

# ACADEMIC STANDARDS, POLICIES AND DEGREE REQUIREMENTS

## CONTACT INFORMATION

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### **Registrar's Office**

2202 C.B. Hedgcock

Phone: 906-227-2258

Web Page: [www.nmu.edu/records](http://www.nmu.edu/records)

Registrar: Marilyn M. Robbert

Assistant Registrars: Kathryn A. Dawe, Sara S. Niemi,  
Michael D. Truscott

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Familiarity with the content of the *Northern Michigan University Undergraduate Bulletin* is essential for all students. It is important that students obtain complete information and understand all of the requirements to successfully complete their degree programs. Although there are faculty advisers and many other sources of assistance, it is ultimately the student's responsibility to meet all graduation requirements.

## Undergraduate Degrees

NMU offers the following undergraduate degrees:

### At the baccalaureate level

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music Education
- Bachelor of Science
- Bachelor of Science in Nursing
- Bachelor of Social Work

### At the non-baccalaureate level

- Associate of Arts
- Associate of Science
- Associate of Applied Arts
- Associate of Applied Science
- Associate of Business
- Associate of Technology
- Certificate
- Vocational Diploma

In addition, several departments offer certifications that indicate satisfactory completion of a program of study.

## Graduate Degrees

Information about graduate degrees can be obtained in the *Northern Michigan University Graduate Bulletin*, which is available from the Graduate Office, 401 Cohodas, or on the Web site: [www.nmu.edu/records](http://www.nmu.edu/records).

## Bulletin Options for Graduation Requirements

Students may follow the bulletin of their original matriculation

to NMU or the one in effect at the time of graduation. However, students who do not complete their degree within seven years of their first matriculation at NMU must follow the current bulletin unless both the student's major and minor departments grant an extension to follow the major and minor requirements of the original matriculation bulletin. Permission must be submitted in writing prior to the student's senior year from both departments to the Registrar's Office. This permission must include any modifications or substitutions and an established deadline, not to exceed one year beyond the seven-year limit, for degree completion.

Students who select a major not in existence at the time of their original matriculation at Northern must follow the bulletin in effect at the time they select the major. Students who discontinue their enrollment and apply for re-entry must follow the bulletin in effect at the time of readmission. With permission, transfer students may follow the bulletin in effect at the time of their original enrollment in college, if less than three years prior to their enrollment at NMU.

*Note: The provisions in this bulletin are not an irrevocable contract between the student and the university. Northern Michigan University reserves the right to change any provision or requirement at any time within the student's attendance.*

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of student records. It provides students the right to inspect and review their educational records, the right to seek to amend those records and the right to limit the disclosure of information in the records. In complying with the act, Northern Michigan University will not release educational information about a student without the student's written permission. For a more complete explanation of the provisions of the law, see the *NMU Student Handbook*.

FERPA allows the university to identify directory information, which it considers public record, and will release it without student authorization. At NMU this includes the following:

- name
- local address, local telephone, permanent address, permanent telephone
- NMU e-mail address
- dates of attendance at the university, enrollment status, degrees earned, honors, awards, participation in officially recognized university activities and sports, current term candidacy for degrees and/or teaching certification
- program level, class standing, major/minor

Students have the right to restrict the release of all their directory information. This is done by completing a form available from the Registrar's Office. Restrictions can be applied to a student record any time during the semester. However, to prevent information from appearing in the university telephone directory, the request must be made within 18 calendar days of the beginning of the fall semester.

Students should carefully consider the consequence of restricting information. Generally requests for information come from potential employers seeking verification of enrollment or degrees. A request of confidentiality will prevent the university from providing any information regarding a student.

### Official University Communications

Every enrolled student automatically receives a university computer account, which provides access to instructional files and software, e-mail, free dial-in access from off campus and other resources. Students are required to maintain this account, which will be used by the university to send time-critical information to students. Northern Michigan University will use a student's NMU e-mail account as its primary means of communicating official university business, including legally required information.

### Calendar

Northern Michigan University is on the semester system; the academic year consists of a fall and winter semester followed by summer college.

### Course Levels

<b>000-099</b>	Remedial, developmental or vocational*
<b>100-299</b>	Generally for freshmen and sophomores; some require prerequisites
<b>300-499</b>	Generally for juniors and seniors

*\*Remedial or developmental courses do not meet requirements for associate or bachelor's degrees, but may meet requirements for vocational diplomas and certificates. Remedial, developmental or vocational courses are not calculated in the NMU grade point average and are not counted as earned credit hours toward an associate or bachelor's degree.*

### Classification of Students

NMU students are classified according to the number of credit hours earned numbered 100 level or above.

<b>Freshmen</b>	Students who have earned fewer than 28 credits.
<b>Sophomores</b>	Students who have earned 28-55 credits.
<b>Juniors</b>	Students who have earned 56-87 credits.
<b>Seniors</b>	Students who have earned 88 credits or more.

### Academic Load

A normal academic load for undergraduate students is 16 credits during the fall or winter semester and 12 credits during a summer session. The minimum number of credit hours required for a baccalaureate degree is 124. Some majors require students to take an academic load in excess of 16 credits, but never more than 20 per semester. In general, students are advised not to enroll in more than 20 credits in the fall and winter semesters or more than 16 credits in the summer. They may be permitted to do so only if they have established an NMU cumulative grade point average of 3.50 or higher.

First semester freshmen, however, are not allowed to take more than the maximum credits in a semester (16 or 20).

*Note: A written petition to carry more than the maximum credits in a semester should be submitted to the Registrar's Office by the student's adviser.*

### Full-time Status

To be considered full time, a student must be enrolled in a minimum of 12 credit hours in each semester of attendance.

### Registration

Continuing and re-entry students may register in advance for the next session's classes during the weeks designated by the university. Registration information and the schedule of classes are available in late March for the summer session and fall semester and in late October for the winter semester.

Registration information for continuing students is sent to their NMU e-mail address. Re-entry students should contact the Admissions Office, 906-227-2650, for information. Students who pre-register for classes and decide not to return to NMU are expected to call the Student Service Center at 906-227-1221 to cancel their registration.

Students applying as new freshmen or transfers should contact the Academic and Career Advisement Center, 906-227-2971, for registration information.

### Hold Policy

Northern Michigan University places a "hold" on a student's registration, transcript request, diploma or certificate when the student has not met conditions or obligations due the university. The following are general reasons for a hold:

#### Financial

A hold may be placed by the Financial Services Office because of any financial obligation to the university.

**Adviser Registration**

An electronic hold may be placed on a student's record to ensure that a student has seen his or her adviser.

**Disciplinary**

A hold may be placed by the dean of students on students who have been suspended or expelled for disciplinary reasons.

**Medical**

A hold may be placed at the request of the dean of students on the enrollment of a student who has been withdrawn from the university or who is being denied enrollment because of psychological or medical problems. Holds applied in these situations are made on the basis of recommendations from the director of the University Health Center, another medical doctor, and/or a member of the University Health Center counseling staff. A medical hold may also be placed on students who have not submitted proof of measles (rubeola) vaccinations.

**Admissions/Registrar's**

A hold may be placed by the director of admissions or registrar on the enrollment of a student who fails to provide proof of high school graduation or transcripts from previous colleges attended.

**Academic**

A hold may be placed at the request of the chairperson of the Admissions and Academic Policies Committee on the enrollment of a student who has been suspended or expelled for failure to maintain the standards outlined in the Academic Proficiency Policy.

**Measles Immunization Policy**

Northern Michigan University requires that all full-time, new and re-entry students born after 1956 provide proof of immunity to measles (rubeola) to the University Health Center.

Active military personnel and veterans are exempt from providing proof of immunity, since they have already met comparable immunization requirements. To comply with the policy, active military personnel must present their military I.D. card, and veterans must mail a copy of their DD 214 to the Health Center.

**Changing Class Schedules (Add/Drop)**

During the first week of classes in the fall and winter semesters, students may add full-semester classes through the fourth day, provided seats are still available. Full-semester classes may be dropped through 5 p.m. of the ninth calendar day of the semester; no grade will be recorded on a student's transcript for courses dropped during this period. The add/drop period varies for classes meeting less than the full semester and during the summer session, depending on the length of the course. See "Tuition and Fees" section of this bulletin for refund information for fall and winter semesters. Refer to the summer

schedule for specific add/drop information.

**Dropping a Class After the Add/Drop Period**

Students dropping a full-semester class after the official add/drop period through the 10th week of the fall and winter semesters will be issued a "W" grade. Students dropping courses after the 10th week of class may receive "F" grades in these courses. Dates for withdrawing from a course not meeting for a full semester or for summer session courses will be prorated. These dates are published by the Registrar's Office at the beginning of each registration period. With documentation of the extenuating circumstances preventing a student from meeting the withdrawal deadline, exceptions to this policy may be made with the written approval of the Dean of Students Office. See "Tuition and Fees" section of this bulletin for refund information.

**Changing Major and/or Adviser**

Before changing your major, you should meet with an academic adviser from the department of the major you are interested in. If you are unsure of what you should declare as a major, it is recommended that you meet with an adviser in the Academic and Career Advisement Center, 3302 Student Services Center.

For most academic majors, declaring or changing your major can be done in one of the following ways:

1. On the Web at [www.nmu.edu/advising](http://www.nmu.edu/advising).
2. In the Academic and Career Advisement Center.

Students who want to declare any of the following majors must go directly to the department: Education, 179 Whitman Hall; Psychology, 346 Gries Hall; Cosmetology and Electrical Line Technician, Admissions Office, 2212 C.B. Hedgcock.

Students with 87 or more credits should also inform the Registrar's Office of this change so that they may begin to prepare a new degree audit.

**Student Schedules**

Students have access to their class schedules through [my.nmu.edu](http://my.nmu.edu). After the official add/drop period for the fall and winter semesters, the Registrar's Office sends students a reminder to their NMU e-mail address asking them to review their class schedule and to report errors to the Student Service Center, 906-227-1212. Reminders for summer courses are sent in early May and mid-June.

## Repeating Courses

Most courses may be repeated, with some exceptions: A student will not be allowed to repeat OC 080 General Mathematics or EN 080 Reading and Writing without approval of the department head. Students who fail these courses may be directed to other means of improving their skills (e.g. computerized instruction or community schools' instruction) and must re-take the appropriate NMU Placement Exam (i.e. math or English) before proceeding to MA 090, EN 090 or a higher level math or English course. Students who fail an NMU class two times must wait for one semester during the academic year prior to enrolling for a third time and must demonstrate to the satisfaction of the department offering the course that the factor(s) causing consistent failure was addressed and resolved.

When a course is repeated, credit is only granted once. The last grade and credit hours for a repeated course are used for computing a student's grade point average and for awarding credit hours applicable toward a degree or certificate, even if the last grade and/or credit hours is lower than the previous grade and credit hours. However, a grade of "W" (withdrawal, no credit) will not replace a previous grade or credit hours for a course.

Students who wish to repeat an NMU course at another college or university must receive permission from the Registrar's Office prior to enrollment. See Transfer Credit Policy for NMU Students in this section of the bulletin.

Under special circumstances a student may petition to repeat a lower-level course with a higher-level course (e.g., EC 101 with EC 201). Written permission from the appropriate department head must be sent to the Registrar's Office before the student enrolls in the course.

*Note: To ensure the proper recording of repeated courses on a transcript, students must notify the Student Service Center, 906-227-1221, of the repeat.*

## Auditing Courses

An auditor is one who enrolls in a course but does not want credit. The cost of auditing a course is the same as enrolling for credit. Students must contact the Registrar's Office to obtain the appropriate form for enrolling in a course for audit. Changing a course from audit to credit or credit to audit must be completed by the ninth calendar day of a semester. The time frame for classes meeting less than a full semester is prorated. At the end of the semester, students will receive a grade of "AU" (audit) on their transcript. The instructor has the option of requesting a withdrawal from the course if a student's attendance is irregular or if the student does not complete the course work required by the instructor. Departments may require a student to meet all prerequisites for a course prior to granting permission to audit a class.

## Class Attendance

Students are expected to attend all class meetings of courses in which they enroll. Students who are absent from classes because of participation in university-sponsored activities are excused. Students are responsible for all classwork whether or not their absence is excused.

## Admission of Seniors to Graduate Courses

A Northern Michigan University senior with at least a 3.00 NMU grade point average and a 3.00 grade point average in the area of concentration, who is within 12 credit hours of graduation, may petition to enroll for a maximum of eight credit hours of graduate credit. These credits may be applied to the undergraduate degree, at the department's discretion, or toward a master's degree from NMU, but not both.

Credit to be applied toward a master's degree at NMU will be accepted and recorded as graduate credit only after admission to the College of Graduate Studies and the successful completion of an additional 12 credit hours of graduate study. In general, these credits will not be accepted in transfer by another institution.

Permission forms to take a graduate course are available from the Registrar's Office. They require approval from the instructor of the course, the adviser and the registrar.

*Note: Students will be charged graduate tuition for all courses taken for graduate credit and for 500-level courses taken for undergraduate credit.*

## Withdrawal for Non-Attendance

At the discretion of individual departments and/or instructors, students who have not attended through the first four days of the semester (or its equivalent) of a class and who have failed to contact the instructor may be dropped from the class roster. Since this is an optional action on the part of departments, students who wish to drop a class should do so themselves.

## Complete Withdrawal from the University

Students who decide to leave the university without finishing the semester for which they are currently enrolled must complete a Notice of Withdrawal form at the Dean of Students Office. Following the proper withdrawal procedures ensures (1) that the maximum allowable proportion of fees due the student will be refunded, (2) that the appropriate grades will be recorded on the student's transcript, and (3) that the individual's records will be properly maintained in the event of future enrollment at NMU or transfer to another university or college.

Students who withdraw from the university after 5 p.m. of the 10th week of classes will not receive "W" grades. They may receive "F" grades.

## Grading System

Northern Michigan University uses letter grades that are assigned a numerical value. The total number of grade points (honor points) is the product of the credits and the honor point value of the grade received in the course.

**Note:** Grade reports are not mailed to the student at the end of each semester. Students access their grades on the Web at [my.nmu.edu](http://my.nmu.edu).

Grade	Significance	Honor Points Per Credit
A	Distinguished	4.00
A-	Superior	3.70
B+	Excellent	3.30
B	Very Good	3.00
B-	Good	2.70
C+	Satisfactory	2.30
C	Average	2.00
C-	Fair	1.70
D+	Inferior	1.30
D	Poor	1.00
D-	Poor but Passing	0.70
F	Failure	0.00
AU	Audit	0.00
I	Incomplete	0.00
MG	No Grade Submitted	0.00
P	Completion	0.00
R	Research in Progress	0.00
S	Satisfactory	0.00
U	Unsatisfactory	0.00
W	Withdrawal	0.00
X	Course in Progress	0.00

**Grade of AU:** A grade of "AU" (Audit) is awarded to a student who is not taking a course for credit.

**Grade of I:** A grade of "I" (Incomplete) applies to work of acceptable quality when the full amount is not completed because of reasons acceptable to the instructor, such as illness. It is never applied to poor work. Students cannot graduate with a grade of "I" on their record.

**Grade of MG:** A grade of "MG" (Missing Grade) is issued when the instructor does not submit a grade by the deadline to be included on the official grade report.

**Grade of P:** A grade of "P" (Completion) is awarded when a student has marginally completed a student teaching assignment. These students are not recommended to the state for certification.

**Grade of R:** A grade of "R" (Research in Progress) is issued when research field study or internships extend beyond the end of the semester. Used for graduate courses only.

**Grade of S:** A grade of "S" (Satisfactory, equivalent to a "C") is issued when a course has been satisfactorily completed. Courses graded "S" are counted in earned hours. The grades are not included in the computation of the grade point average.

**Grade of U:** A grade of "U" (Unsatisfactory) is issued when a course has not been completed satisfactorily. Courses graded "U" are included in attempted hours. The grades are not included in the computation of the grade point average.

**Grade of W:** A grade of "W" (Withdrawal) is awarded when a student has officially withdrawn from a course. Courses graded as "W" are included in attempted hours. The grades are not included in the computation of the grade point average.

**Grade of X:** A grade of "X" is awarded when a course continues to meet past the time of grading for a particular semester.

## Grade Point Average (GPA)

Northern Michigan University calculates a grade point average (GPA) for all its students. The GPA is used for admission into majors and degree progress requirements by academic and administrative departments. Students may view their GPA on the Web at [my.nmu.edu](http://my.nmu.edu). Only the Northern Michigan University GPA appears on NMU transcripts. Transfer students have a GPA for NMU, a transfer GPA, and an overall cumulative GPA. The transfer GPA is used for assessment (progress toward degree) only. A student's GPA is not released outside the university unless the student has signed a written release specifically permitting the university to do so. Under no circumstances will the university release a student's GPA to anyone over the telephone. Northern Michigan University does not calculate rank in class based on GPA.

## How the GPA is Determined

Only courses numbered 100 and above are used in calculating a GPA for baccalaureate and associate degree students and counted as credit toward the minimum credit-hour requirement for the degree. To compute a semester GPA, divide the total honor points earned by the total number of credits carried. Credits carried include failed courses. A cumulative GPA is calculated by dividing the total honor points earned by total credits carried in all semesters. Repeated courses count only once, the last time taken.

## Incomplete Grade Policy

Students may receive an Incomplete (“I”) grade for coursework in which they are currently enrolled if the following conditions have been met. Failure to complete the specified work within the designated time frame may result in an “F” grade for the course.

### Conditions

1. The student must be currently enrolled in the course(s) in question (prior to grading).
2. The deadline for an automatic “W” grade for the course(s) must have passed.
3. The student must be passing the course(s) (student must have completed work of acceptable quality). An “I” grade may never be applied when the student has done poor work.
4. The student must have a legitimate extenuating circumstance(s), such as a severe illness, that prohibits completion of the course. The faculty member will consult her or his department head and/or the Dean of Students Office with any questions regarding legitimacy.
5. Students are not allowed to “re-take” the course as a condition of the incomplete. (If the circumstances are such that the student is meeting the requirements of the course at the time of the “I” grade, then only the remainder of the course content is required to be completed.)
6. The instructor, upon receiving and evaluating the completed work, will record the appropriate grade (A through F) prior to stated deadlines for grading at the end of each respective semester (see item 7 below).
7. “I” grades will revert to an alternate grade assigned by the instructor if the assigned work is not completed within a period designated by the faculty, not to exceed one year.
8. The instructor granting an “I” grade must provide the Registrar’s Office with an Incomplete Grade Form listing:
  - a. the “acceptable” reason for the “I” grade (such as illness), and
  - b. details of the work that has to be performed by the student to complete the course. The form must be returned no later than the deadline identified for end of semester grading.
9. Students cannot graduate with an “I” grade on their record.

### Exceptions

Exceptions to this policy (for instance, if a student requests an “I” grade prior to the “W” deadline) may be granted by appeal to the Dean of Students Office; the decision on any appeal to this policy by the Dean of Students is final.

## Process for Changing an Incomplete to a Grade

At the time an “I” grade is awarded, the instructor will complete the appropriate form stating (1) the reason for awarding the incomplete, (2) what work has to be performed by the student to complete the course, (3) the deadline for completing the work, and (4) the alternate grade to be awarded in the event the deadline is not met. One copy of this form is retained by the instructor, one is forwarded to the Registrar’s Office and one is mailed to the student. If an instructor fails to indicate an alternate grade, the incomplete will automatically revert to an “F” at expiration of the deadline. The maximum time that can be given to complete an “I” grade is one year.

Students may request a duplicate copy of the Incomplete Grade Form from the department in which the course was taken. The student is responsible for obtaining all information regarding the completion of the course, including deadlines, from the instructor or the instructor’s department head.

## Procedure for Changing Improperly Recorded Grades

If a student believes that a clerical error has been made in awarding the final grade for a course, he or she should meet with the instructor to determine if there has been an error. A change of grade is normally allowed only for clerical error. Requests for a grade change must be signed by the instructor of the course and the head of the department before being referred to the college dean for review. If a grade is changed, the Registrar’s Office will notify the student of the change. Grade changes must be received by the Registrar no later than the 15th working day of the following semester (exclusive of the summer session).

Students who believe they have been unfairly graded in a course should follow the appeals procedure outlined in the *NMU Student Handbook*.

## Dean’s List

The Dean’s List is published each semester naming those undergraduate-level students who have achieved a high scholastic standing for the previous semester. To qualify for this recognition, a student must (1) have completed a minimum of 12 credits, earning honor points in at least eight credits, and (2) have earned a semester GPA of 3.25 or higher. Remedial courses at the 080 level are not included in the 12 hours.

## Academic Proficiency Standards

The academic proficiency policy defines the academic standards students must meet to be academically successful at NMU. Students must maintain a minimum NMU grade point average of 2.00 to be in academic good standing. Students with an NMU

GPA below this level will be placed on academic probation and will have to attain certain semester GPA requirements to remain at NMU (see Academic Probation Standards).

Students are notified of their academic status via their end of semester grade report. Any questions regarding academic proficiency should be referred to the Academic and Career Advisement Center.

### Proficiency Status Definitions

**Good Standing:** Students with a minimum NMU GPA of 2.00 or higher are considered in good standing.

**Academic Probation:** Students with an NMU GPA that falls below 2.00 (or those initially admitted to the university on probation) will be placed on academic probation and must meet certain semester GPA requirements based on Academic Probation Standards. Students who fail to meet these requirements will be suspended from the university. Students remain on academic probation until they attain good standing. Students on academic probation will also have to meet certain requirements of their probation including, but not limited to, meeting with their academic adviser on a prescribed basis, enrolling in developmental courses, repeating appropriate coursework, etc.

**Immediate Academic Suspension:** New freshman and transfer students who have eight or more credit hours and earn a GPA of less than 1.00 in their first semester of enrollment at NMU will be suspended immediately.

**Academic Suspension:** Any student on academic probation who fails to attain specific semester GPA requirements (see Academic Probation Standards) will be suspended from the university.

**Academic Dismissal:** Students who have previously been academically suspended from NMU, re-enter, and are academically suspended again, are dismissed from the university.

### Academic Probation Standards

This table provides a quick reference to the semester GPA that students on academic probation must attain to remain at NMU.

Overall GPA Credit Hours at the Time of Grading	Semester GPA Required to Remain at NMU
Less than 28 credit hours	1.70 semester GPA or higher
28 to less than 56 credit hours	1.80 semester GPA or higher
56 or more credit hours	2.00 semester GPA or higher

### Length of Suspension/Appeals

All academic and immediate suspensions from NMU are for one calendar year. Suspended students have the right to appeal to return early.

Students who are academically dismissed from NMU may not appeal for one calendar year from the date of their dismissal, and the appeal must be approved by the AAPC before the student may re-enter the university.

All appeals are presented to the AAPC by the academic proficiency officer in the Academic and Career Advisement Center, 906-227-2971, so it is important for students to discuss their appeal with this staff member.

### Academic Honesty

Students have an obligation to abide by accepted standards of academic honesty, which dictate that all scholastic work shall be original in nature. Procedures and penalties pertaining to academic dishonesty are outlined in the *NMU Student Handbook*.

### Semester Deletion Policy

The Northern Michigan University Semester Deletion Policy is designed for students who had a poor academic performance at NMU and who return to the university after an extended period of time to continue their education. It is of greatest benefit to students who have changed majors upon readmission, and whose academic record contains poor grades in courses that are not required in their new field of study. Students eligible to apply the policy will have one semester of grades deleted from their GPA.

Students must fulfill each of the following conditions to be eligible to delete the semester grades:

- Student cannot have attended any community college, college or university during at least a three-year period before re-entering NMU.
- Students must complete a minimum of 12 credits (excluding 080 and 090 courses) after readmission with an overall GPA of 2.50 in these courses.
- Students must be enrolled at NMU at the time they exercise this policy.
- Students may select one semester of grades (prior to readmission) to be deleted from their NMU record. All grades for the semester, including any passing grades, will be deleted.
- Students may implement this policy only once.

**Note:** When this policy is exercised, grades will be replaced by "W" grades, ensuring a re-computation of the GPA. Any courses that are stricken, regardless of previous grade, no longer meet any academic program requirements. Required courses must be retaken and satisfactorily completed to earn a degree, certificate, or diploma.

Semester deletion applications are available in the Academic and Career Advisement Center. Students interested in the policy or who have questions regarding the policy should consult with Academic and Career Advisement Center staff.

## Transfer Credit Policy

### Transfers from Regionally Accredited Colleges and Universities

Students who have attended regionally accredited community colleges may transfer up to 64 semester hours of credit, plus four semester hours of health promotion credits. There is no limit on the number of credits transferred from regionally accredited baccalaureate-granting colleges and universities. For admission purposes, NMU calculates the grade point average of transfer students on college-level courses only, using credits attempted and honor points earned. All acceptable courses completed with a grade of C- or better are entered on the student's permanent record and may be applied toward graduation requirements. A transfer GPA is calculated and is used for assessment (progress toward degree) only. An NMU department may require a specific grade for a particular course or a specific grade point average for a group of courses. These requirements supercede university requirements for transfer grades.

If a transfer course is equivalent to a Northern Michigan University course, a direct course equivalency will be granted even if the number of credits is different. If a transfer course has no direct equivalent, but could be taught by an NMU department, the course will be assigned departmental credit. Such a course may, at the department's discretion, be used as a program elective. If a course has no equivalent and no home department can be established, the course will be assigned general elective credit. The course can be used to meet the free or general electives available for most degrees. An attempt is made to designate courses with no NMU equivalents that can be used to meet the liberal studies program requirements.

Students who have taken CLEP, APP-CEEB, or International Baccalaureate exams should submit their scores. See the "Advance Placement Policy" in this section of the bulletin for additional information.

No transfer credit is granted for remedial courses or for courses from religious-affiliated colleges or universities that are doctrinal in nature. Transfer credit is not granted for departmental advance placement unless a grade is awarded and the course is included in semester earned hours.

If a student believes that his or her transfer credit evaluation does not accurately reflect the course work he or she has completed, a syllabus for the courses in question should be provided for review.

### Transfers from Non-Regionally Accredited Colleges

A student who has credit from a college or university not accredited by a regional accrediting body may, under certain circumstances, receive credit for all or a portion of his or her work. For some students, departmental advance placement credit may be a possibility.

### Transfers from International Institutions

All international students, with the exception of those educated in Canada, must submit their credentials to Educational Credential Evaluations. The university follows the recommendation of this agency. NMU grants advance placement credit for EN 111 and EN 211 College Composition for Canadian OAC composition courses completed before September 1990 if the passing score was 60 percent. NMU may request an evaluation of credentials of Canadian students from an outside agency (ECE) on an individual basis.

### Transfers from Military Service Schools

Northern Michigan University generally follows the guidelines of the American Council of Education in evaluating military credit. NMU does not grant HP activity credit for basic (recruit) training or for credit at the upper division level. Credits for these schools and credits from the Community College of the Air Force are assigned as general elective credit. They can be used as free or general electives, but may meet major or minor requirements upon the recommendation of a departmental adviser. Students who have completed basic training and have a recommendation on their military transcripts for physical well being, physical fitness or other descriptions of material covered in NMU's HP 200 Physical Well Being will receive transfer credit for that course.

### Transfers Under the MACRAO Agreement

Students who transfer from a Michigan community college who have the MACRAO stamp on their transcript will have completed the foundations of communication requirement. The remainder of their credits will be reviewed for completion of the requirements of the other five divisions of the liberal studies program. Many majors require courses that meet part of the liberal studies requirements. These courses are required for the degree, and they must be taken even if a student has sufficient hours to complete a particular category. NMU applies courses transferred under the MACRAO Agreement in accordance with guidelines established by its faculty. In some cases courses used by the community college to meet the MACRAO Agreement may not be accepted by NMU. An example would be mathematics courses below the level of college algebra (MA 103, MA 104, MA 105).

The MACRAO Agreement is designed for freshman and sophomore requirements. It does not cover upper division requirements or graduation requirements not a part of the liberal studies requirements, although with careful selection of courses students



may complete these requirements at the community college. NMU does not recognize the MACRAO Agreement if a student has attended a community college outside the state of Michigan, has attended a baccalaureate institution before or while attending a community college, or was originally matriculated at NMU and subsequently took courses at a community college. An exception to this policy is granted to transfer students from Bay De Noc Community College and Gogebic Community College who were dually enrolled at their community college and at NMU in approved consortium degree programs.

In the event that a student cannot transfer individual course(s) included in the MACRAO Agreement because of insufficient grades, the student must complete a course at NMU that meets the specific divisional requirement. See the “Liberal Studies Program and Graduation Requirements” section of this bulletin. When individual courses are disallowed, all other aspects of the MACRAO Agreement will be honored.

### Transfer Student Graduation Requirements

Transfer students must earn a minimum of eight credits in each major and a minimum of four credits in each minor. They need a minimum NMU cumulative GPA of 2.00 to be eligible for a degree. Additionally they must meet the minimum degree credit requirements and GPA established by their academic departments.

Students seeking a bachelor’s degree must earn 32 credits at Northern Michigan University. Associate degree, certificate and vocational diploma candidates must earn 16 credits at NMU.

### Guest Student Applications and Transfer Credit Policies for NMU Students

NMU students who take classes at other institutions are considered guest students at the other colleges or universities. A special application, called a Guest Student Application, must be completed for admission. For Michigan colleges and universities, this application is the only one necessary and the student does not need to submit a transcript to the guest college. Out-of-state colleges may have additional requirements. The application is available in the Registrar’s Office. Staff in the office assist students in completing the application and will review courses to ensure that they are transferable.

*Note: Students who attend other institutions without completing a Guest Student Application assume the responsibility for course transfer. All students must request an official transcript of their courses from guest colleges and universities to be sent to the Registrar’s Office at NMU.*

### Advance Placement Policy

Northern Michigan University grants advance placement credit through three national testing programs, CLEP (College Level Examination Program), APP-CEEB (Advanced Placement Program of the College Examination Program), International Baccalaureate and through academic departmental recommendation based upon previous life or educational experiences.

When students receive advance placement credit, the course title and credit is recorded on the transcript. Since no letter grades are given, the courses are not computed in the student’s GPA, but they do count as credits earned toward the degree. Advance placement credit will be awarded with the following limitations—32 credits for a baccalaureate degree, 16 credits for an associate degree, and eight credits for a certificate.

#### Advance Placement via College Level Examination Program (CLEP)

NMU considers college composition with essay, humanities, social sciences and history and natural sciences as freshman examinations. Credit earned through the freshman examinations may be applied toward the liberal studies program requirements only. Students with more than 27 college semester credit hours are ineligible to receive credit at NMU through CLEP freshman examinations. Other examinations measure achievement in specific college courses. Students may not earn credit for CLEP subject examinations if the student has credit in the course, was previously or currently enrolled in the course, or has credit in a higher level course. The determination of a higher level course is the decision of the department head who may approve the examination in writing. Transfer students who have taken CLEP examinations should request that a copy of their test scores be sent to NMU. Credit will be awarded if the test is accepted by the university and the minimum score has been earned. CLEP scores are only accepted from national testing centers. The CLEP code for Northern Michigan University is 1560.

#### Advanced Placement via APP-CEEB

APP-CEEB is a testing program conducted by participating high schools. NMU grants credits for specific courses based on satisfactory scores on the examinations. Students should specify that their scores be sent to Northern Michigan University. Transfer students who have taken APP-CEEB exams should request that a copy of their test scores be sent to NMU. Credit will be awarded if the test is accepted by the university and the minimum score has been earned.

#### Advanced Placement via International Baccalaureate

Northern Michigan University recognizes the academic rigor of students participating in the International Baccalaureate (IB) curriculum at their high school. At NMU, credit is available in biology, English, history and psychology for students who score at least a “5” on the Higher Level Examinations in these areas.

### CLEP Exam Equivalencies

Freshman Examinations	Passing Score	NMU Course	Credits
English Composition with Essay	50	EN 111 College Composition I	4
Humanities	50	Humanities Liberal Studies Credit	3
Humanities	50	Visual and Performing Arts Liberal Studies Credit	3
Natural Sciences	50	Natural Sciences Liberal Studies Credit	6
Social Sciences and History	50	Social Sciences Liberal Studies Credit	6
Subject Examinations	Passing Score*	NMU Course	Credits
Accounting Principles	53	ACT 230 & 240 Principles of Accounting I and II	6
American Government	65	PS 105 American Government	4
Biology, General	57	BI 111-112 Introductory Biology I and II	8
Chemistry, General	63	CH 111-112 General Chemistry I and II	10
College Algebra	54	MA 105 College Algebra	4
College French, Levels I and II	52	FR 101-102 Elementary French I and II	8
College German, Levels I and II	63	GR 101-102 Elementary German I and II	8
College Spanish, Levels I and II	54	SN 101-102 Elementary Spanish I and II	8
Macroeconomic Principles	54	EC 202 Macroeconomic Principles	4
Microeconomic Principles	54	EC 201 Microeconomic Principles	4
Introductory Psychology	54	PY 100G Psychology as a Social Science	4
Sociology, Introductory	59	SO 101 Introductory Sociology	4

\*Northern Michigan University awards credits at the equivalent of a grade of B.

**Note:** Students may not receive advance placement credit for their native language. The Modern Languages and Literatures Department determines the definition of a native language.

These scores are effective for examinations taken after June 30, 2001.

### APP-CEEB Exam Equivalencies

APP-CEEB Examinations	Passing Score	NMU Course	Credits
Art History	3	AD 250 History of Western Art and Architecture	4
Biology	3	BI 111-112 Introductory Biology I and II	8
Calculus AB	3	MA 161 Calculus I	5
Calculus BC	3	MA 161 and 163 Calculus I and II	9
Calculus BC, subscore section	3	MA 161 Calculus I	5
General Chemistry	3	CH 111-112 General Chemistry I and II	10
Computer Science A	3	CS 120 Computer Science I	4
Computer Science AB	4	CS 120 and CS 122 Computer Science I and II	8
Economics, Macro or Micro	3	EC 101 American Economy	4
English Literature and Composition, or English, Language and Composition	3	EN 111 College Composition I	4
Environmental Science	3	ENV 101 Introduction to Environmental Science	4
European History	3	HS 101 or 102 Western Civilization	4
French Language	3	FR 202 Intermediate French II	4
French Literature	3	FR (300 level) French Literature	4
German Language	3	GR 202 Intermediate German II	4
Physics B	4	PH 201, PH 202 Physics I and II	10
Physics C	4	PH 220 Introductory Physics I	5
Physics C-Mechanics Section	4	PH 220 Introductory Physics I	5
Introductory Psychology	4	PY 100G Psychology as a Social Science	4
Spanish Language	3	SN 202 Intermediate Spanish II	4
Spanish Literature	3	SN (300 level) Spanish Literature	4
Statistics	3	MA 171 Introduction to Probability and Statistics	4
U.S. Government and Politics	3	PS 105 American Government	4
U.S. History	3	HS 126 or HS127 The United States	4

Other subject areas will be reviewed by the appropriate academic departments. Students are encouraged to submit their official IB results to NMU as soon as they are available. Students who have participated in an IB curriculum are also encouraged to apply to the Honors Program at NMU.

#### **Advanced Placement via Department Evaluation**

Academic departments at Northern Michigan University may recommend that advance placement credit be awarded to currently enrolled students in degree-granting programs based on their life experience or educational achievements from nontraditional sources. The evaluation measurement for the recommendation is determined within the department and may consist of a comprehensive examination, portfolio review, demonstration of a level of competency in a skill area, or documented verifiable life experiences. If a department is recommending advance placement credit that would apply to general electives, the recommendation must also be approved through the student's major department.

The following regulations apply to departmental recommended advance placement credit:

1. Departments may choose not to recommend advance placement credit for any or all of their courses.
2. Departments may not award advance placement credit for special topics or directed-studies courses.
3. Students must meet course prerequisites before departmental advance placement credit is awarded.
4. Students may not receive departmental advance placement credit for a course in which they were previously enrolled or are currently enrolled.
5. Students may not receive departmental advance placement credit below the level of a course for which the student already has credit or in which the student is currently enrolled unless approval in writing is obtained through the department head or appropriate departmental committee.
6. Once a student has enrolled at Northern Michigan University, credit via departmental advance placement from another college or university will not be accepted unless approved in advance by NMU.

#### **Institutional Standards of Progress for Students Receiving Veterans Benefits**

The following information applies only to VA-assisted students and is not applicable to other students. In order for the Veteran Student Services Office to submit a student's certification to receive VA educational benefits, the following standards apply:

1. VA-assisted students are required to immediately report any withdrawals from school, reduction of credit load, repetition of courses, and/or any changes in major or curriculum. Students who receive a failing grade must notify the Veteran Student Services Office of their last attendance date in the class.
2. VA-assisted students are required to follow the university's Academic Proficiency Standards outlined in the Satisfactory Academic Progress Standards.
3. If a VA-assisted student is terminated, that student may certify for VA benefits only after he or she meets the minimum GPA standards as outlined in NMU's Satisfactory Academic Progress Standards.
4. These standards are subject to change through legislative or administrative action of the federal government, and such changes shall supersede this section.

In addition, VA-assisted students must also meet the minimum academic standards as set forth by Northern Michigan University in order to continue their enrollment.

#### **NCAA Satisfactory Progress Rule for Athletes**

For athletic eligibility purposes, all athletes are required to carry a minimum of 12 credit hours each semester and maintain progress toward a baccalaureate degree. Progress is based upon satisfactory completion of courses in an athlete's designated program, as well as his or her overall academic record.

At the beginning of the fifth semester or third year of enrollment, all athletes are required to designate a program of study leading toward a specific baccalaureate degree and carry a minimum of 12 credit hours in a designated program of study leading toward a specific degree.

Advisers of student athletes must complete the Academic Adviser Affirmation Form. Students are responsible for informing their advisers of this requirement and for taking the completed form to the Registrar's Office. Failure to do so may result in the loss of athletic eligibility.

#### **Using One Course to Meet More Than One Requirement (Double Counting)**

##### **Between Major and Minor Requirements**

Students cannot use the same course to fulfill a requirement in more than one major, or a major and a minor, or in more than one minor.

1. If a course is required for both a major and a minor, the major requirement will take precedence over the minor, and an appropriate substitution must be made in the minor with the written approval of the minor department.

- If a course is required in two majors or two minors, the first designated major or minor will take precedence over any subsequent major or minor and appropriate substitutions must be made with the written approval of the head of the second major or minor department.

*Note: All such substitutions must be filed with the Registrar's Office.*

### Between Liberal Studies and Majors, Minors and Courses Designated "Other Required"

Students may use a course from their major, minor or courses designated as "other required" to meet liberal studies requirements. The minimum number of credits required for the degree remains as listed even if a student double counts a course.

### Course Limitations

Students in baccalaureate degree programs may count up to six credits of health promotion (HP) courses toward graduation. (Exception: management of health and fitness majors and physical education majors and minors may apply ten credits of HP courses toward graduation.) Students in associate degree programs may apply three credits of HP courses toward graduation, and those in certificate programs may apply two credits of HP courses toward graduation.

Students in baccalaureate degree programs may apply up to six credits of cosmetology (COS), practical nursing (PN) and surgical technology (ST) courses combined toward graduation unless otherwise prohibited. Students in associate degree programs may apply three credits of these courses combined toward graduation, and those in certificate programs may apply two credits of these courses combined toward graduation unless otherwise prohibited.

### Course Substitutions

Normally, the courses required to complete the total degree plan are offered frequently or on a rotational basis so that the student, with academic advisement, may complete all requirements as stipulated in a timely fashion. The faculty adviser with the support of the department head may substitute\* a required course in their major or minor with another departmental course when:

- there has been a curriculum revision and the required course listed is no longer offered;
- the student is in the final semester before graduation and one required course is offered at a time that conflicts with another required course, or a required course is not being offered during that final semester;
- the same course is required in the student's minor, second major or minor; or

- the faculty adviser has waived a requirement and has selected another course to complete the required hours.

*\*The use of course substitutions and the waiving of requirements is restricted to 50 percent or less of the stipulated course requirements for each major or minor.*

### Degree Audit

A degree audit is a listing of course work and requirements that the student must complete before minimally becoming eligible for a certificate or degree. This audit is prepared each semester for eligible students in order to assist them in preparing for their degrees. To be eligible for an audit, a student must be matriculated in a degree-granting program and have declared a major, concentration and minor, if required, and have acquired sufficient earned hours toward a degree according to the following chart:

<b>Baccalaureate degree</b>	87 earned semester credit hours
<b>Associate degree</b>	32 earned semester credit hours
<b>Certificate</b>	16 earned semester credit hours

Course work that is in progress is not considered complete. Students should review their audit carefully with their advisers prior to advance registration. Students who file for graduation will receive a final audit and their records will be reviewed to determine graduation eligibility. A student who is eligible for an audit and does not receive one should contact the Registrar's Office.

### Alternate Majors/Minors

Students are allowed to declare alternate majors and/or minors at the time of graduation. An alternate major is a rearrangement of major courses within the same discipline to meet requirements for another major in that discipline. Similarly, an alternate minor is a rearrangement of minor courses within the same discipline to meet requirements for another minor in the same discipline. A note indicating the alternate major and/or minor will be placed on the student's transcript.

The following regulations apply to the declaration of alternate programs:

- An alternate major/minor is a rearrangement of completed courses. Alternate major(s)/minor(s) should not be interpreted as the official major(s)/minor(s) used for degree purposes. The degree awarded will be based on the official major(s).
- Each alternate program must have a major separate and distinct from the officially declared major(s) or any other declared alternate major: i.e., the same major cannot be redeclared in order to rearrange courses into new minors.

3. The rearrangement of credits must be such that it would permit a student to graduate in the alternate program. Double counting restrictions apply to alternate programs (see Double Counting above).
4. If waivers or substitutions are necessary for the declaration of alternate programs, they must be obtained from the involved departments.
5. Students in teacher certification programs will be certified only in their official major(s)/minor(s).
6. Students must complete the necessary forms, available in the Registrar's Office. These forms must be completed by the time the student submits application for the degree. Alternate programs will not be accepted after the deadline for submission of degree applications. See "Graduation and Commencement" section of this bulletin.
7. Adhere to the following limit for a non-business degree: Total credits that may be taken from the Walker L. Cisler College of Business (courses with prefixes ACT, CIS, FIN, IS, MGT, MKT, and OIS) cannot exceed 25 percent of the requirements for a non-business degree. This includes credits taken to complete a major or minor, a minor in the College of Business, and general elective credits taken from the College of Business.
8. Meet one of the following two residency requirements:
  - a. Students must be enrolled at Northern Michigan University for their last 8 credit hours preceding the awarding of their degree, or
  - b. Students must complete 20 of their last 30 credits at NMU. To qualify for this option students must:
    - have a minimum NMU cumulative GPA of 2.00;
    - meet the minimum GPAs as established by their major and minor departments;
    - obtain written approval from their department head as well as the Registrar's Office;
    - have all courses approved prior to enrollment at another institution;
    - have completed the Writing Proficiency Exam if applicable; and
    - have processed a guest student application form through the Registrar's Office.
9. Receive only one degree per commencement.

### Bachelor's Degree Requirements

To qualify for a bachelor's degree, students must fulfill the following requirements:

1. Successfully complete the minimum credits required for the chosen curriculum in courses numbered 100 and above, including liberal studies and specific university graduation requirements. The minimum credits required for a baccalaureate degree is 124. Programs that require 150 or more hours take five years to complete.
2. Obtain a minimum NMU cumulative GPA of 2.00.
3. Obtain the minimum GPA and the minimum grades in majors, minors and other courses where required by departments.
4. To qualify for a bachelor of arts degree, students must complete a language offered at Northern Michigan University at the 202 level. Students with a major in the Walker L. Cisler College of Business must complete one of the following options:
  - a. FR 202 and FR 310
  - b. GR 202 and GR 310
  - c. SN 202 and SN 310 or SN 312 or SN 314

In lieu of the culture course, students may meet the requirement by completion of the language at the 202 level and an approved directed study for a summer or semester in a country of the language. This must be submitted in writing by the student's adviser to the Registrar's Office prior to inception of the directed study.

5. Complete a minimum of 32 semester hours of credit in residence at Northern Michigan University, excluding advanced placement credit. Transfer students must earn a minimum of eight credits in each major and four credits in each minor.
6. Apply toward the degree no more than 32 hours of advance placement credit.

### Associate Degree Requirements

To qualify for an associate degree, students must fulfill the following requirements:

1. Successfully complete the minimum credits required for their chosen curriculum in courses numbered 100 and above, with a minimum NMU cumulative GPA of 2.00. The minimum credits required for an associate degree is 62.
2. Complete a minimum of 16 semester hours of credit in residence at Northern Michigan University, excluding advance placement credit.
3. Apply no more than 16 semester hours of advance placement credit.
4. Meet one of the residency requirements as listed in number 8 above, under the requirements for a bachelor's degree.
5. Receive only one degree per commencement.
6. Complete the number of liberal studies requirements associated with their degree.

### Associate of Arts and Associate of Science

In addition, the associate of arts and associate of science degrees require 32 semester hours in the following disciplines;

1. *Foundations of communication*: 8 semester hours.\*
2. *Foundations of humanities*: 8 semester hours. Courses must be taken in more than one academic discipline. (Students may take any course from Divisions II and VI.)
3. *Foundations of natural sciences/mathematics*: 8 semester hours. One course must be a laboratory science. (Students may take any course from Division III and any MA, CIS, CS and IS course from Division V.)
4. *Foundations of social sciences*: 8 semester hours. Courses must be taken in more than one academic discipline. (Students may take any course from Division IV.)

*\*Transfer students may meet this requirement with 6 semester hours as long as the total number of liberal studies credits is 32.*

### Associate of Applied Arts and Associate of Applied Science

In addition, the associate of applied arts and associate of applied science degrees require 12 to 16 semester hours in the following disciplines:

1. *Foundations of communication*: 4 to 8 semester hours.
2. *Other liberal studies*: 8 to 12 hours.

### Associate of Business and Associate of Technology

In addition, the associate of business and associate of technology degrees require 8 semester hours in the following disciplines:

1. *Foundations of communication*: 4 semester hours.
2. *Liberal studies*: 4 semester hours.

### Certificate Requirements

To qualify for a certificate, students must fulfill the following requirements:

1. Complete the prescribed program of course work. The minimum credits required for the certificate is 31.
2. Maintain a minimum GPA of 2.00 in all course work following matriculation (official admission) into the certificate program.
3. Obtain a minimum GPA of 2.00 in all program courses as well as meet the minimum GPAs established by their major department.
4. Earn a minimum of 16 semester hours of credit in residence at NMU.
5. Apply no more than 8 semester hours of advanced placement credit to a certificate program.

6. Meet one of the following residency requirements:
  - a. Students must be enrolled at Northern Michigan University for their last four credit hours preceding the awarding of their certificate; or
  - b. Students must complete 10 of their last 15 credits at NMU. This allows students to complete their certificate at another school by enrolling in previously approved courses to a maximum of 5 semester hours of credit. To qualify for this option, students must meet the requirements stipulated in points 1 through 5 above.
7. Receive only one certificate per commencement.

### Vocational Diploma Requirements

To qualify for a vocational diploma, students must fulfill the following requirements:

1. Complete the prescribed program with a minimum NMU cumulative GPA of 2.00. Only those courses applying to the program will be utilized in calculating the GPA.
2. Earn a minimum of 16 credits in residence at NMU.
3. Meet one of the residency requirements described in item 6 above, under the requirements for a certificate.
4. Receive only one vocational diploma per graduation.

### Additional Degrees and Certificates

Students who have earned a baccalaureate or associate degree or a certificate at Northern Michigan University or elsewhere may earn additional degrees or certificates in academic areas or programs other than any previously earned degrees or certificates. Students must meet all current university requirements relating to their new degree or certificate. Students with an earned baccalaureate degree who are seeking additional degrees must apply in the Admissions Office. Students may not enroll in any courses at the 500 level or above.

To qualify for a second baccalaureate degree, the student must complete a minimum of 32 credit hours at NMU beyond the first baccalaureate degree.

To qualify for an associate degree, the student must complete a minimum of 16 credit hours at NMU beyond the first baccalaureate or associate degree.

To qualify for a certificate, the student must complete a minimum of 16 semester credit hours at NMU beyond the first baccalaureate or associate degree or certificate program.

## Scholastic Recognition

### Scholastic Recognition Baccalaureate Degree

Scholastic recognition is recorded on the transcript and diploma of a baccalaureate degree for a student with a superior academic record. To qualify for this recognition, a student must have earned, at the end of his or her last required session, an NMU cumulative GPA of 3.30 or higher. To graduate cum laude, a student must earn a GPA of 3.30 to 3.59; to graduate magna cum laude a student must earn a GPA of 3.60 to 3.79; to graduate summa cum laude a student must earn a GPA of 3.80 or higher.

Post-baccalaureate students must also meet the following criterion: a minimum of 32 semester credit hours for which honor points are recorded must be earned at Northern Michigan University as a post-baccalaureate student.

Scholastic recognition at the commencement ceremony is based upon a student's NMU cumulative GPA through the semester prior to graduation, provided the student will have complied with the minimum 32 NMU credit-hour requirement at the completion of the degree program.

### Scholastic Recognition Associate Degree

Scholastic recognition is recorded on the transcript and diploma of an associate degree for a student with a superior academic record. To qualify for this recognition, a student must have earned, at the end of his or her last required session, a total cumulative GPA of 3.50 or higher. In order to graduate with "honor" a student must earn a GPA of 3.50 to 3.79; to graduate with "high honor" a student must earn a GPA of 3.80 or higher.

Post-baccalaureate associate degree students also must meet the following criterion: a minimum of 16 semester hours of credit for which honor points are recorded must be earned at Northern Michigan University as a post-baccalaureate student.

Scholastic recognition at the commencement ceremony is based upon a student's NMU cumulative GPA through the semester prior to graduation, provided the student will have complied with the minimum NMU credit-hour requirement at the completion of the degree program.

Honors graduates are honored at commencement by wearing a gold cord. Honors program students who graduate with full honors designation are honored by wearing a white cord.

## Graduation

Students who expect to graduate with a vocational diploma, certificate, associate degree or baccalaureate degree must apply for graduation. Students apply for graduation by registering for

graduation using the appropriate coding at the same time they register for their final semester of course work, but never later than the fourth calendar day of that semester. Students expecting to graduate at the end of the summer semester, but wish to be publicly recognized in the preceding winter commencement, must register for graduation at the time they register for that winter semester course work. Graduation and commencement codes can be found in the Schedule of Classes document on the registrar's Web site, [www.nmu.edu/records](http://www.nmu.edu/records), by following the Course Registration link.

*Note: A \$15 graduation fee is payable at the time of application. See "Tuition and Fees" section of this bulletin.*

Students who do not register for graduation on time will only be considered for a subsequent graduation period providing they register and still qualify. Students may only receive one diploma, certificate or degree at any one graduation.

## Diplomas

The name printed on the diploma, certificate or degree will be the same as the name on the student's academic record. Any change to that name such as the inclusion of a middle name or maiden name must be submitted to the Registrar's Office prior to registering for graduation. Diplomas will be mailed to the permanent address on file with the university approximately four to six weeks after the date of graduation.

## Commencement

Commencement is a public ceremony held twice each year to bestow degrees upon students. A student who completes the requirements for a vocational diploma, certificate, associate degree or baccalaureate degree may participate in commencement. Students who plan to participate in commencement must select the appropriate coding from the course scheduling options when registering for graduation. Students graduating in December (fall semester) are eligible to participate in December commencement. Students graduating in April/May (winter semester) are eligible to participate in April/May commencement.

Students who qualify for April/May graduation, but are enrolled in a study abroad program or are enrolled in an internship not located in Michigan or the surrounding states of Minnesota, Wisconsin, Illinois, Indiana or Ohio during the winter semester, may participate in the December commencement preceding that enrollment. At the time of registration for the fall semester but no later than the fourth calendar day of the fall semester, these students must provide the Registrar's Office written verification from their adviser of the location of their winter semester enrollment. These students must then be enrolled in all courses by the end of the first week of advance registration for the winter semester.

Students who qualify for August graduation and are enrolled in their correct courses by the end of the first week of advance registration for that session may participate in the April/May commencement preceding that enrollment. These students must register for their degrees during the registration period for the winter semester but never later than the fourth calendar day of the winter semester, choosing the coding for "August graduation, participating in the April/May commencement" from the Schedule of Classes document on the registrar's Web site. Students who graduate in August may participate in the next December's commencement ceremony. Arrangements must be made in the Registrar's Office.

Commencement is an optional activity. Students who do not participate in commencement at the time they qualified may not participate in a later commencement unless they qualify for the awarding of an additional vocational diploma, certificate or degree.

Commencement apparel is ordered through the NMU Bookstore.

## How to Request a Transcript

### By Mail

In accordance with The Family Educational Rights and Privacy Act of 1974 and current Northern Michigan University policy, all requests for transcripts must be submitted in writing. Written requests must include name at the time of attendance at NMU, student identification number, signature and the exact address where transcript is to be sent. Transcript request forms can be printed from the Registrar's Web site at: [www.nmu.edu/records](http://www.nmu.edu/records). Send the transcript request with correct fees to the Registrar's Office, 1401 Presque Isle Avenue, Northern Michigan University, Marquette, MI 49855-5323. Transcript request forms are available at the Student Service Center.

Normal processing time for transcripts is two business days, but one week for processing should be allowed during busy periods. A student's entire academic record, undergraduate- and graduate-level work, if applicable, are included in each set of transcripts ordered.

Each official transcript costs \$4. Unofficial transcripts are \$1 each. Overnight mailing service is available for an additional fee. Call 906-227-2278 for information. A personal check or money order payable to Northern Michigan University are the only payment methods acceptable. First-class postage is included in the transcript fee. If the correct fee does not accompany the transcript request, it will be returned. Currently NMU does not provide a billing service for transcripts.

Transcripts will not be provided to persons who have any outstanding debts to the university. Financial holds are cleared by the

Student Service Center, 2201 C.B. Hedgcock, 1401 Presque Isle Avenue, Marquette, MI 49855-5323. Telephone: 906-227-1221.

## Policies and Regulations

Northern Michigan University has established policies and regulations that help ensure the living and learning environment of the academic community is free from disruption. Many of the policies and regulations that govern student life at the university are contained within the *Northern Michigan University Student Handbook*. The handbook can be found on-line at <http://dso.nmu.edu/handbook>. Additional policies can be found in this bulletin, as well as these sources:

- *Administrative Policies Manual*  
[www.nmu.edu/www-sam/humanres/AdminPoliciesMan/PoliciesIndex.htm](http://www.nmu.edu/www-sam/humanres/AdminPoliciesMan/PoliciesIndex.htm)
- *Financial Aid Right and Responsibilities*  
[www.nmu.edu/finaid/randr.htm](http://www.nmu.edu/finaid/randr.htm)
- *Graduate Bulletin*  
[www.nmu.edu/gradstudies/](http://www.nmu.edu/gradstudies/)
- *Motor Vehicle Ordinances*  
[publicsafety.nmu.edu/HANDBOOK04-05.htm](http://publicsafety.nmu.edu/HANDBOOK04-05.htm)
- *Student Organizations Handbook*  
[www.nmu.edu/salp/student\\_org\\_services.htm](http://www.nmu.edu/salp/student_org_services.htm)
- *University Ordinances*  
[publicsafety.nmu.edu/POLICY/ORDINANCES.HTM](http://publicsafety.nmu.edu/POLICY/ORDINANCES.HTM)

Copies of these publications are available in the Dean of Students Office.