



**NORTHWESTERN  
HEALTH SCIENCES  
UNIVERSITY**

University Catalog Addendum  
2023-2024 Summer Term

June 28, 2024

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# **Academic Policies**

## **Academic Standards Policy**

### **Purpose**

The University has a responsibility to identify students whose satisfactory academic standing is threatened by poor performance, and who, without supportive intervention, are unlikely to thrive academically. When a student consistently fails to make progress in any given academic program, the university will terminate their enrollment in that program. Standardizing the criteria for academic standing allows for greater understanding and consistent application.

### **Scope**

All students attending the university.

### **Policy**

Students must maintain good academic standing to remain enrolled at the university. Academic standing is measured by grade point average and the percentage of attempted credits that are successfully completed. Those academic statistics are calculated for each academic level in which the student is enrolled. Failure to meet academic standing requirements results in academic statuses of warning, probation, or dismissal.

**Effective** July 1, 2024

### **Procedures**

#### **Definitions**

##### **Good Academic Standing**

Good Academic Standing demonstrates a student's successful academic progress. Students who meet both the following criteria will be in good academic standing:

- The student's term GPA is 2.0 or above and the student's cumulative GPA is 2.0 or above
- The student's completion rate is at least 67% of all credits attempted in a term and the student's completion rate is at least 67% of all credits attempted at that academic level

##### **Academic Warning**

Academic Warning is indicative of unsatisfactory academic progress. A student is placed on academic warning when one of the following occurs for the first time:

- The student's term GPA falls below 2.0 or the student's cumulative GPA falls below 2.0
- The student's completion rate is less than 67% of all credits attempted in that term or the student's completion rate is less than 67% of all credits attempted at that academic level

Any student placed on Academic Warning must meet with the Program Academic Standing Committee (PASC) or its designee to develop a Corrective Action Plan.

Academic Warning status does not apply to students in Medical Assisting, Medical Laboratory Science, Medical Laboratory Technology, Radiation Therapy, or Radiologic Technology. Students in those programs progress directly to Academic Probation after the first term in which one of the conditions above occurs.

### **Academic Probation**

Academic Probation is indicative of unsatisfactory academic progress. A student is placed on academic probation when one of the following occurs in any term immediately following a term on academic warning:

- The student's term GPA is below 2.0 or the student's cumulative GPA is below 2.0
- The student's completion rate is less than 67% of all credits attempted in that term or the student's completion rate is less than 67% of all credits attempted at that academic level

Any student placed on Academic Probation must meet with the Program Academic Standing Committee (PASC) or its designee to develop a Corrective Action Plan.

Students who have two consecutive terms that meet the criteria for Good Academic Standing will be cleared from Academic Probation, with that status applied to the transcript.

### **Academic Dismissal**

Academic Dismissal is a university-initiated separation of a student from the university program. A student will be dismissed when one of the following occurs in any term immediately following a term on academic probation:

- The student's term GPA is below 2.0 or the student's cumulative GPA is below 2.0 while on academic probation
- The student's completion rate is less than 67% of all credits attempted in that term or the student's completion rate is less than 67% of all credits attempted at that academic level

### **Completion Rate**

Completion rate reflects the percentage of all credits successfully completed out of all credits attempted. Failing grades, withdrawals and incompletes are not considered to be successfully completed. Completion rates are calculated for an individual term as well as cumulatively at the student's academic level (Undergraduate, Masters, or Professional).

### **Review Cycle**

Academic Standing review will be updated once each term, at the end of the term. Grades changed or updated later will be factored into the next term's review.

### **Program Academic Standards Committee (PASC)**

The Program Academic Standards Committee consists of faculty and/or program leadership, depending on faculty capacity, the Registrar, and the Academic Advisor or Program Chair when appropriate. This committee supports decision-making on students' performance and enrollment in the program.

## **Academic Levels**

- **Undergraduate programs include:**
  - Associate of Applied Science in Massage Therapy
  - Associate of Applied Science in Medical Assisting
  - Associate of Applied Science in Radiologic Technology
  - Associate of Science in Medical Laboratory Technology
  - Associate of Science in Radiation Therapy
  - Bachelor of Science in Human Biology
  - Bachelor of Science in Medical Laboratory Science
  - Certificate in East West Therapeutic Massage
  - Certificate in Relaxation Massage
  - Certificate in Therapeutic Massage
  - Medical Assisting Diploma Program
  - Non-Degree Undergraduate
  - Post-Baccalaureate Pre-Health
  - Shiatsu Certificate
  
- **Masters level programs include:**
  - Master of Acupuncture
  - Master of Chinese Medicine
  - Master of Health Science in Functional and Integrative Nutrition
  - Master of Health Science in Integrative Care
  - Graduate Certificate in Integrative Health and Wellbeing Coaching
  - Graduate Certificate in Functional Sports and Performance Nutrition
  - Non-Degree Master
  
- **Professional programs include:**
  - Doctor of Acupuncture W/Chinese Herbal Medicine Specialization
  - Doctor of Chinese Medicine
  - Doctor of Chiropractic
  - Non-Degree Professional

Academic standing is determined by the Registrar's Office at the end of each term. The Registrar's Office will notify students of their academic status (defined above) by email before the next term begins. Probation and dismissal statuses are recorded on the student's transcript for the initial term that status is assigned. A notation will also appear on the transcript when a student clears a previously assigned status. Warning and probation statuses cannot be appealed.

A student who has been dismissed may appeal to the PASC based on documented extenuating circumstances. Only the first notice of academic dismissal may be appealed. The appeal must be submitted by the second day of the term following the dismissal notification and will be reviewed by the PASC. Any decision by the PASC to uphold the dismissal is final. If a dismissal is overturned, the student will be readmitted on probation and placed on an Academic Contract by the PASC. The contract defines the requirements that the student must meet to remain enrolled in the program. Failure to meet the requirements of the contract will result in dismissal at the end of the term in which non-compliance occurred.

# **Add, Drop, and Withdrawal Policy**

## **Purpose**

The purpose of this policy is to provide clear and consistent directions associated with course registration, add, drop, and withdrawal activities.

## **Scope**

This policy applies to all students in all programs.

## **Policy**

The ability to register, add, drop, or withdraw from courses during the term in which they are offered influences academic progress, academic performance, and student agreements to pay tuition and fees. Students may add a course after the term starts. Students may drop a course within the designated drop period without academic penalty or tuition and fee obligations. Students may withdraw from a course after the drop period and through the last day of the withdrawal period with applicable consequences as defined in this policy the institutional refund policy.

**Effective** January 1, 2024

## **Procedures**

### **Definitions**

#### **Registration Period**

The day initial course registration opens for new and continuing students until the day before the term begins.

#### **Add Period**

After the term begins a student may register for one or more additional courses until the end of the add period.

#### **Drop Period**

After the term begins a student may cancel registration for a course for which they are registered during the drop period. The course will not appear on the student's transcript.

#### **Withdrawal**

After the Drop Period for a course has passed, a student may withdraw from a course and receive a grade of "W." Withdrawals have no impact on a student's GPA; however, withdrawals do impact the completion rate for academic standing purposes.

#### **Withdrawal-Failure**

After the Withdrawal Period for a course has passed, a student may withdraw from a course and receive a grade of "WF." Withdrawal-Failures impact both a student's GPA and completion rate. The grade point value of a "WF" grade is zero.

**Full-term Courses**

A course that is offered for the full duration of the term.

**Half-term Courses**

A course that is offered for seven (7) weeks.

**Add a Course.**

Full-Term Courses: The add period ends on the 5th business day of the course.

Half-Term Courses: The add period ends on the 2nd business day of the course.

Course durations less than half-term but at least 7 days: The add period ends immediately before the start of the course.

Course durations less than 7 days: The add period ends immediately before the start of the course.

**Drop a Course.**

Full-Term Courses: The drop period ends on the 10th business day of the term.

Half-Term Courses: The drop period ends on the 5th business day of the course.

Course durations less than half-term but at least 7 days: The drop period ends on the 1st day of the course.

Course durations less than 7 days: The drop period ends immediately before the start of the course.

**Withdraw from a Course during the withdrawal period.**

Full-Term Courses: The withdrawal period ends at 60% of the course length.

Half-Term Courses: The withdrawal period ends at 50% of the course length.

Course durations less than half-term but at least 7 days: The withdrawal period ends at 50% of the course length.

Course durations less than 7 days: The withdrawal period ends at 50% of the course length.

**Withdraw from a Course after the withdrawal period has closed.**

Full-Term Courses: The withdrawal-failure period ends immediately before the final exam or the last day of the course, whichever comes first.

Half-Term Courses: The withdrawal-failure period ends immediately before the final exam or the last day of the course, whichever comes first.

Course durations less than half-term but at least 7 days: The withdrawal-failure period ends immediately before the final exam or the last day of the course, whichever comes first.

Course durations less than 7 days: The withdrawal-failure period ends immediately before the final exam or the last day of the course, whichever comes first.

# Course Participation Policy

## Purpose

The purpose of this policy is to provide clear expectations and consequences associated with initial course participation and ongoing engagement throughout a course for which a student is registered.

## Scope

This policy applies to students registered for credit and zero credit courses or labs lasting seven or more days.

## Policy

Students are required to meet initial and ongoing participation requirements.

**Effective** September 4, 2024

## Procedures

### Definitions

#### Census date

The 10<sup>th</sup> business day of a full-term course, the 5<sup>th</sup> business day of a half-term course, and the 2<sup>nd</sup> day of a course lasting less than half the term.

#### Initial participation

Completing the Syllabus acknowledgement agreement by the census date of the course.

#### Ongoing engagement

Completing a course activity throughout the duration of the course post-census.

#### Syllabus acknowledgement agreement

Every course will have a standard question added to the shell in the learning management system that requires them to read and acknowledge the syllabus for that course.

Initial participation is evaluated via reporting through the learning management system. Any student failing to complete the syllabus acknowledgement activity by the census date is dropped from the course by the Registrar's Office without academic or financial penalty. Impacted instructors and students are notified.

Ongoing course engagement after census will be regularly tracked via reporting through the learning management system with information regarding lack of engagement provided to course instructors. Designated staff or instructors will be expected to contact the identified students. The actions of the Student Success Team will support this outreach.

After the drop date, a student failing to participate through the end of a class, who is not withdrawn or dropped, will be assigned a UF (Unearned Failure) grade at the end of the term. The last date of attendance will be entered by the instructor. A WF grade is assigned when a student requests withdrawal after the withdrawal period.



## **Non-continuous Enrollment Policy**

### **Purpose**

Students are expected to maintain continuous enrollment every term from the time they matriculate until they graduate. Those not maintaining continuous enrollment need to be removed from active status.

### **Scope**

This policy applies to all degree and non-degree seeking students except those on an approved military leave of absence.

### **Policy**

Students enrolled in a degree, certificate, or diploma program who fail to remain registered for courses past the drop date for three consecutive terms will be withdrawn for non-continuous enrollment.

Non-degree students who fail to remain registered for courses past the drop date for two consecutive terms will be withdrawn for non-continuous enrollment.

**Effective** September 4, 2024

### **Procedure**

#### **Definitions**

##### **Non-continuous enrollment**

Students enrolled in a degree, certificate, or diploma program who fail to remain registered for courses past the drop date for three consecutive terms. Non-degree students who fail to remain registered for courses past the drop date for courses for two consecutive terms.

##### **Readmission**

The process of returning to active status via an application for admission following a withdrawal for non-continuous enrollment.

Students who plan not to maintain continuous registration for any reason should consult with an academic advisor, determine any financial aid impact, and understand any readmission implications of not registering.

Students who are withdrawn for non-continuous enrollment must contact NWSU Admissions to apply for readmission before enrolling again and are subject to the terms of the Readmission to the University policy.

Readmission following a break in enrollment will require additional review for those not in good academic standing at the time they are withdrawn. Additionally, readmission may be contingent on the outcome of any pending conduct investigations which were paused while the student was away from the university, or on the outcome of any new conduct proceedings related to conduct that occurred while the student was withdrawn. (See the University Student Handbook).

A student who has been readmitted after being withdrawn for non-continuous enrollment will be held to the new program requirements upon returning to the University. A student returning before they are withdrawn for non-continuous enrollment will be allowed to follow the program requirements in place when they were last enrolled.

# **Student Location Policy**

## **Purpose**

To ensure compliance with the U.S. Department of Education's professional licensure disclosure requirements, this policy outlines the process for determining the location of prospective and current students based on their permanent and current addresses, respectively.

## **Scope**

This policy applies to academic administrators, admissions and registration staff, and all prospective and current students pursuing enrollment in professional licensure or certification programs.

## **Policy**

Northwestern Health Sciences University will determine the location of each prospective student using their permanent address and current student using their provided current address. This information is critical for compliance with professional licensure disclosure requirements, ensuring students are informed about the educational prerequisites for professional licensure and certification in the state in which they reside. Admission into, or completion of, programs for professions that require licensure or certification does not guarantee that students will obtain a license or certification.

**Effective** July 1, 2024

## **Procedures**

### **Definitions**

#### **Professional Licensure Program**

An educational program that has been designed and advertised to meet licensure or certification requirements.

#### **Prospective Student**

Someone who has applied or been accepted for admission to an educational program at the university.

#### **Current Student**

Someone who has matriculated into an educational program at the university.

#### **Permanent Address**

Prospective student's stated permanent address at the time of their application. For prospective students whose permanent address does not include a U.S. state or territory, their location will be considered the state of Minnesota.

#### **Current Address**

Student's physical living location while taking courses at the university.

### **Student Responsibility**

Students enrolled in programs designed to lead to state or territory licensure or certification are responsible for checking with the relevant board in their state or territory of residence and the state/territory in which they intend to obtain a license for the most recent information and requirements. Many licensure boards have additional requirements beyond successful degree completion to obtain a license or certification.

Upon admission to a professional licensure program at NWH SU, the determination of student location will be based on the prospective student's permanent address at the time of application. The prospective student's location will remain in effect unless and until the student updates their current address in NWH SU systems. Students are responsible for informing NWH SU of their current address.

Prospective students whose permanent address is located in a state or territory where the licensure requirements are not met by the educational program will be informed via waivers sent upon acceptance into the education program. These waivers are signed and returned to NWH SU by the prospective student prior to matriculation.

Current students who relocate to a state or territory in which their educational program does not meet licensing requirements and update their current address will be informed that the educational program does not meet state or territory licensing requirements. Such relocations could impact a student's studies, eligibility for Title IV funding, and/or eligibility for professional licensure. Students are responsible to seek guidance from their program leader and prospective state licensing board prior to relocation.

## Financial Policies

### Financial Aid Satisfactory Academic Progress Policy

**Effective** July 1, 2024

As defined in the Code of Federal Regulations, Title 34, for purposes of determining student eligibility for assistance under a title IV, Higher Education Act program, the university must establish, publish, and apply reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory academic progress in their educational program.

Northwestern Health Sciences University's policy of Satisfactory Academic Progress (SAP) requires a student to meet both a Scholastic Standard (qualitative-grade requirement) and a Program Standard (quantitative-work completed). Supportive Services are available through the Office of Student Affairs to help ensure scholastic success. A student who does not meet the SAP requirements may lose eligibility to receive student financial aid from federal, state, and institutional sources.

SAP is used to establish a student's eligibility to continue to receive financial aid. SAP will be monitored at the end of each financial aid payment term, defined as the fall, winter, and summer trimesters.

A student may continue to receive financial aid by meeting all the following criteria which have been established as the minimum standards for meeting SAP requirements at Northwestern Health Sciences University. This policy replaces all previous SAP policies.

1. **Minimum Trimester and Cumulative Grade Point Average Requirement:** A student must maintain a minimum trimester and cumulative grade point average (GPA) to retain financial aid eligibility. A minimum GPA of 2.0 must be earned.
2. **Minimum Trimester and Cumulative Completion Rate Requirement:** A student must maintain a minimum trimester and cumulative completion rate. A student must successfully complete at least 67% of trimester and cumulative attempted credit hours by the end of each trimester. The completed percentage is determined by dividing credit hours earned by the number of credit hours attempted. **Note:** While grades of W, WP, and WF have no impact in GPA calculations, these grades are included as attempted credit hours as required by federal regulation.
3. **Maximum Time Frame Requirement:** The maximum number of credit hours allowed for receipt of federal student aid to complete a program of study is 150% of the scheduled credit hours required to complete the program of study.

#### Financial Aid Warning Status

A student who does not meet the SAP requirements at Northwestern Health Sciences University may be placed in Financial Aid Warning status. Financial Aid Warning lasts for one trimester and does not require action, such as an appeal, by the student. This option is permitted at Northwestern Health Sciences University as SAP is reviewed at the end of each payment period. The payment period is equal to one trimester.

- A student placed in Financial Aid Warning status is notified of the status at the beginning of the subsequent trimester.

- There is no limit to the number of times a student may be placed in Financial Aid Warning status. It is possible for a student to be placed in Financial Aid Warning status for a subsequent payment period, but not in consecutive trimesters.
  - For example, if a student is not meeting SAP requirements after the fall trimester, the student may be placed in Financial Aid Warning. The student could meet SAP requirements during the following summer trimester and subsequently not meet SAP requirements during the fall trimester. The student could again be placed in Financial Aid Warning status at the conclusion of the subsequent fall trimester. The student cannot have successive trimesters in Financial Aid Warning status.

### **Financial Aid Suspension Status**

- A student in Financial Aid Warning status who continues to not meet SAP requirements in the next trimester of enrollment will be placed in Financial Aid Suspension status. A student in Financial Aid Suspension status may not receive financial aid until the suspension status is successfully appealed or the student meets the required SAP measures. The student may submit an appeal, and if the appeal is approved, the student will be placed in Financial Aid Probation status and may continue to receive financial aid.

### **Financial Aid Probation Status**

- A student in Financial Aid Suspension status who submits an appeal which is approved will be placed in Financial Aid Probation status. A student in Financial Aid Probation status will be permitted to receive financial aid during the trimester of the approved appeal. At the end of one trimester of Financial Aid Probation status, the student must:
  - Meet SAP standards; or,
  - Meet the requirements of the academic plan set out in the approval of the SAP suspension appeal.
- If the student does not meet these requirements, the student will again be placed in Financial Aid Suspension status.

### **SAP Appeal**

When a student becomes ineligible for financial aid due to failure to meet SAP standards, the student may submit a SAP Appeal to the Office of Financial Aid for consideration. Mitigating circumstances to present in an appeal may include:

- Death of a relative
- Personal injury or illness
- Other special circumstances such as difficult transition to NWHSU, family issues, legal troubles, work or budget problems, etc.

Submitted SAP Appeals will be reviewed within fifteen business days. The student will be notified by campus email if the appeal is approved or denied.

**Additional SAP Information****Dual Degree Programs/Changed Majors**

Students who are enrolled in a dual degree program or who have changed majors may file a SAP Appeal to request an extension of the maximum time frame provision of the SAP policy. Appeals will be evaluated on an individual basis.

**Second Degrees**

Students seeking a second degree may file a SAP Appeal to request an extension of the maximum time frame provision of the SAP policy. Appeals will be evaluated on an individual basis.

**Transfer and Audit Credit Hours**

Transfer and Financial Aid Consortium Agreement credit hours accepted by the university will be included when calculating a student's credit completion ratio and maximum time frame, but not the student's GPA. This includes credit hours earned from non-Northwestern Health Sciences University programs. Audit credit hours are not considered either attempted or earned. Credit hours earned at a foreign institution are included in the SAP evaluation if the university accepts the credit hours.

**Repeated Coursework**

Repeated courses will count toward enrollment status, attempted credit hours and maximum time frame.

**Summer Sessions Courses**

All hours attempted and completed in the summer sessions are treated as any other trimester credit hours in determining SAP.

# Tuition Refund Policy

## Purpose

To comply with the relevant legislation under which the University is bound and to ensure the University delivers a transparent, effective, and efficient Tuition and Fee refund process.

## Scope

The scope of this policy applies to all students in all programs.

## Policy

Students are responsible for all tuition and fees incurred by registration in a course. Failing to attend a course does not constitute a withdrawal from the course. During the Add/Drop Period at the beginning of, or before each trimester, students are allowed to add and/or drop courses without any financial consequences.

If a student officially withdraws from a class or the university after this period, the following schedule reflects the amount of tuition and fees that will be refunded. The amount of the refund is determined by the official date of the withdrawal. The date of official withdrawal is the date the Registrar receives written notification from the student of their intent to withdraw or upon receipt of the Official Withdrawal or add/drop form.

**Effective** January 1, 2024

## Procedure

Student completes steps below to withdraw from a course or from the University. A student who wishes to withdraw from all courses in a term or from the University must follow the steps below.

To drop a course or courses

- Complete the online add/drop/withdraw request form using the following link to drop a course or courses: [Add/Drop/Withdraw Request Form Opens a new window](#). Please note the course number and title are needed to complete the form.

To withdraw from the University

- Complete the [Official Withdrawal Request Form Opens a new window](#).

The Registrar's Office will process the Add/Drop/Withdraw Request Form or the Official Withdrawal Request Form upon receipt. The amount of tuition refunded is based on the chart below using the date the request form is submitted.



## Tuition Refund Charts

### Full Term Classes

If the date of official drop/withdrawal is by:	Tuition and Lab Fees Refund	Institutional Fees Refund*
The 10th business day of the official start date of the class	100%	100%*
The 15th business day of the official start date of the class	50%	0%*
The 20th business day of the official start date of the class	25%	0%

No refund of tuition and fees will be given after the 20th business day of the start of classes.

\*Refunds vary by program and course-specific fees

### Half Term Classes\*\*

If the date of official drop/withdrawal is by:	Tuition and Lab Fees Refund	Institutional Fees Refund*
The 5th business day of the official start date of the class	100%	100%**
The 10th business day of the official start date of the class	50%	0%

\*Refunds vary by program and course-specific fees

\*\*Courses that are less than half term must be dropped by the first day of the class and courses less than 7 days must be dropped before the start of the course for a full refund.

Courses that meet for only one day must be dropped prior to the start of the class for a full refund.

## Financial Aid Recipients

Financial aid recipients who withdraw from Northwestern Health Sciences University should be aware that they may need to return part or all of the funds they were awarded.

Before officially withdrawing from classes, we recommend that you contact the Financial Aid Office.

Students are also encouraged to view and be aware of the [Financial Aid Satisfactory Academic Progress Policy](#).

Students must complete at least 67% of all attempted credits in order to remain eligible for financial aid.

Financial Aid Satisfactory Academic Progress is evaluated at the end of each trimester.

### **Return of Federal Title IV Funds**

When a student is entitled to a tuition refund, the funds will be given to the student unless the institution has been required to return an unearned portion of Federal Title IV funds to the Federal Government. Return of Title IV funds calculations will be done first before Northwestern's refund policy for tuition.

If the tuition refund is more than that which is to be returned to the Federal Government, then the student will be given the remaining portion. If the refund is less than that which is to be returned, then the student will be billed for the difference.

Review the [Federal Title IV Return Policy](#).