of the Department Chair. Courses dropped after the Census Date are recorded as a “W” on the student’s permanent academic record.

Withdrawing from the University

Students planning to withdraw from the University are requested to make an appointment with the Department Chair prior to initiating withdrawal procedures.

A student who wishes to withdraw from the University must secure a “Withdrawal Form” from the Office of the Registrar and must obtain the signatures specified on the “Withdrawal Form.” Only when the completed form has been returned to the Office of the Registrar does the withdrawal become official.

Authorized Withdrawal

The Office of the Registrar and the Business Office require instructors to keep accurate attendance records for each student. Upon receipt of the signed “Withdrawal Form” from the student, the Office of the Registrar will determine the last day of class attendance so that date can be recorded on the “Withdrawal Form.” The Department Chair is required to sign the “Withdrawal Form” as well as the Business Office. The Business Office retains a copy of the signed “Withdrawal Form” and initiates the calculation and distribution of a refund. The Business Office will then distribute copies to the student, the Financial Aid Office and the Office of the Registrar.

Unauthorized Withdrawal

Students who simply absent themselves from class or tell the instructor that they are withdrawing from the University without filing the required form will have an unauthorized withdrawal “UW” posted to their records.

Grading and Academic Standards Grades

Grading System
Grade Point Value

The quality of a student’s work is measured by a system of letter grades and computed grade points. The meaning of each grade and its grade point value is as follows:

**EXCELLENT**
- A 4.0 grade points
- A- 3.75 grade points

**ABOVE AVERAGE**
- B+ 3.35 grade points
- B 3.0 grade points
- B- 2.75 grade points

**AVERAGE**
- C+ 2.35 grade points
- C 2.0 grade points
- C- 1.75 grade points

**BELOW AVERAGE**
- D+ 1.35 grade points
- D 1.0 grade points
- D- 0.75 grade points

**FAILURE**
- F 0 grade points

**OTHERS**

<table>
<thead>
<tr>
<th>CR</th>
<th>Credit - 0 grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC</td>
<td>No Credit - 0 grade points.</td>
</tr>
</tbody>
</table>

Taking a preparatory course offered on a credit/no credit basis is an alternative non-penalty grading plan offered to students in lieu of the traditional letter grade. The equivalent of “C-” or above will be recorded as CR, with units earned. Earning the equivalent of “D” or below is recorded as “NC” with no units earned.

**W** Authorized Withdrawal - 0 grade points
- Issued to a student who officially withdraws from a class and carries no academic penalty affecting the student’s grade point average.

**UW** Unauthorized Withdrawal - 0 grade points
- Issued to a student who unofficially withdraws from a class and carries no academic penalty affecting the student’s grade point average.

**I** Incomplete - Non evaluative grade - 0 points
- Issued to a student who has failed to complete all course requirements and has received prior instructor approval or an extension. Incomplete grades must be removed within one semester or the grade becomes an “F”.

### Enrollment Type

**Transfer**
- Denotes transferable units based on the Evaluation of Transfer Credit as explained in this Catalog.

**Audit**
- Audited Courses
- A student enrolls for instruction only and does not receive credit for the class. Regular class attendance is customary and expected. Permission to audit a course is granted by the instructor and is on a space available basis. Students eligible to enroll on a credit basis have priority over auditors in enrolling in courses. An auditor pays the same fees as students enrolled for credit. In addition, students auditing a class will not receive a grade or credit units.

**Credit by Exam**
- Credit by Examination
- Students may challenge courses designated in the section of “Credit by Examination” if they take the required examination, have obtained Department Chair’s approval, and have met the required criteria.

**Grade Change**
- Change of grade
- For more information, refer to grade change procedures in this catalog.

**HS Credit**
- Course Used for High School Credit
- Course used for high school credit.
Ind. Studies  Individual Directed Study
Denotes Individual Directed Study courses following registration guidelines described in this catalog.

Retake  Repeat Course
Students may repeat courses in which they have received a “C-” or lower. Both the initial grade and the subsequent repeat grade will show on the academic record; however, only the higher grade will count in computing the grade point average. Thus, the course with the lower grade will carry the course note of “R”. Preparatory classes may be repeated whether or not a student earns a grade of CR or NC. The maximum number of attempts for repeating courses will be one time. However, a student may file a petition for a second attempt with the Department Chair.

Cross Reg.  Cross-Registration Course
Students may register and attend courses at an institution where there is a cross-enrollment agreement in place. Students must meet requirements and obtain approval from the Registrar.

Open U  Course taken as Open University
Please refer to catalog section of Open University for guidelines.

Grade Point Average

The grade point average (GPA) is computed by dividing the total grade points earned (credits per course times the grade points per grade) by the total completed course credits (excluding those classes with grades Credit/No Credit, Withdrawal, Incomplete, or Satisfactory Progress - Unsatisfactory Progress). For example, a C in a 3-unit course earns 3 x 2 = 6 grade points, an A in a 2-unit course earns 2 x 4 = 8 grade points, and a C- in a 3-unit course earns 1.75 x 3 = 5.25 grade points. Transfer credit accepted by NHU, as part of a degree program, will not be considered in computing the grade point average requirement.

Students who receive an “F” grade must retake the course if the course is a requirement for graduation.

The University issues official grades at the end of each semester to students who have met all financial obligations to the University. In accordance with privacy laws, grades cannot be given over the telephone.

Units of Credit

An academic semester unit of credit is a quantification of student academic learning. One semester unit of credit represents 15 classroom contact hours, 30 contact hours of laboratory, and 45 contact hours of practicum in a semester.

Unit Hour Limitation

The average unit course-load per semester for a full-time student is 12-15 units in the Undergraduate Program. Any unit load over 18 is considered an excess unit load. Students carrying more than 18 units in a semester must have the authorization of the Academic Advisor and Department Chair. The usual requirement is a 3.0 grade point average in the semester immediately preceding the presentation of the petition.

Transcripts

Students who desire an official transcript of their academic record must submit, in accordance with privacy laws, a written request to NHU Office of the Registrar. Such a request must be accompanied by a payment of transcript fees and should be made at least one week in advance of the date required. Students are advised that transcripts will not be issued during the days of registration or period of grade posting of any term unless exceptional and grave cause can be shown. An official transcript will not be released to any student who has failed to meet all financial obligations to the University. Any transcript request with incomplete addresses, insufficient information for processing or unaccompanied by the transcript fee will be returned to the student.

Change of Grade

Once grades have been submitted to the Office of the Registrar, they will not be changed unless there has been an evident discrepancy and only after the student’s Department Chair has received the faculty member’s request giving the reason for the change. The change will become effective only after the Department Chair and the Provost have approved the “Change of Grade Form” and it is filed with the Registrar. Complaints by students on matters of grading policy should be directed to the professor first.

No final grades, other than Incompletes “I”, may be changed by the faculty based on work completed after the close of the module.
Academic Probation Policies

Academic probation constitutes a serious warning that the student’s academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University. The following categories of students will be placed on probation:

- Any undergraduate student who fails to achieve a “C” (2.0) average for a semester or whose cumulative grade point average falls below a “C” (2.0).
- Any teaching credential student who fails to achieve a “B” (3.0) average for a semester or whose cumulative grade point average falls below a “B” (3.0).
- Any upper division student whose cumulative grade point average in chosen major falls below a “C” (2.0).
- Any student who fails to successfully complete at least half of the units attempted during a semester.

A student on probation is not allowed to take more than 12 units of credit per semester. Until the student reaches satisfactory academic progress, the Academic Advisor may impose additional requirements and limitations with regard to a student’s participation in NHU recognized extracurricular activities.

The Office of the Registrar monitors probation. Undergraduate students are given the opportunity to raise their grade point average within two semesters after being placed on probation. Every effort is made to counsel students during the probationary period. However, if after counseling and academic support services, a student will be academically disqualified if he or she still fails to raise the cumulative grade point average to a minimum of 2.0 at the end of the probationary period.

Academic Disqualification

Academic disqualification constitutes termination of a student’s relationship with the University for unsatisfactory academic performance. A disqualified student may not register in any of the University’s courses and is denied all privileges of student status. Any student who receives a notice of disqualification may petition the disqualification to the appropriate Department Chair. If the petition is denied by the Department Chair the student may then file a written appeal to The Provost of the University who will make the final determination on all appeals.

A disqualified student who wishes to return to the University must follow the Admissions procedures.

The following categories of students are subject to disqualification:

- Any student whose cumulative grade point average falls below 1.25 at the quarter point of the maximum program or 1.5 at the midpoint of the maximum program length;
- Any undergraduate student who, after being placed on probation, fails to achieve a “C” (2.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of “C” (2.0) within two semesters after being placed on probation;
- Any teaching credential student who, after being placed on probation, fails to achieve a “B” (3.0) average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of “B” (3.0) within two semesters after being placed on probation;
- Any upper division student who fails to achieve a “C” (2.0) average in his or her major during the probationary semester or who fails to achieve a cumulative grade point average of “C” (2.0) in his or her major within two semesters after being placed on probation;
- Any student who fails to complete the degree program in the maximum time allowed for completion of the program, or who fails to make satisfactory academic progress.

Monitoring the Time Limit

The maximum time for the completion of a degree or certificate program is the period of time in which the student attempts 1.5 times the standard program length for normally progressing students of the same enrollment status: fulltime or part-time. The full-time Bachelor’s degree student must complete the entire 4 (four) academic year program in no more than 6 (six) years. For the part-time student, the maximum time for the completion of a degree or certificate program is double that of a full-time student. For other programs, it is 1.5 times the standard program length for normally progressing students.

A student’s academic performance is evaluated several times during his or her enrollment to determine satisfactory academic progress. The review is performed by the Office of the Registrar in conjunction with the Financial Aid Office and appropriate Department Chairs.

Students who fail to meet the minimum academic achievement and successful course completion standards at the 25% point is placed on academic
probation. Students who fail to meet the minimum academic achievement or successful course completion standards at the 50% point are not eligible for financial aid, may not be placed on probation, unless they are placed in an extended enrollment status.

The following table indicates the criteria for achieving satisfactory academic progress based on the allowable number of units attempted. *(For specific majors see the Office of the Registrar.)*

<table>
<thead>
<tr>
<th>Required % Evaluation Point</th>
<th>Allowable # of Units Attempted</th>
<th>Minimum Units Successfully Completed</th>
</tr>
</thead>
</table>

**Associate Degree**

- 25 % of maximum: 28
- 50 % of maximum: 56
- 100 % of maximum: 112

**Bachelor Degree**

- 25 % of maximum: 48
- 50 % of maximum: 96
- 100 % of maximum: 142

**Credential Program**

- 25 % of maximum: 12
- 50 % of maximum: 24
- 100 % of maximum: 49

**Certificate (CLAD/BCLAD)**

- 25 % of maximum: 4
- 50 % of maximum: 9
- 100 % of maximum: 18

**Translation & Interpretation Certificate**

- 25 % of maximum: 6
- 50 % of maximum: 13
- 100 % of maximum: 27

**Extended Enrollment Status**

The specific policies for continuation at the institution under an extended enrollment status are the following:

- The student is not eligible for financial aid at the institution.
- The student must seek to correct academic deficiencies by taking remedial courses, re-taking courses they have failed, or practicing previously learned skills in order to re-establish satisfactory progress. However, in no case can a student exceed one and one-half times the standard time frame either as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

**Re-instatement**

If disqualified, the student must go through an appeal process. The appeal process constitutes a formal appeal letter to the Department Chair. If the appeal is denied, the student can write another appeal to the Provost. If the Department Chair approves the appeal, the student must follow the following stipulations:

- Student may only take 6 units the first semester upon returning to the University.
- Student must meet with advisor every module.
- Student must attend mandatory tutoring sessions at the SAAC.

The student must successfully re-take courses previously failed so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements.

**Inactive Students**

A student is considered inactive when the following occurs:

- Failure to return to campus after one year and have not filed an approved leave of absence;
- Failure to satisfy the requirements to eliminate their academic probation and are disqualified.

**Extenuating Circumstances**

A student may present evidence to the Provost of mitigating or extenuating circumstances that disrupted previously satisfactory academic performance and explain that the negative circumstances have now been corrected.

**Appeal Procedure Available to the Student**

Any student who receives a notice of disqualification may petition for a hearing. The student’s Department Chair will make the decision on a disqualification. If the student is not satisfied he/she may file a written appeal to the Provost of
the University who will make the final determination on all appeals.

**Leave Of Absence**

Students may apply for a leave of absence except those attending the first semester and those students in disqualified status. A student may request a leave of absence at the Office of the Registrar and apply for a maximum of one year. If exceeding the specified period, the student must reapply following the Readmission requirements as stated in the University Catalog. A student may request a leave of absence for such situations as illness, pregnancy, or emergency and must have the intention to return to formal study. In order to receive a “Leave of Absence”, the student must submit the “Leave of Absence Form” to the Office of the Registrar. An authorized “Leave-of-Absence” will not affect the satisfactory academic progress of the student.

**Rules and Regulations**

**Student Rights**

**Academic Freedom**

In the classroom, students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion. While students are protected against prejudiced or capricious academic evaluation, they are also responsible for fulfilling standards of academic performance for each course in which they are enrolled.

**Freedom of Association**

Students are free to organize and to join associations that have goals that are consistent with the University’s Mission. Such associations provide an opportunity for students to promote their common interests, to learn organizational skills, and to develop maturity through self-management of their own group activity. Student organizations are expected to observe the same standards of conduct as individuals.

**Freedom of Expression**

In a free society, the right to express oneself freely and the right to have access to divergent views are cornerstones of our social institutions. The time, place and manner of exercising these rights shall not interfere with University functions. This policy in no way constitutes prohibitions on the right to express political views by any individual in the University community. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, or staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public offices or any other political activity.

**Privacy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g) and regulations adopted there under (34 C.F.R. 99) grant students significant rights to access their educational records. This act also protects the privacy of student records and requires the University to inform students of all their rights and safeguards. The following summarizes the various sections of the act. Students may gain access to any written records directly concerning them by asking the official holding the records. A list of record holders and the contents of student files can be obtained from the Office of the Registrar. Where a record contains information on more than one student, the student requesting inspection must be informed only about the information pertaining to him or her. The student does not have the right to inspect such records personally since this would violate the privacy of another student. The student has no right of access to some records. These are:

- Financial records of parents.
- Confidential letters and recommendations written prior to January 1, 1975.
- Confidential letters and recommendations, for which a waiver of right to access has been signed, provided the student is given the names of those writing letters.

Students have the right to the interpretation and explanation of all records. Furthermore, the subject matter of the files can be challenged directly with the official holding them. If students are not satisfied with the explanation or reach an impasse with the record holder, they have the right to appeal the case to the record holder’s supervisor. Students have the right to copies of their records. They may be charged for this service, but the amount cannot exceed the actual cost of producing them. The act entitles students to the privacy of their records. Only material classified as “directory” information can be released without student consent. This information includes directory name, school of enrollment, credit hour load (full-time, part-time), periods of enrollment,