

# UNDERGRADUATE BULLETIN 2006-2007



**NORTHERN MICHIGAN UNIVERSITY**

## **Undergraduate Bulletin Fall 2006-Summer 2007**

The Northern Michigan University Undergraduate Bulletin is published by the Registrar's Office, 1401 Presque Isle Avenue, Marquette, Michigan 49855-5323, 906-227-2258.

Northern Michigan University is an equal opportunity/affirmative action institution and is committed to administering all employment and educational policies and practices without unlawful discrimination. Inquiries or complaints about discrimination may be addressed to the Equal Opportunity Office, 502 Cohodas Administrative Center, 1401 Presque Isle Avenue, Marquette, Michigan 49855.

**WWW.NMU.EDU**

## Accreditation

Northern Michigan University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Secondary Schools.

The Higher Learning Commission of the North Central Association of Colleges and Secondary Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Phone: 312-263-0456; 800-621-7440  
Fax: 312-263-7462  
Internet: Info@ncacihe.org

All education programs are accredited by the National Council for the Accreditation of Teacher Education. Other accreditations include the American Alliance for Health, Physical Education, Recreation and Dance; American Chemical Society; Commission on Accreditation of Allied Health Education Professionals (Surgical Technology); Council on Academic Accreditation of the American Speech-Language-Hearing Association (Speech, Language and Hearing Sciences); Council on Social Work Education; Department of Transportation Federal Aviation Administration Certification; International Association of Counseling Services, Inc.; Michigan Department of Licensing and Regulation, State Board of Nursing; National Accrediting Agency for Clinical Laboratory Sciences; American Society of Cytology; and the National Association of Schools of Music.

In addition, the nursing programs (practical nursing, baccalaureate and master's degrees) are fully approved by the Michigan Department of Licensing and Regulation, State Board of Nursing and the baccalaureate and master's degrees are fully accredited by the Commission on Collegiate Nursing Education (CCNE).

The baccalaureate degree programs of the Walker L. Cisler College of Business are accredited by the AACSB International-the Association to Advance Collegiate Schools of Business.

## Americans with Disabilities Act Accommodations

If an individual has a need for disability related accommodations or services, please inform the coordinator of disability services in the Disability Services Office in the Dean of Student's Office, 2001 C.B. Hedgcock, 906-227-1700. Reasonable and effective accommodations and services will be provided if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state and university guidelines.

## Reporting Discrimination

State and federal laws prohibit discrimination against individuals with disabilities, including students or applicants with disabilities. Northern Michigan University's Equal Opportunity office and/or the dean of students coordinates the university's compliance with these state and federal non-discrimination laws, including the federal Vocational Rehabilitation Act of 1973, the federal Americans with Disabilities Act and the amended state Person with Disabilities Civil Rights Act. The Equal Opportunity specialist, located in the Equal Opportunity Office, is also the designated grievance officer for complaints or concerns regarding the university, its programs, procedures or employees. If you believe that a violation or potential violation of state or federal non-discrimination laws has occurred, is occurring or will occur, please notify the Equal Opportunity office or the dean of students, 1401 Presque Isle Avenue, Marquette, Michigan 49855. Telephone: 906-227-2420 or 906-227-1700.

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## Welcome to Northern Michigan University

Congratulations on choosing a dynamic institution of higher education. At NMU, I hope your experience will be one full of personal growth and discovery, academic and professional development, and the kind of fun times that make for lifelong memories.

I offer two pieces of advice as you begin your Northern experience. First, get involved. Doing so will help you meet people, learn more about yourself and the world around you, and build your resume. Second, don't be timid; ask questions. The Northern faculty and staff want to help. Students are our top priority.

Best wishes for a life-changing educational experience.

A handwritten signature in black ink that reads "Leslie E. Wong". The signature is written in a cursive, flowing style.

Leslie E. Wong  
President

## About Northern Michigan University

Northern Michigan University was founded in 1899 as a regional teacher's college. Today it enrolls about 9,700 undergraduate and graduate students who are taught by more than 300 faculty members on a main campus of 358 acres. Constants throughout Northern's history are its reputation for excellent and innovative educational opportunities, its caring faculty and staff, and its natural setting.

Located in Marquette, Michigan, a city of 20,000, Northern offers the best features of rural and urban living in a safe and clean environment. Academically, Northern offers more than 180 programs in 28 different academic departments with credentialing that ranges from certificates and associate degrees to master's degrees. More than 75 percent of Northern faculty members have doctorates or the highest degree in their field.

## Northern Michigan University Mission Statement

Northern Michigan University, by providing quality academic programs, strong student support, and extensive regional service for its stakeholders in the upper Midwest, challenges its students, faculty, staff, and alumni to strive for excellence, both inside and outside the classroom, and to become outstanding citizens and leaders.

To accomplish this mission, Northern provides a supportive living and learning environment that includes high-caliber undergraduate and graduate programs, personal attention, extensive use of modern technology, and continuous improvement of curriculum and services through systematic assessment. Challenging themselves and their students, Northern faculty and staff are dedicated to effective teaching and intellectual inquiry; to including students as learning partners in their research, scholarship, and other professional activities; and to advancing the university's roles as a service provider and as a cultural and recreational center in the Upper Peninsula. Northern Michigan University students will study ethics, humanitarian values, and cultural awareness in a strong general education program as well as master specific knowledge in a major career field. As graduates who are lifelong learners, they will possess the skills and attitudes to succeed in a fast-paced, constantly evolving, multi-cultural world. As alumni, they will be challenged to continue an NMU tradition, that of distinguishing themselves in their careers and communities.

# ACADEMIC CALENDAR 2006-2007

## Fall Semester 2006

Orientation for new students	Wednesday-Friday, August 23-25, 2006
First official day of classes	Monday, August 28, 2006
Labor Day observance—no classes	Monday, September 4, 2006
Planning/conference day—no classes	Friday, October 13, 2006
Thanksgiving recess begins at 8 a.m.	Wednesday, November 22, 2006
Classes resume	Monday, November 27, 2006
Last day of classes	Saturday, December 9, 2006
Examination period	Monday-Saturday, December 11-16, 2006
Commencement	Saturday, December 16, 2006
Final grades due from faculty	Tuesday, December 19, 2006

## Winter Semester 2007

Orientation for new students	Wednesday-Friday, January 10-12, 2007
First official day of classes	Monday, January 15, 2007
Midsemester recess begins at 5 p.m.	Saturday, March 3, 2007
Classes resume	Monday, March 12, 2007
Last day of classes	Saturday, April 28, 2007
Examination period	Monday-Saturday, April 30-May 5, 2007
Commencement	Saturday, May 5, 2007
Final grades due from faculty	Tuesday, May 8, 2007

## Summer Semester 2007

First official day of classes	Monday, May 21, 2007
Memorial Day observance—no classes	Monday, May 28, 2007
First official day of Session II classes	Monday, July 2, 2007
Independence Day observance—no classes	Wednesday, July 4, 2007
Last day of classes	Saturday, August 11, 2007
Final grades due from faculty	Tuesday, August 14, 2007

# ADMISSION POLICIES

## CONTACT INFORMATION

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### **Admissions Office**

2212 C.B. Hedgcock

Phone: 906-227-2650 • 800-682-9797

Web page: [www.nmu.edu/admissions](http://www.nmu.edu/admissions)

Director: Gerri L. Daniels

Associate Director: William E. Laffey

Assistant Directors: Michelle A. Borleske, Joanne R. Chalgren,

Alison R. Crowley, José L. García, Gina A. Lombardini,

Meggan L. Mattson, Nicole Popour, Dena A. Russell,

W. Kevin Stulz, Cary Vajda

Senior Counselors: Nathan E. Ament, William B. Richards,

Jon T. Teichman

Counselors: Christina Carr, Michelle Corcoran,

LeTarsha K. Williams

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The Admissions Office processes all requests for information and all applications for admission for new and re-entering undergraduate students. Applications for admission and information regarding academic programs and scholarships will be sent upon request. Forms and information are also available on the Admissions Web page.

### **Admission Philosophy**

Northern Michigan University seeks to admit students who exhibit potential to succeed in the program of their choice. Applications for admission to NMU are individually reviewed with strong emphasis given to grade point average in high school college preparatory subjects, standardized achievement test scores, strength of academic curriculum, and/or college academic record. Northern also has a long-standing policy of providing opportunity for students whose previous academic experiences were less than satisfactory but who can show other evidence of their potential for success. However, the university retains the right to exercise judgment as to the eligibility of applicants for specific courses of study.

A student may be admitted to the university in good standing, admitted on probation, admitted with restriction to a specific program, asked to take a pre-admission test or supply further information, or denied admission until the student can demonstrate potential for success at the college level. When a student is admitted, the admission is to the university, not into a particular academic degree program. Academic departments may have additional requirements for admission to specific programs. A student may be asked to agree to certain conditions as part of his or her enrollment.

Applicants denied admission to the university may appeal to the Admissions Review Committee. The university also retains

the right to withdraw an offer of admission or change the admission status if a student's academic record significantly changes between the date of admission and enrollment or if the applicant falsifies or withholds information requested on the application for admission.

### **Admission Requirements and Application Procedures**

Admission requirements differ depending on the status of the applicant (freshman, transfer, etc.) and the level of academic program. The following sections describe the credentials considered, the admission requirements, and the application procedures for each applicant status and program level.

#### **Secondary School Preparation**

High school students are strongly encouraged to take the core courses recommended by the Presidents Council (State Universities of Michigan):

- Four years of English
- Four years of college preparatory mathematics
- Four years of social studies
- Four years of science
- Three years of language

Beyond these core courses, students are encouraged to take courses or get experience in the arts and information technology.

#### **Computation of High School Grade Point Averages**

NMU recalculates the grade point average of high school students on a 4.00 scale by counting all grades received in the core courses outlined above for a minimum of six semesters. Grades in courses designated on the transcript by the school as honors, International Baccalaureate (IB), or Advanced Placement (AP) receive added weight in the computation. If the high school includes any college courses taken while in high school on the high school transcript, those grades will receive added weight as well. If a student has earned a GED, the "score average" is equated to a grade point equivalent for admissions purposes.

#### **Computation of College Grade Point Averages**

In calculating the grade point average of transfer students, Admissions computes college-level courses only, using credits attempted and honor points earned.

#### **Standardized Achievement Testing**

All applicants for baccalaureate programs (and some community college level programs) must take the ACT or SAT. Exceptions to this policy are granted to those who: (1) will have earned 12 or more semester hours of college-level credit taken after high school graduation; (2) are international students other than Canadian; (3) are persons who have been out of high school for three years or more; and (4) are applicants to some associate, certificate, certification and diploma programs.

*Note: Students intending to pursue an education program should provide their ACT/SAT scores even if exempt as noted above.*

### Transcripts

Admission decisions are made on official documents. Applicants should request that official transcripts be sent directly to the NMU Admissions Office from each high school and college/university/trade school attended. Students who have earned a GED must have an official score report sent to NMU from the testing center.

### Applicant Status

Find your applicant status among the choices below to understand the admissions requirements and application process you should follow. To apply, follow all steps listed under the heading Application Procedures found at the end of this section.

#### Freshman Applicants

Applicants who have not attended any college or university after high school are considered freshman applicants.

**Baccalaureate Program Admission:** Freshman applicants seeking admission to a baccalaureate degree program will be admitted if they meet the following requirements:

- Will graduate from high school with a recomputed academic grade point average of 2.25 or better in core courses.
- Attain a minimum ACT composite score of 19 (writing test not required) or a minimum combined SAT score of 900 (out of 1600) on the math and critical reading sections (NMU is not currently considering the writing section for admission).
- Successfully complete core course work as outlined by the Presidents Council of the State Universities of Michigan, as referenced above in Secondary School Preparation. Students who have earned a GED are also considered for admission.

**Non-Baccalaureate Program Admissions:** Freshman applicants seeking admission into associate, certificate, diploma-level or certification programs will be admitted if they meet the following requirements:

- Applicants may submit records verifying the achievement of the admission standards for baccalaureate programs; or
- Applicants must submit records verifying that they meet the specific admission requirements for the program to which they are applying. Some community college-level programs have specific minimum grade point average and/or test score requirements. This information can be found on the Application for Admission.

#### Transfer Applicants

Applicants who have attended a college or university after high school graduation or GED attainment are considered transfer applicants. Transfer applicants are admitted in good standing if they have a minimum 2.00 cumulative grade point average on a 4.00 scale for college-level courses taken at all post-secondary institutions attended and are eligible to return to the last institution attended. Transfer applicants who have earned fewer than 12 college-level credits will be reviewed based on high school and college performance.

#### Dual Enrollment Applicants

Applicants who are still enrolled in high school and wish to be enrolled in NMU courses prior to high school graduation are considered dual enrollment applicants and may be admitted, provided the student has demonstrated consistent, excellent academic achievement. Local school districts have their own requirements regarding approval of students seeking to pursue dual enrollment. Students should contact their school counselor or principal. Additionally, the following requirements must be met for admission as a dual-enrolled student at NMU:

- Applicants must have completed the 10th grade of high school and have achieved a minimum 3.00 academic grade point average, recalculated in academic, core courses; and
- Applicants are limited to taking eight credits per semester and must meet course prerequisites.

To apply, please follow all steps listed under the heading Application Procedures, found at the end of this section. Additionally, the "Dual Enrollment Permission to Enroll Form" must be completed. This form is available from the Admissions Office.

Dual enrollment students wishing to attend NMU as degree-seeking students after high school graduation do not need to reapply for admission. Write or call the Admissions Office to let us know you'd like to continue at NMU.

#### Re-entry Applicants

Previous Northern Michigan University undergraduate students who have not been enrolled at NMU for at least one year are considered re-entry applicants and will be re-admitted to the university provided they are eligible to do so under the Northern Michigan University Academic Proficiency Policy. Students may complete the re-entry update form at [www.nmu.edu/reentry](http://www.nmu.edu/reentry). Additionally, the following requirements must be met:

- Official transcripts must be sent from all institutions students have attended since their last NMU enrollment date.

- If suspended or dismissed from Northern Michigan University following their last enrollment, re-entry student applicants must submit appeals to the Admission and Academic Policies Committee through the Academic and Career Advisement Center.
- All debts to the university must be paid before course registration.

#### **Post-baccalaureate Applicants**

Applicants who hold a baccalaureate or higher degree and wish to pursue another undergraduate degree (in a field other than that of previous degree/s) or seek an initial secondary or elementary provisional teaching certificate are considered a post-baccalaureate applicant and will be admitted to NMU providing they have graduated from an accredited college or university. Individual academic programs may have additional requirements for admission.

#### **Non-degree Applicants**

Applicants who intend to enroll in classes for personal and/or professional development or for purposes other than obtaining a degree, certificate or diploma are considered non-degree applicants, and the following stipulations will be enforced for admission:

- Non-degree students are limited to a maximum enrollment of eight credit hours during any enrollment period.
- Non-degree students must meet all course prerequisites.
- Non-degree students may enroll under non-degree status for a maximum of 16 attempted credit hours without going through the freshman/transfer admission process.
- Non-degree students are not eligible for financial aid.

Credit earned as a non-degree student may be applied toward degree programs. To begin this process, the non-degree student must complete a Change to Degree Form, supply all required documentation, meet the same minimum grade point average and credit hour criteria as transfer applicants, and be formally admitted to a specific academic program.

#### **Guest Applicants**

Applicants who are regularly enrolled at and eligible to return to another college or university, but wish to earn credit from Northern Michigan University, are considered guest applicants. The following stipulations must be met for admission:

- Applicants may not register as degree candidates at NMU.
- Applicants must have the NMU courses they wish to take approved in advance by the registrar of their home institution.
- Applicants must understand that falsification of any part of a guest application may result in cancellation of admission or registration at NMU.

- Applicants must arrange to have any credit earned as guest students sent from NMU to their home institutions.
- Applicants are limited to a maximum of two regular semesters or 32 credit hours and must submit a new guest application for the second semester.

To apply, please complete a Michigan Uniform Undergraduate Guest Application and submit the \$30 application fee.

#### **NMU Students Who Are Guests at Other Institutions**

NMU students who wish to attend another institution as guests must complete a guest student application, available in the Registrar's Office, 2202 C.B. Hedgcock. Students must complete this form prior to enrollment at another institution. Students who fail to follow this procedure assume full responsibility for the transferability of courses.

#### **International Applicants**

International and Canadian student applicants must provide additional credentials to satisfy U.S. immigration regulations.

Canadian students need to complete the Application for Admission and submit a Declaration and Certification of Finances form, both of which are available from the Admissions Office. Other required credentials are the same as listed in the applicable applicant categories above. NMU may request an evaluation of credentials from an outside agency (ECE) on an individual basis.

International students (non-Canadian) must provide the following:

- Completed International Student Application for Admission.
- Application fee through bank draft, money order or credit card made payable in U.S. funds for \$30.
- Official, original transcripts of all secondary school work (non-U.S. and U.S.), official certificates showing results of any standardized examinations taken in the home country and official transcripts of any colleges, universities or trade schools attended. These documents must be sent directly from the issuing institution to Northern Michigan University. Certified translations are required for any documentation not originally in English.
- Students must submit all non-U.S., non-Canadian academic records to Education Credential Evaluators, Inc. (ECE) or other accepted agency. A form for doing so is included in the International Student Application for Admission.
- Proof of an adequate level of English language proficiency must be provided. Generally, proof of English proficiency is a minimum TOEFL score of 61 on the TOEFL iBT, 173 on the TOEFL CBT, or 500 on the TOEFL PBT. Test results must be sent directly from the testing agency. Other proof of English proficiency will be considered on an individual basis.



- Applicants must provide documentation that they have the ability to finance their education at Northern Michigan University. This is accomplished by completing the Certification of Finances section of the International Student Application for Admission and providing either the bank official's signature on that section or a separate letter from the bank official or a bank account statement.

Admission to Northern Michigan University requires completion of the steps above and meeting the requirements as specified under the applicable applicant status (freshman, transfer, etc). Once a student is admitted, NMU will issue an I-20AB form to the student. Application deadlines for international students are June 1 for the fall semester and October 1 for the winter semester.

### Application Procedures

Applicants must follow the required steps of the application process to be considered for admission to Northern Michigan University. Please determine your applicant status in the section above and adhere to the corresponding steps listed below:

- Complete an Application for Admission (unless a student has previously applied; if so, notify the Admissions Office).
- Submit \$30 application fee. (Re-entry students are exempt.)
- Request official high school transcript or GED score report, and/or any college/university/trade school transcripts to be sent to the Admissions Office.
- Request ACT or SAT scores to be sent to NMU. These may be on the official high school transcript or directly from the testing agency. (See exceptions under Standardized Achievement Testing above.)

### Home School Policy

Students who have been home schooled at any time during grades 9-12, and who have not earned 12 or more college-level credits after completion of high school, should submit their ACT/SAT results and an official transcript of courses taken and grades earned while home schooled. A final transcript verifying high school graduation/completion, or an official GED score report, is also required. The official transcript may be from a school district, home school/curriculum agency, or the parent (if the parent was the educator). If a transcript is parent-produced, it should contain the graduation date, a statement that the information is accurate, and it should be signed by the parent and notarized. Students who have completed 12 or more college-level credits after completion of high school do not need to submit a high school transcript.

### Senior Citizen Applicants

Senior citizen applicants, aged 62 or older, are provided a full tuition scholarship by Northern Michigan University. The scholarship covers tuition only; it does not provide for books or other fees. To be eligible for this program, the senior citizen should submit an Application for Admission (no application fee) to the Admissions Office. Students should then register for courses in the Student Service Center, where they will be asked to provide proof of age.

### Civil Rights Policy

Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, or veteran status in employment or the provision of services and provides, upon request, reasonable accommodations including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

The university has a grievance procedure designed to afford an opportunity for students and employees to exercise or protect the rights guaranteed them under the Civil Rights Act of 1964 (Title VI and VII prohibiting discrimination on the basis of race, sex, color, religion, age, and national origin), Title IX of the Education Amendments of 1972 (prohibiting discrimination in educational programs where federal financial aid is distributed), Executive Order 11246 of 1965 as amended by Executive Order 11375 of 1973 (prohibiting discrimination by educational institutions that have federal contracts), and the Vocational Rehabilitation Act of 1973 (Sections 503 and 504 prohibiting discrimination on the basis of handicap and requiring reasonable accommodations for handicapped persons). Individuals with civil rights concerns should contact the Dean of Students Office, 2001 C.B. Hedgcock. For more information on university policies, student rights and responsibilities, and the student code, see the *NMU Student Handbook*.

### Jeanne Clery Act

Northern Michigan University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Northern Michigan University, and on public property within, or immediately adjacent to and accessible from campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Public Safety and Police Services at 906-227-2151 or by accessing the Web site <http://publicsafety.nmu.edu>.

# FIRST YEAR EXPERIENCE PROGRAM

## PROGRAM OFFICE

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2001 C.B. Hedcock

Phone: 906-227-1700

Fax: 906-227-1714

E-mail: [fye@nmu.edu](mailto:fye@nmu.edu)

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

Program Coordinator: Susan M. VerDuin

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## First Year Experience Program at NMU

NMU's First Year Experience Program (FYE) is nationally recognized by the Policy Center on the First Year of College as an Institution of Excellence in the First College Year. FYE was established in 1995 as a beneficial program designed to focus on first-year students as they make the transition from high school to college. The goals of the program are to assist students in developing strategies and attitudes to maximize academic success, to familiarize students with campus resources and how to use them, and to assist students in developing positive relationships with faculty, staff, student leaders and peers. Statistics show that students who participate in FYE earn higher grade point averages and continue their university studies at a much higher rate.

### The FYE Block

Students who choose FYE are pre-registered for a block of classes prior to arriving on campus. In each block, students take the same classes and have the same professors as other students in their group. This offers students an excellent opportunity to strengthen their campus connection, develop friendships, form study groups and experience college life with others who are pursuing similar academic interests.

NMU offers several types of blocks: major-specific blocks (i.e. English, psychology, criminal justice, etc.), blocks for undeclared students that focus on career planning, blocks for students in the Honors Program, and blocks for non-traditional students. Blocks of courses generally include three classes and UN 100 Freshman Seminar.

### UN 100: Freshman Seminar

The UN 100 Freshman Seminar course featured in all of our blocks is designed to introduce students to college life and expectations. Class sections are small, focus on discussions and include a variety of activities. Topics covered in the UN 100 seminar (an introduction to study skills, note-taking strategies, time management, critical thinking and decision making, NMU technology, diversity, academic advising, etc.) are designed to help students acclimate to college life at NMU and to give them the foundation needed to become lifelong

learners. UN 100 is taught by both departmental faculty and NMU staff members with an undergraduate teaching assistant. It is a two-credit course that counts toward graduation, grade point average and financial aid.

### Block Offering

The most current listing can be found on the FYE Web page at [www.nmu.edu/fye](http://www.nmu.edu/fye).

### Signing Up

After reviewing the block sections being offered a student can register two different ways.

1. Sign up via the Web by using the secure registration page at [www.nmu.edu/fye](http://www.nmu.edu/fye).
2. Call the FYE office.

# HONORS PROGRAM

## PROGRAM OFFICE

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401 Cohodas Administrative Center

Phone: 906-227-2344

Fax: 906-227-2315

E-mail: [honors@nmu.edu](mailto:honors@nmu.edu)

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

Program Director: Robert Goodrich • [rgoodric@nmu.edu](mailto:rgoodric@nmu.edu)

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## Honors at NMU

The honors program provides academically talented students with a four-year series of interdisciplinary and department-based courses designed to complement the student's undergraduate degree, regardless of major field. The honors program is not an academic major itself, but substitutes specially-designed courses for most of the liberal studies and university-wide graduation requirements while providing unique learning experiences.

Graduates who complete four years in the honors program will have the full honors designation printed on their official university transcripts. Those who complete either the first two years or the second two years will have the appropriate lower or upper division designation printed on their transcripts.

Northern's Honors Program offers small class sizes that enhance individual attention. Participants also have the opportunity to engage in independent and collaborative research with NMU faculty members.

## Mary L. Campbell Scholarship

The Mary L. Campbell Scholarship is awarded to students with high academic ability and need. First-year students who apply to the honors program will be given first priority, so early application to the honors program is encouraged. Awards are about \$1,000 annually, and students may receive the award for four years. The number of scholarships will vary with the earnings of the endowment fund.

## The Academic Program

Full, lower and upper division honors may be earned. For full honors, students earn up to 24 credits of liberal studies credit by completing interdisciplinary core courses usually in the first and second years. In the third and fourth years, students complete 12 credits of contract courses that count toward liberal studies, major, and/or minor requirements, depending on the student's curriculum. In the fourth year, honors program students enroll in a capstone senior experience, completing a research project of independent design. In addition, students must demonstrate proficiency in mathematics at the MA 115 level (Precalculus) or higher and at the 202 level (fourth semester) in a foreign

language for full honors designation. Proficiency can be demonstrated by advanced placement (AP) credit, course work, or appropriate examination. Depending on the student's program, credit earned in mathematics and languages may count toward liberal studies requirements in foundations of natural sciences/mathematics and formal communication studies, respectively.

Students may also complete the first two years of the program for lower division honors or the second two years for upper division honors. Students doing so complete the honors program courses in the lower or upper division and demonstrate either mathematics or language proficiency.

## Honors Core Courses

Students successfully completing all four first-year core courses will earn required liberal studies credit in foundations of communication, foundations of humanities and foundations of visual and performing arts. Although only one course is required, those successfully completing both of the 200-level courses will earn four credits each of the required liberal studies credits in foundations of social sciences and foundations of natural sciences/mathematics. See the "Course Descriptions" section of this bulletin.

New students who have earned advanced placement or college credit from dual enrollment in composition earn additional credit in humanities in the first-semester core courses.

## Contract Courses

These courses may be used to support the honors program student's major, minor or liberal studies requirements, but may not overlap with other honors program course requirements. Students should complete 12 credits in honors contract courses, at least eight at the 300-level or higher. PY 100H Honors Psychology as a Natural Science and SO 101H Introductory Sociology Honors may be substituted in this group. By agreement between academic departments and the honors program, qualified honors program students may enroll in existing 300-level or higher undergraduate department courses for honors program contract course credit. Prerequisites for selected courses must be met before enrollment. No later than the second week

of the semester, the student must complete an honors program course contract in which different or additional course work is specified after consultation with the instructor. Readings along with field, lab or studio work, and a paper, presentation or performance will be spelled out in sufficient detail to the satisfaction of all parties. To earn honors program credit notation on the transcript, the student must earn at least a "B."

### **Senior Capstone Experience**

In their last year of study, honors program students enroll in a senior capstone experience in which they design, develop and present a research, performance or exhibition project in cooperation with faculty supervision.

### **Admissions and Retention Policies**

Qualifications for first-year student admission to the honors program normally include a 3.50 high school grade point average; a score of 27 or higher on the ACT (or equivalent SAT combined score); two letters of recommendation from high school teachers, counselor, and/or principal; and a written personal statement. Currently enrolled and transfer students with demonstrated academic ability may also join the honors program. In this highly competitive program, the university retains the right to exercise judgment regarding the eligibility of the applicants. To remain in the honors program, students must maintain a 3.00 university grade point average.

### **Advising**

Each honors program student will be advised by both a major department adviser and an honors program mentor. Honors program students will also receive counseling for advanced degree work and professional employment.

# STUDY ABROAD

## CONTACT INFORMATION

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International Affairs Office

145 Whitman Hall

Phone: 906-227-2510

Fax: 906-227-2533

E-mail: [iao@nmu.edu](mailto:iao@nmu.edu)

Web page: <http://www.nmu.edu/iao>

Director of International Affairs: John L. Weting •  
[jweting@nmu.edu](mailto:jweting@nmu.edu)

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### Study Abroad

Full-time NMU students with a grade point average of 2.50 or higher can enrich their academic experience by studying in a country other than the United States. Such studies may apply toward the student's academic program at Northern, provided that prior approval has been granted by the student's academic adviser and the Registrar's Office.

### Credit

All students who are contemplating earning study abroad credit, whether or not the program is under NMU sponsorship, must apply through the International Affairs Office. Personnel at the office will work with each student to assist with the application process, coordinate course registration and budget for financial aid.

The International Affairs Office also provides mandatory pre-departure and re-entry orientation. Any student desiring to receive NMU credit for study abroad must:

1. Attend the pre-departure orientation
2. Complete the study abroad course preevaluation form
3. Attend the re-entry orientation.

Please consult the International Affairs Office home page at [www.nmu.edu/iao](http://www.nmu.edu/iao) for session scheduling information.

***NMU-sponsored and affiliated programs:*** NMU students can apply for study-abroad programs under official university sponsorship through one of the various consortiums or exchange agreements:

- College Consortium for International Studies (CCIS)
- Council on International Educational Exchange (CIEE)
- Exchange Agreement with several European schools (EU-US)
- Japan Center for Michigan Universities in Hikone, Japan (JCMU)
- Kajaani Polytechnic, Finland-Exchange Agreement
- Midwest Consortium for Study Abroad (MCSA) with sites in Vienna, Austria; Macerata, Italy; and Segovia, Spain

Through these programs, NMU offers study-abroad opportunities in more than thirty foreign countries. The university participates in two exchange agreements with nine European institutions. Language immersion opportunities exist in Japan, France, Canada (Quebec), Mexico, Costa Rica and Spain.

Most programs offer instruction in English as well as instruction in the host country's language.

***Non-NMU affiliated programs:*** Students may apply for non-NMU study-abroad programs after consulting with their major department and with approval from the International Affairs Office. These include programs sponsored by other colleges, universities, or third-party private sponsors.

Some restrictions on credit transfer apply. Students must carefully review program specifics with their academic adviser and the International Affairs Office. Special conditions for applying financial aid must be arranged through the International Affairs and Financial Aid Office.

***Directed studies:*** Students who choose to undertake independent travel, work or study abroad may receive academic credit for such experience by arranging a directed study with an NMU professor prior to departure.

# TUITION AND FEES

## CONTACT INFORMATION

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Financial Services Office

2201 C.B. Hedgcock

Phone: 906-227-1221

Coordinator Student Service Center and Manager

of Financial Services: Steven L. Bigalk

Assistant Manager of Financial Services: Pamela A. Johnson

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Students are eligible for registration or for graduation after they have fulfilled all requirements, including the payment of all financial obligations to Northern Michigan University. Students who incur obligations while enrolled may have their enrollment terminated administratively and summarily for failure to pay that obligation.

### Tuition and Fees

Tuition is defined as the mandatory charge to attend class and receive an entry (credit or audit) on a transcript. All tuition rates are approved by the Board of Trustees.

A fee is defined as a mandatory charge for a student to attend a class or classes. Fees are approved by the Board of Trustees.

Tuition and fees are subject to change without notice at the discretion of the Board of Trustees.

Students who elect a half credit-hour course will be charged at one-half the cost per credit hour.

Auditors (students who attend classes but do not desire credit) are governed by the same financial regulations as students desiring credit.

### Payment Plan

Tuition and fees and on-campus housing charges must be paid in full by the due date specified. NMU offers both an installment and deferral plan that enables students to pay tuition and on-campus housing charges. Details about the program may be obtained by contacting the Student Service Center. Information is also available online at [www.nmu.edu/paymentplans](http://www.nmu.edu/paymentplans).

Regardless of registration status, students should not attend classes until all tuition and fees are paid, or an installment or deferral plan has been instated.

### Undergraduate and Graduate Student Tuition and Fees

The 2006-2007 academic year rates were not available at the time of printing this bulletin. Current tuition and fee rates may be obtained from the Student Service Center, 2201 C.B. Hedgcock, by calling 906-227-1221, or on the Web at [www.nmu.edu/tuition](http://www.nmu.edu/tuition).



Included in the on-campus 2006-2007 academic year tuition and fees rates are the following:

**Notebook computer:** The use of an IBM ThinkPad notebook computer is provided for all full-time students. The computer will be replaced on a two-year cycle. An additional fee of \$150 per semester for an iBook applies to Art and Design majors.

**University fee:** There is a per semester fee for the fall and winter semesters for all full-time students.

**Student discretionary activity fee:** There is a per semester fee for all students enrolled in six or more credits (on campus courses) for the fall and winter semesters.

**Athletic fee:** A one-time, non-refundable fee of \$150 is charged to all first-time, full-time freshmen and new undergraduate transfer students. The fee is assessed once and permits access to all regular season athletic events based on space available for up to six years as long as the student is enrolled in six credits or more.

The fee for transfer students is prorated based on the number of credit hours they transfer into NMU. Transfer students with 56 or more credit hours will be assessed a fee of \$75. Transfer students with less than 56 credit hours will be assessed a fee of \$150.

### Appeals Process

An appeals committee exists to hear appeals from students who request exceptions to university policy in the following areas: refunds past stated deadlines and non-residency status. If a student feels that individual circumstances warrant exception to a policy, a written appeal may be sent to the appeals committee. Students wishing to submit appeals should contact the Dean of Students Office. The committee will consider the timeliness of the appeal in making its decision; appeals will not be considered for past semesters. The student will be notified in writing of the committee's decision.

## Tuition and Fee Refunds

The university grants refunds for students who withdraw from the university or reduce their credit-hour load within specified time frames. The computed amount is credited to the student's account and all university obligations are deducted. The balance is returned (prorated) to applicable payment sources. Any refund due to the student is issued by university check.

### Steps in the Refund Process

1. Student withdraws or reduces credit hours.
2. Tuition refund credit is calculated and applied to student's account.
3. Room and board/apartment rent credit is calculated and applied to student's account.
4. Financial aid adjustments are calculated and applied to student's account.
5. Any other charges in student's account are deducted from credit.
6. Credit balance is allocated to applicable payment sources.
7. Refund is returned to the payment source(s); if a credit balance remains, the student is issued a refund.

The amount of the tuition and fee refund credit depends upon the time of withdrawal, measured in calendar days. Refunds of Title IV funds are made in accordance with federal regulations.

### Complete Withdrawal

Complete withdrawal from the university must be initiated in the Dean of Students Office. Students who are not able to withdraw in person are required to submit a withdrawal request in writing.

Withdrawal prior to the first official day of classes will result in a 100 percent refund credit.

### Reduction in Credit Hours

Reduction of credit hours may affect financial aid status. Students should contact the Student Service Center or the Financial Aid Office to determine the impact of a proposed change.

### Tuition Refund Schedules for Complete Withdrawal

Once classes begin, tuition refunds are calculated for complete withdrawals as follows:

#### Fall/Winter Semester Complete Withdrawal Tuition Refund Schedule

Time Period	Refund Credit %
On or Before the First Day of Class	100%
2nd Calendar Day - 11th Calendar Day	90%
12th Calendar Day - 28th Calendar Day	50%
29th Calendar Day - 56th Calendar Day	25%
57th Calendar Day - End of the Semester	0%

*Note: The student discretionary activity fee and the student athletic event fee are non-refundable.*

#### Summer College Complete Withdrawal Tuition Refund Schedule

Time Period	Refund Credit %
First Official Day of Classes - Day Three	100%
Day Four - End of Course	0%

### Tuition Refund Schedule for Reduction in Credit Hours

Students who reduce their credit hours are granted a refund credit for tuition and fees as follows:

#### Fall/Winter Reduction in Credit Hours Tuition Refund Schedule

Time Period	Refund Credit %
1st Day of Classes-9th Calendar Day	100%
After the 9th Calendar Day	0%

*Note: Applies to all courses. No refunds are given for reduced credit hours within the 12-18 credit hour flat rate tuition range.*

#### Summer College Reduction in Credit Hours Tuition Refund Schedule

Course Length	100% Refund
12 weeks	First three days of the class
8 weeks	First three days of the class
6 weeks	First three days of the class

*Note: To receive a refund for classes that meet for less than six weeks, the student must withdraw by the last business day prior to the first day of classes. Business hours during the summer are 7:30 a.m. to 4:30 p.m., Monday through Friday.*

## Service Charges

### ***Automobile Registration***

Students who park or operate a motor vehicle or bicycle on the university campus must register the vehicle with the Public Safety and Police Services Office no later than one week following the first official day of classes each semester. Students must pay the nonrefundable fee upon motor vehicle registration. Further information about automobile regulations can be found in the *Motor Vehicle Ordinances* publication available at the Public Safety and Police Services Office.

### **Classroom Materials**

Certain materials or supplies required by a class may be made available to the student through the university, basically at cost.

### **General Computer Lab Access Fee**

General computer lab access is available for a fee of \$60 per semester.

### **Graduation Fee**

All students (including one-year certificate recipients) will be assessed a nonrefundable \$15 graduation processing charge for each degree awarded. Those students receiving a degree and electing to participate in commencement exercises can purchase a cap and gown through the bookstore.

### **Health Promotion Fee**

The fee for enrollment in the health promotion course HP 211 Beginning Bowling is \$60.

### **Health Service Charges for Students**

Health Center hours are 8 a.m. to 5 p.m. Monday through Friday. Advance appointments are recommended. Patient-doctor visit charges are as follows:

***Student and spouse, brief visit:*** \$25

***Student and spouse, limited visit:*** \$30

***Student and spouse, extended visit:*** \$35

***Pharmaceuticals:*** prescriptions filled at cost plus \$3.75

A complete schedule is available from the Health Center for other service charges (surgical, laboratory, etc.). In addition, a university-approved health insurance plan is available which covers most of these health service charges. Students are encouraged to consider this plan. Further information and a brochure are available through the Health Center.

### **International Study Fee**

This fee applies to NMU students temporarily studying at schools outside the United States. It is equal to the actual costs, assessed by agreement with the foreign institution, which are in excess of the Northern Michigan University tuition level for the number of NMU credit hours granted, and a \$100-\$250 charge depending upon program selected.

## Library Fines

Fines accumulate on overdue materials at the rate of 10 cents per day per item. Overdue reserve items are charged at the rate of 60 cents per hour (1 cent per minute).

Students must pay replacement costs of all lost or damaged library materials which have been used in the library or borrowed. Materials not returned within 50 days after the due date, or materials not immediately returned when a student separates from the university (e.g. graduates, withdraws, is not preregistered), are assumed lost, and the borrower is charged for the replacement cost of each item, plus a per-item nonrefundable processing charge.

### **New Student Enrollment and Orientation Deposit**

All newly admitted freshmen, undergraduate transfer and guest students who are planning to register for courses on the Marquette campus are required to pay a \$75 New Student Enrollment and Orientation Fee. The fee provides the university with advance notice of intent to enroll.

Applicants who cancel their admission will receive a \$35 refund if a written request is received by the refund deadline. Specific dates apply, and no refund will be given after these dates. Go to [www.nmu.edu/orientation](http://www.nmu.edu/orientation) for applicable dates and complete details.

### **Non-sufficient Funds Charge**

A service charge of \$15 is assessed for each paper check returned by a bank. A \$30 service charge is assessed for each electronic check returned by a bank.

### **Nursing Test Charges**

Students taking ERI tests will be charged \$65 per semester. A charge of \$35 is assessed for any student taking the NLN-LPN Mobility Profile exams.

### **Pre-professional Skills Test**

A charge of \$53-110 will be assessed. This test and fee applies only to teacher education students.

### **Science Breakage Charge**

Students enrolled in science laboratory courses must pay the cost of replacement for any broken glassware or equipment in excess of one dollar. Records of student breakage are maintained in the science department stockrooms and students are notified following the last laboratory meeting of any amount due. The breakage charge is not applicable to CH 490 and CH 491. Breakage charges are payable at the Student Service Center.

### **Transcript Charge**

The charge for each official transcript is \$4 per copy and \$1 for an unofficial copy.



**Wildcat Express Card**

Students receive a permanent identification card, known as the Wildcat Express Card, during their first semester of enrollment free of charge. However, a replacement charge of \$15 is assessed for a lost or damaged ID card.

The Wildcat Express Card is your library card and copy card, and it allows you access to many NMU goods and services. Since many university offices and programs must verify that those requesting services are enrolled, students are required to carry their Wildcat Express Cards for identification purposes. Lending the card to anyone, or failure to present it when requested by university faculty or staff, is a violation of university regulations and subjects the holder to disciplinary action. Contact the Wildcat Express Office, 1107 University Center, for additional information.

**NMU Policy Regarding Residence for Tuition Purposes**

Among the obligations of Northern Michigan University to the State of Michigan and its taxpayers is the provision of educational opportunity to residents of the state and their spouses and children at lower tuition rates than those charged to nonresidents.

Status as a resident for tuition purposes is dependent on domicile in the State of Michigan. Resident students are defined as students domiciled in the State of Michigan. Nonresident students are defined as those whose domicile is elsewhere. Thus, for a nonresident student to be classified as a resident for tuition purposes, he or she must demonstrate that their previous domicile has been abandoned and a Michigan domicile established, and show intent, on the part of the student or his or her parent or spouse, to make Michigan his or her permanent home, not only while the student is attending the university, but thereafter as well.

**Resident Status**

Each student is responsible for correctly reporting the state of her or his domicile at application for admission. The Admissions Office shall administer the regulations prior to a student's first enrollment. Thereafter, the regulations shall be administered by the registrar. If there are any possible questions as to a student's domicile, the student is required to advise the director of admissions or registrar of possible changes in residence and to furnish all requested information pertinent thereto.

No students shall be eligible for reclassification as residents unless they shall be domiciled in the State of Michigan and have resided in Michigan continuously for not less than six months immediately preceding the first day of classes of the semester for which reclassification is sought.

For purposes of these regulations, the age of majority is 18 years. A minor does not have the capacity to establish his or her own domicile. Normally, the domicile of a minor follows that of the parents or legal guardian.

Each individual case must be determined on its own particular facts. The following facts and circumstances, although not necessarily conclusive evidence of domicile, have probative value thereon in support of a claim for residence classification:

- a. Graduation from a Michigan high school.
- b. Length of continuous presence in Michigan during periods when not enrolled as a student.
- c. Reliance on Michigan sources of income.
- d. Selective service registration.
- e. Ownership of a home in Michigan.
- f. Acceptance of an offer of permanent employment in the state.
- g. Former domicile in the state and maintenance of significant connections therein while absent.
- h. Domicile in Michigan of family, guardian or other relatives or persons legally responsible for the student.
- i. Commitments to further education in Michigan indicating an intent to stay here permanently.
- j. Other factors indicating an intent to make Michigan the student's domicile will be considered in classifying a student.

A person who is not a citizen of the United States and his or her spouse and children shall be eligible for classification as Michigan residents for tuition purposes if such person has been lawfully admitted for permanent residence in the United States, has received a permanent visa, and fulfills the other requirements for Michigan residency specified in this policy.

The following facts and circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations:

- a. Voting or voting registration.
- b. Automobile registration and/or driver's license.
- c. A statement of intention to acquire a domicile in Michigan.
- d. Employment in any position normally filled by a student.
- e. The lease of living quarters.
- f. Other public records (e.g., birth record).

**Resident Status without the Domicile Requirement**

Residence in the state while enrolled in the university is not an indication of domicile in Michigan. However, resident status may be gained without the six month domicile requirement in accordance with the following rules:

1. The domicile of a married student follows that of his or her spouse, if such spouse has established a domicile in Michigan.
2. Persons in the active military service of the United States and their spouses or dependents.
3. Persons participating in USOC approved programs.
4. A person who has participated in the USOEC in programs under the auspices of the United States Olympic Committee, who has departed from the program in good standing, and who has obtained State of Michigan residency, may be classified a resident.
5. Dependents of Northern Michigan University graduates who have received an associate, baccalaureate or graduate degree.
6. University employees, including graduate assistants, and their dependents. Student employees are excluded from this section.

### Resident-Equivalent Rates

Tuition rates equivalent to resident rates for the same programs are available to students in the following categories:

1. Holders of associate degrees from Northern Michigan University who have not been enrolled at Northern Michigan University for twelve or more months.
2. Holders of baccalaureate degrees from Northern Michigan University.

### Requesting Changes in Residency Status

The responsibility for requesting a change in residency classification rests with the student. Application forms for reclassification shall be filed not later than 10 calendar days following the first day of classes of the semester for which such reclassification is sought. Such application shall be filed with the appropriate office (Admissions or Registrar) and shall set forth in writing a complete statement of the facts upon which the application is based, together with affidavits or other supporting documentary evidence. Failure to timely file such an application shall constitute a waiver of all claims to reclassification or rebates for such semester.

Any student may appeal the decision of the Admissions Office or registrar made pursuant to the above by filing with the Registrar's Office a written notice of appeal within 10 calendar days after notice of such decision was given in person or by mail. The director of admissions will act on the appeal. Failure to timely comply shall constitute a waiver of all claims to reclassification or rebates for the applicable semester or semesters.

Any student may appeal the decision of the director of admissions made pursuant to the above by filing with the Residency Determination Appeals Committee a written notice within 10 calendar days after notice of such decision was given in person

or by mail. Failure to timely comply with this paragraph shall constitute a waiver of all claims to reclassification or rebates for the applicable semester or semesters.

Reclassification shall be effective for the semester in which the application was timely filed in accordance with this section and for each semester thereafter so long as the circumstances upon which the reclassification was based shall remain unchanged. Appropriate refunds shall be made within a reasonable time following such reclassification.

The initial application for change and first appeal will be in the form of written documentation only.

In the second reclassification appeal step, the student shall attend a personal conference before the appeals committee after which a decision shall be made by the committee, based on the evidence.

Discretion to adjust individual cases within the spirit of this policy is vested in the registrar.

Inquiries and appeals should be addressed to (whichever is appropriate):

- Director of Admissions
- Registrar
- Residency Determination Appeals Committee c/o Registrar

# TEACHING, LEARNING, AND COMMUNICATION INITIATIVE

## PROGRAM INFORMATION

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Telephone: 906-227-2650

Toll Free: 800-682-9797

Web Site: [www.nmu.edu/laptop](http://www.nmu.edu/laptop)

E-mail: [admiss@nmu.edu](mailto:admiss@nmu.edu)

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### Teaching, Learning and Communication (TLC) at Northern Michigan University

All full-time NMU undergraduate students (registered for 12 or more credit hours) are supplied with a ThinkPad® notebook computer with a standard set of applications, including Microsoft Office, and 24-hour access to the campus network (including the Internet) as part of tuition and fees. Art and design majors may obtain an iBook® notebook computer instead of a ThinkPad for an additional fee of \$150 per semester.

The TLC program, which recently earned Northern Michigan University international recognition as a Laureate recipient in *Computerworld's* Honors Program, includes these comprehensive features:

- Classrooms in new/remodeled buildings are designed to facilitate computer/network use by faculty and students. Classrooms either have a port at every seat or have wireless access to the network.
- Network ports and wireless access is available in residence hall rooms, the library and in numerous lounges, study rooms and public places around campus. Although electronic documents are encouraged, networked printers are installed in various campus locations for hard copy documents.
- The university has a phone-in/e-mail help desk and a walk-in service center located at 116 Edgar L. Harden Learning Resources Center to handle notebook computer maintenance and university supported software problems. Phone: 906-227-2468, e-mail: [helpdesk@nmu.edu](mailto:helpdesk@nmu.edu).
- NMU leases the notebook computers and issues them to students on a two-year replacement cycle (a student will not have a computer more than two years old). There is a \$500 fee that the student will be responsible for if the laptop is stolen, and a \$50 fee if the laptop is subjected to "abnormal abuse" (spilling a beverage on the keyboard, dropping the computer, etc.). It is recommended that an insurance provider be contacted to either obtain additional coverage or add the computer to an existing policy.

- Continuing students who pre-register for the following fall are able to use the computer through the summer at no additional charge.
- Statewide dial-in access for NMU students is available. This service provides students with a local dial-in number within Michigan to connect to the Internet thus avoiding long distance charges.

### What To Expect

A few weeks before your first semester begins, you will receive a Teaching, Learning and Communication Initiative information mailing. The mailing will include an agreement along with information on the assigned day, time and place where you may pick up the computer. Distribution will begin within five days of the beginning of the semester.

After you obtain the ThinkPad or iBook, a variety of computer setup and training options will be available for you. There will also be computer accessories available from the NMU Bookstore. The NMU Bookstore offers inexpensive printers, drives for backup and storage, bags and cabling to support the computer.

# FINANCIAL AID

## CONTACT INFORMATION

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### Financial Aid Office

2107 C.B. Hedgcock

Phone: 906-227-2327

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

Director: Michael Rotundo

Assistant Directors: Christine Larson, Susan Bradford-Loduha,  
Connie Millar, Scott Thum

Counselor: Candace Ingalls

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## Financial Aid at NMU

The Financial Aid Office at Northern Michigan University exists to advise and assist students. All students who believe their resources are inadequate to attend NMU should apply for financial aid. The university administers numerous programs to assist students, some of which are awarded solely on the basis of academic achievement. Most forms of financial aid, however, are designated for students who, without such aid, would be unable to pursue a college career. The basic premises of these student assistance programs are that parents are expected to provide, as well as they are able, the basic essentials of life, whether the student lives at home or on a college campus; and students are expected to assist in meeting the expenses of their education, whether through savings or work. It is only when these personal responsibilities have been adequately met that the college or the state or federal government will accept the additional responsibility through programs of student financial aid.

Basically, there are three types of financial aid: (1) a gift, which does not have to be repaid; (2) a loan, which must be repaid; and (3) work. Federal, state and university funds are used for financial aid; students' awards often combine the above types and sources of aid.

Information on specific scholarships, grants and loan programs may be obtained from the Financial Aid Office or the Financial Aid Web pages.

## General Eligibility Requirements

All financial aid recipients must meet the following requirements:

1. Have a high school diploma or a General Education Development (GED) certificate or complete a high school education in a home school setting that is treated as a home school or private school under state law. (See the Financial Aid Office for more information.)
2. Be a U.S. citizen or eligible noncitizen.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.

4. Have a valid Social Security Number.
5. Make satisfactory academic progress as defined by NMU.
6. Sign a statement certifying that you are not in default on a federal student loan or have made arrangements to repay it and that you do not owe money back on a federal student grant or have made arrangements to repay it.
7. Register with the Selective Service, if required.
8. Eligibility may be affected by prior drug convictions.

## Satisfactory Progress Requirements

Federal law requires all students who receive financial aid to be making satisfactory academic progress (SAP) toward their degree. NMU students must meet the following requirements:

1. Students must receive a passing grade in at least 75 percent of the credit hours that they attempt at NMU on a cumulative basis. Classes that a student passes and re-takes count as completed only once. Students who fail to meet this requirement will be put on SAP warning status for their next academic year of attendance. Eligibility for financial aid will be terminated if the deficiency is not corrected by the end of the warning period. Students put on warning status will be told what will be required to keep their eligibility. This standard will be measured at the end of each winter semester.
2. Undergraduate students must achieve a cumulative NMU grade point average of 2.00 by the end of their sophomore year and maintain the 2.00 GPA for the duration of their eligibility. Freshmen (fewer than 28 credit hours completed) must achieve a 1.70 GPA; sophomores (28-55 credit hours) must have a 1.80 GPA. Graduate students must maintain a 3.00 GPA. The university's *Academic Proficiency Standard* is enforced by the Admissions and Academic Policies Committee (AAPC) of the Academic Senate.
3. Graduate students may receive aid in the first 60 credit hours they attempt in their first master's degree; after graduating, they are eligible for another 60 hours if they pursue a second. Bachelor degree students are limited to receiving aid in the first 190 undergraduate hours, and associate degree students

are limited to their first 100 credit hours. Eligible students transferring from a bachelor's degree to an associate degree or certificate program will be eligible to receive aid for 150 percent of the hours required in their degree audit; this provision may only be exercised once. Post baccalaureate and teacher education certificate students will be evaluated when they are admitted and will be eligible for 150 percent of the hours required to complete their individual program. Eligibility for certificate and diploma students is limited to 150 percent of the hours needed for their program. Transfer students will be evaluated by adding their transfer hours to attempted hours at NMU, allowing them to receive aid for the balance of their maximum. This standard will be evaluated early each semester, and students will be notified if their eligibility for the following semester will be terminated.

### Satisfactory Progress Requirement Appeals

If special circumstances such as illness, injury or the death of a family member prevent the student from meeting these requirements, the termination of eligibility can be appealed to the SAP Appeal Committee. Documentation of circumstances must be included with appeals.

In addition to the standards listed above, the Northern Michigan University SAP Committee will use professional judgment in assessing a student's eligibility. This will occur in circumstances such as when a student falls significantly below a standard and does not have a realistic chance of meeting the standard by the end of the warning period, or when a student fails all of his or her courses in a semester.

Attempted hours include credit hours successfully completed as well as credit hours that receive non-passing grades (F or U), credit hours that are not yet finished (I, X, MG), and credit hours from which the student withdraws (W).

### Application Procedures

To be considered for most financial aid available through NMU, students must submit the Free Application for Federal Student Aid (FAFSA) in one of the following two ways:

1. By Internet, for faster, more accurate results. To have your application processed by using FAFSA on the Web, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. By mail. A paper version is available from the Financial Aid Office or local high school guidance office.

Applications must be submitted by March 1 for maximum consideration.

Financial aid may include scholarships, grants, Federal Pell Grants, Federal Perkins National Direct Student Loans, Federal Supplemental Educational Opportunity Grants, William D. Ford Federal Direct Loans, or part-time employment. Preference is given to those applicants who have the highest academic records and the greatest financial need.

### Award Notification and Disbursement

New freshmen and transfer students are notified regarding the outcome of their financial aid application starting in March. Continuing students will be awarded after completion of the winter semester. All notifications from the Financial Aid Office will be mailed to new students until they start enrollment at NMU. Once a student begins enrollment, all further correspondence from the Financial Aid Office will come through their NMU e-mail account. Disbursement of financial aid will occur no earlier than ten days prior to the beginning of each semester.

The Financial Aid Office bases all initial award amounts on full-time enrollment. However, required enrollment levels for financial aid vary, and are dependent on the individual financial aid program regulations. For students who enroll less than full-time, some awards may be prorated or cancelled at the time of disbursement. For more information on specific programs, please contact the Financial Aid Office.

### Summer College

Federal financial aid for summer is limited to the unused portion of annual limits of the Pell Grant and Direct Loan programs from the academic year. Students interested in receiving financial aid for the summer sessions will need to complete the Summer Session Financial Aid Application. Applications are available shortly after spring break.

### Study Abroad

Students who study abroad and are enrolled in courses approved for credit at Northern Michigan University may be considered for financial aid provided all other eligibility requirements are met.

# 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 infor-

mation 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.*

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. Students cannot graduate with a grade of “MG” on their record.

**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. Students cannot graduate with a grade of “X” on their record.

## 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. 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," "S" or "U") 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:

- Students 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, except for courses which have been repeated.
- 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 for students who score at least a "5" on the Higher Level Examinations.

**CLEP Exam Equivalencies**

<b>Freshman Examinations</b>	<b>Passing Score</b>	<b>NMU Course</b>	<b>Credits</b>
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
<b>Subject Examinations</b>	<b>Passing Score*</b>	<b>NMU Course</b>	<b>Credits</b>
Accounting Principles	53	ACT 230 & 240 Principles of Accounting I and II	6
American Government	63	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	63	MA 105 College Algebra	4
College French, Levels I and II	55	FR 101-102 Elementary French I and II	8
College German, Levels I and II	55	GR 101-102 Elementary German I and II	8
College Spanish, Levels I and II	55	SN 101-102 Elementary Spanish I and II	8
Macroeconomic Principles	62	EC 202 Macroeconomic Principles	4
Microeconomic Principles	64	EC 201 Microeconomic Principles	4
Introductory Psychology	59	PY 100G Psychology as a Social Science	4
Sociology, Introductory	59	SO 101 Introductory Sociology	4

\*Northern Michigan University awards credit for subject examinations 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, 2005.

**APP-CEEB Exam Equivalencies**

<b>APP-CEEB Examinations</b>	<b>Passing Score</b>	<b>NMU Course</b>	<b>Credits</b>
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

### International Baccalaureate Equivalencies

Higher Level Examinations	Passing Score	NMU Course	Credits
Biology	5	BI 111-112 Introductory Biology I and II	8
Chemistry	5	CH 111-112 General Chemistry I and II	10
English	5	EN 111 College Composition I	4
History	5	HS 101 History of Western Civilization to 1600	4
Psychology	5	PY100G Psychology as a Social Science	4
Spanish	5	Credit based on individual review by department head	
Visual Arts	5	Visual and Performing Arts Credit	4

Other examinations will be reviewed as IB transcripts are received.

Subject areas will be reviewed by the appropriate academic departments. Some equivalents have been established. Students are encouraged to submit their official IB results to NMU as soon as they are available so other equivalents can be established. 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 non-traditional 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 Athletic 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.
2. 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 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:

1. there has been a curriculum revision and the required course listed is no longer offered;
2. 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;
3. the same course is required in the student's minor, second major or minor; or
4. 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:

<i>Baccalaureate degree</i>	87 earned semester credit hours
<i>Associate degree</i>	32 earned semester credit hours
<i>Certificate</i>	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:

1. 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).
2. 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 re-declared 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.

### 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 or more 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.
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.

### 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 degree 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 degree per commencement.

## 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.

## Transcripts

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/rights.htm](http://www.nmu.edu/finaid/rights.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.

# ACADEMIC ADVISING

## CONTACT INFORMATION

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### Academic and Career Advisement Center

3302 C.B. Hedgcock

Phone: 906-227-2971

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

Director: James G. Gadzinski

Coordinators: Lenette A. Pynnonen, Barbara A. Quick, and  
Lena G. Throlson

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### Academic Advising Philosophy

Northern Michigan University is committed to the academic and professional development of its students. While a student's academic program is ultimately his or her own responsibility, the university, through the academic advising process, provides the student with information about career options, educational programs, courses, resources, policies and procedures.

The academic advising process is a shared responsibility that involves administration, faculty, staff and student peers. However, a key element is the student-adviser relationship. In this relationship, a faculty or staff adviser and student work together to select, plan and accomplish the student's academic and professional goals. This relationship also provides students with an opportunity to affiliate with professionals in their chosen disciplines.

### Orientation and Initial Course Registration

New student orientation programs are provided before each semester. All newly admitted degree-seeking freshman students, undergraduate transfer students and guest students who will be enrolling for classes on the Marquette campus are required to participate in an orientation session. At the orientation session, students receive academic advising and information about university policies and requirements, learn about the campus community and complete their course registration. Questions regarding orientation should be directed to the new student orientation program, Academic and Career Advisement Center, 906-227-1707 or 800-682-9797.

### Adviser Assignment

After selecting a major, students are assigned to an adviser in the department that houses their major. Students should maintain close contact with their advisers and keep their own personal file of their academic progress. Students are ultimately responsible for meeting the academic requirements for their desired degree.

Students who are undecided about a choice of curriculum and who do not wish to declare a major are assigned advisers from a core of faculty and staff selected to work with undeclared students. These students should work closely with their advisers to build course schedules satisfying general graduation requirements and also providing some exposure to new fields of interest. During the semester, undeclared students should work with academic advisers in the Academic and Career Advisement Center to discuss potential majors. They may also take advantage of career planning activities coordinated by the center.

Students who plan to enter preprofessional and other interdisciplinary programs are assigned advisers from the appropriate academic departments.

There are many resources available on the NMU campus to assist students in obtaining an excellent education. Students should become familiar with the staff, faculty and other resources available to them and seek these resources out in a timely manner.

Any undergraduate student who would like to discuss an academic and/or career advising issue at NMU may schedule an appointment with an academic adviser in the Academic and Career Advisement Center.

# LIBERAL STUDIES PROGRAM AND GRADUATION REQUIREMENTS

Students who have specific questions about these requirements should contact either their current adviser or Dr. Marilyn Robbert, registrar.

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## Program Objectives

The liberal studies program requirements are based on the principle that well-educated persons need to know more than can be learned from their areas of concentration. Students should make use of this opportunity to explore areas of possible interest and to integrate this work with their other academic studies. The program is divided into six areas of study.

## Program Requirements

Baccalaureate degree-seeking students meet the liberal studies requirements by completing selected courses in each of the divisions listed below.

**Division I:** Foundations of Communication  
6-8 credits required

**Division II:** Foundations of Humanities  
6-8 credits required

**Division III:** Foundations of Natural Sciences/Mathematics  
6-8 credits required

**Division IV:** Foundations of Social Sciences  
6-8 credits required

**Division V:** Formal Communication Studies  
3-4 credits required

**Division VI:** Foundations of Visual and Performing Arts  
3-4 credits required

The majority of liberal studies courses at Northern Michigan University are four-credit courses, so normally students meet divisional requirements by taking either eight or four credits of appropriate courses for a total of 40 credits. However, a minimum of six semester credits (two courses) is required for each of Divisions I, II, III and IV. A minimum of three semester credits (one course) is required for each of Divisions V and VI.

Students who complete liberal studies requirements with less than 40 credit hours must complete their liberal studies divisions with the minimum number of credit hours stated above. The difference between the minimum credit hours required and 40 credit hours are added to general electives.

Students in associate degree or certificate programs follow the guidelines for their program listed in the appropriate department section.

## Substitute Courses

Transfer students wishing to substitute a course with no specific NMU equivalent to meet a specific divisional requirement should consult their academic adviser. If the adviser approves the request, a written recommendation justifying the request should be submitted to the Registrar's Office. In special cases, the Registrar's Office will confer with the Liberal Studies Committee. NMU courses not designated as liberal studies courses cannot normally be used to meet liberal studies program requirements. All exceptions to this rule must be thoroughly justified by the adviser and have the support of the department offering that course. Students should get approval of the substitution before they register for the course.

## Honors Program Participants

Honors program participants take some alternate courses to complete their liberal studies requirements. For information see the "Honors Program" section of this bulletin or contact the honors program director.

## Advanced Placement Examinations

Examinations are available in most divisions of the liberal studies program through the College Level Examination Program (CLEP) and the advance placement program of the College Entrance Examination Board (APP-CEEB). The university awards credit for higher level international baccalaureate courses with a score of 5. If these courses are equivalent of NMU liberal studies courses, credit will be awarded. Information may be obtained in the Registrar's Office. (See also the "Academic Standards, Policies and Degree Requirements" section of this bulletin.)

## Division I—Foundations of Communication

Students take two courses in this area for a minimum of six credits. Students who complete the courses should be able to generate ideas for writing; organize ideas logically; and use correct and effective grammar, spelling, sentence structure and punctuation. The first course in foundations of communication is EN 111 College Composition I (4 credits).

## Course Placement and Requirements

All students, except transfers who have satisfactorily completed the equivalent of EN 111, will have their ACT scores and high school grades reviewed for appropriate placement in EN 111

and/or learning skills courses. Some students may be required to write a placement examination.

Those students who demonstrate exceptional ability in writing may complete the foundations of communication requirement in either of two ways:

1. Students receive course credit for EN 111 by passing the appropriate AP-CEEB examinations or CLEP general test for English Composition with Essay or the appropriate international baccalaureate test, then take EN 211.
2. Students receive a waiver for EN 111 without credit, begin the foundations of communication sequence with EN 211 and complete the sequence with another approved foundations of communication elective at the 200 level or above. A list of approved alternate foundations of communication courses is available to qualified students from the English Department, the Academic and Career Advisement Center and the Registrar's Office.

*Note: Those students judged to have a deficiency in writing must achieve a grade of "C" in EN 090 Basic Composition before taking EN 111.*

Students must complete one of the following courses for the second course in foundations of communication:

- EN 211A Writing and Literature (4 cr.)
- EN 211B Narrative and Descriptive Writing (4 cr.)
- EN 211D Technical and Report Writing (4 cr.)
- EN 211E Critical Thinking and Writing (4 cr.)

*Note: Students must have a "C" or better in EN 111 or equivalent course in order to take the second course in foundations of communication. Students must earn a "C" or better in the second course in foundations in communication.*

## Division II—Foundations of Humanities

Courses will help students to broaden their understanding of the human experience. Students will study the individual human condition, needs, values, and potentials and achievements within the multiplicity of cultural values that shape it. They will examine, using critical thinking strategies, how peoples in different cultures, times and places deal with common human needs and concerns. They will review and evaluate, using critical thinking techniques, the intellectual, spiritual and ethical concerns of the human experience as recorded in literature, philosophy, religion, history or other similar areas. All courses are four credits unless otherwise noted. Students need a minimum of six credits with two courses.

## Humanities Courses

- EN 110 Good Books
- EN 112 Mythology
- EN 220 Introduction to Shakespeare
- EN 283 Survey of British Literature I
- EN 284 Survey of British Literature II
- EN 310 Literature and the Bible
- EN 311 World Literature in English
- EN 311Z World Literature in English
- EN 314 Traditional Oral Literature: Selected Native American Cultures
- EN 316 Native American Novels and Poetry
- EN 317 Native American Drama, Non-fiction and Short Stories
- EN 370 American Literature I: Columbus to the American Revolution (1492-1800)
- EN 371 American Literature II: Emergent National Voices (1800-1865)
- EN 372 American Literature III: Realism and Naturalism to World War I (1865-1930)
- EN 373 American Literature IV: Contemporary Vistas (1930-Present)
- EN 375 Diverse Traditions in American Literature
- EN 375Z Diverse Traditions in American Literature
- FR 310 Introduction to French Civilization and Culture\*
- FR 438 Cultural and Artistic Heritage of Europe
- GR 310 Introduction to German Civilization and Culture\* (3 cr.)
- HS 101 History of Western Civilization to 1600
- HS 102 History of Western Civilization Since 1600
- HS 234 Indigenous People of Latin America
- HS 251 Latin American Civilization
- HS 252 Arab-Islamic History
- HS 254 Introduction to the History of Africa
- HS 256 Approaching China
- HS 283 The American Woman
- HS 293 Minorities in American History
- HS 315 Imperialism
- HS 352 African American History
- HS 361 History of the Americas
- HS 362 Mexico
- LB 121 Origins of Western Values: Greeks and the Bible
- LB 295H Special Topics in Liberal Studies: Humanities
- LG 317 World Studies through Literature in Translation
- LG 317Z World Studies through Literature in Translation
- NAS 204 Native American Experience
- PL 100 Introduction to Philosophy
- PL 180 Fundamentals of Ethical Theory (4 cr.)
- PL 181 Issues in Business Ethics (2 cr.)
- PL 182 Issues in Computer Ethics (2 cr.)
- PL 183 Issues in the History of Ethics (2 cr.)
- PL 184 Issues in Legal Ethics (2 cr.)



- PL 185 Issues in Medical Ethics (2 cr.)
- PL 186 Topics in Theoretical Ethics (2 cr.)
- PL 200 History of Ancient and Medieval Philosophy
- PL 210 History of Modern Philosophy
- PL 270 World Religions
- PL 280 Philosophy of Religion
- PL 310 Social and Political Philosophy
- PL 330 Existentialism
- PS 207 History of Political Theory
- PS 411 American Political Thought
- SN 312 Introduction to Spanish America
- SN 314 Contemporary Latin American Culture\*
- SP 240 Oral Interpretation of Literature
- SP 402 Communication Criticism
- TE 351 Humanity and Technology
- UN 200 Introduction to Gender Studies

\*FR 310, GR 310, and SN 314 are taught in English.

### Division III—Foundations of Natural Sciences-Mathematics

Students elect a minimum of six credits from this division. Students who complete the science courses should be able to recognize and understand the scientific method; understand and use scientific concepts; understand and discuss general scientific articles; and apply their knowledge of science to everyday experience. Students who complete the mathematics courses should be able to demonstrate a basic understanding of mathematical logic; use mathematics to solve scientific or mathematical problems in college classes; express relationships in the symbolic language of mathematics; and appreciate the role of mathematics in analyzing natural phenomena.

The three numbers in parentheses indicate the hours devoted to lecture, discussion and laboratory. If no indication exists, the credit hours are lecture.

#### Natural Sciences-Mathematics Courses

- AS 103 Observational and Solar System Astronomy (4 cr.) (3-0-3)
- AS 104 Stellar/Galactic Astronomy and Cosmology (4 cr.) (3-0-3)
- BI 100 Biological Science (4 cr.) (3-0-2)
- BI 104 Human Anatomy and Physiology (4 cr.) (3-0-2)
- BI 111 Introductory Biology: Principles (4 cr.) (3-0-2)
- BI 112 Introductory Biology: Diversity (4 cr.) (3-0-2)
- BI 305 Ecology of the Northern Forest (3 cr.) (2-0-3)
- CH 105 Chemical Principles (4 cr.) (3-0-2)
- CH 107 Introductory Chemistry I (4 cr.) (3-1-2)
- CH 108 Introductory Chemistry II (4 cr.) (3-1-2)
- CH 111 General Chemistry I (5 cr.) (3-1-3)
- CH 112 General Chemistry II (5 cr.) (3-1-3)
- ENV 101 Introduction to Environmental Science (4 cr.)\*\*
- GC 100 Physical Geography (4 cr.) \*\*
- GC 255 Physical Geology (4 cr.) (3-0-2)
- LB 295N Special Topics in Liberal Studies: Natural Sciences (4 cr.)
- MA 103 Finite Mathematics (4 cr.)
- MA 104 College Algebra with Applications in the Sciences and Technologies (4 cr.)
- MA 105 College Algebra for Calculus Preparation (4 cr.)
- MA 106 Trigonometry (3 cr.)
- MA 115 Pre-Calculus (4 cr.)
- MA 161 Calculus I (5 cr.)
- PH 101 Eureka: Einstein, the Universe and Everything (3 cr.)
- PH 102 Physics of Sound and Music (3 cr.) (2-0-2)
- PH 201 College Physics I (5 cr.) (3-1-3)
- PH 202 College Physics II (5 cr.) (3-1-3)
- PH 220 Introductory Physics I (5 cr.) (4-0-2)
- PH 221 Introductory Physics II (5 cr.) (4-0-2)
- PY 100L Psychology as a Natural Science with Laboratory (4 cr.) (3-0-2)
- PY 100H Honors Psychology as a Natural Science (4 cr.) (3-0-2)
- PY 100S Psychology as a Natural Science (4 cr.)\*\*
- PY 204 Physiological Psychology (4 cr.) (3-0-2)

\*\*Most science courses with the exception of those with a double asterisk can be used to meet the graduation requirement of a laboratory course.

### Division IV—Foundations of Social Sciences

Students take a minimum of six credits from this division. Students completing these courses should be able to recognize and understand the principles of the scientific method as it applies to the social sciences and the study of the social universe; comprehend commonalities and differences among various social science disciplines; and demonstrate an understanding of the role of social science theories and perspectives in investigating and explaining social phenomena. They should also be able to distinguish between knowledge supported by social science scholarship and "common sense" assumptions and similar forms of "conventional wisdom"; and express an understanding of one's place in society's culture, history and political and economic systems.

All courses are four credits unless otherwise noted.

#### Social Sciences Courses

- AN 100 Introduction to Socio-Cultural Anthropology
- AN 210 People, Culture and Nature
- AN 320 Native Peoples of North America
- EC 101 The American Economy
- EC 337 American Economic History
- EC 420 Capitalism, Socialism, and Democracy

- GC 164 Human Geography
- GC 300 Regional Studies: World Cultures
- GC 305 Regional Studies
- GC 360 Population Geography
- HL 322 International Health Issues
- HS 104 The Third World in Historical Perspective
- HS 126 The United States to 1865
- HS 127 The United States Since 1865
- HS 233 Native American History
- HS 337 American Economic History
- LB 295S Special Topics in Liberal Studies: Social Sciences
- NAS 288 The Politics of Indian Gaming
- NAS 310 Tribal Law and Government
- PS 101 Introduction to Political Science
- PS 105 American Government
- PS 312 War and Peace in the 21st Century
- PS 415 Politics of American Foreign Policy
- PY 100G Psychology as a Social Science
- SO 101 Introductory Sociology
- SO 101H Introductory Sociology–Honors
- SO 111 Civil Life in Democratic Society (2 cr.)
- SO 113 Social Problems
- SO 232 Marriage and the Family
- SO 251 Sport in American Society (2 cr.)
- SO 322 Social Class, Power, and Mobility
- SO 351 Social Change
- SO 355 Introduction to Social Psychology
- SO 372 Minority Groups\*

\* Does not satisfy the upper division liberal studies requirement.

### Division V—Formal Communication Studies

Students take a minimum of three credits from this division. These courses are designed to introduce students to the ways in which information and ideas are expressed using a communication system other than English. Such courses should foster the student's ability to conceptualize and communicate in an orderly, rational manner. Characteristics of a communication system include: (1) possession of a grammar; (2) operation from an established set of rules; (3) reasoning properties such as deduction, inference drawing and problem solving. This division includes courses in languages and those in which the central focus of the course is on statistics, computers or formal logic.

All courses are four credits unless otherwise noted.

#### Formal Communication Studies Courses

- CHN 101 Elementary Chinese I\*
- CIS 110 Principles Computer Information Systems
- CS 101 Web Site Construction
- CS 120 Computer Science I
- CS 120A Accelerated Computer Science I

- CS 255 Computing for the Elementary School Teacher
- FR 101 Elementary French I\*
- FR 102 Elementary French II\*
- FR 201 Intermediate French I\*
- FR 202 Intermediate French II\*
- FR 305 Conversational French and Phonetics\*
- GR 101 Elementary German I\*
- GR 102 Elementary German II\*
- GR 201 Intermediate German I\*
- GR 202 Intermediate German II\*
- GR 305 Conversational German\*
- IS 100 Introduction to Windows, E-mail, and the Internet (1 cr.)
- IS 101 Beginning Word Processing (1 cr.)
- IS 102 Beginning Spreadsheets (1 cr.)
- IS 104 Beginning Database (1 cr.)
- IS 105 Presentation/Multimedia Software (1 cr.)
- IS 107 Beginning Desktop Publishing (1 cr.)
- IS 112 Computerized Small Business Accounting (1 cr.)
- IS 120 Computer Concepts (2 cr.)
- IS 202 Intermediate Spreadsheets (1 cr.)
- IS 204 Advanced Database (1 cr.)
- IS 206 Software Integration (1 cr.)
- IS 207 Intermediate Desktop Publishing (1 cr.)
- IS 208 Web Page Development (1 cr.)
- LB 295F Special Topics in Liberal Studies: Formal Communication Studies (2-4 cr.)
- MA 171 Introduction to Probability and Statistics
- NAS 101 Anishinaabe Language, Culture and Communication I\*
- NAS 102 Anishinaabe Language, Culture and Communication II\*
- POR 110 Elementary Portuguese\*
- POR 210 Intermediate Portuguese\*
- PL 160 Introduction to Logic
- PY 305 Psychological Statistics
- SN 101 Elementary Spanish I\*
- SN 102 Elementary Spanish II\*
- SN 201 Intermediate Spanish I\*
- SN 202 Intermediate Spanish II\*
- SN 305 Conversational Spanish\*
- SO 208 Methods of Social Research I

\*Equivalent courses in any other foreign language can be used to meet this requirement.

**Note:** Native speakers of a foreign language may not test out of their native language to receive formal communication studies credit. They may take a CLEP or departmental test in another foreign language to meet this division requirement.

## Division VI—Foundations of Visual and Performing Arts

Students take a minimum of three credits from this division. Students completing these courses will be able to identify the forms of artistic expression (e.g., forms of music, dance, painting, sculpture, etc.) in relation to a historical and cultural context; they will also be able to recognize and articulate the reasons why these forms of artistic expression developed and evolved in the manner they did. Further, students will be able to demonstrate and articulate an understanding of the principles behind the evolution of judgment and taste.

All courses are four credits unless otherwise noted.

### Visual and Performing Arts Courses

- AD 200 Native American Art and Architecture of the Great Lakes
- AD 250 History of Western Art and Architecture
- AD 260 Why America Looks This Way
- AD 265 Art and Architecture of Japan
- AD 300 Japan and the West: Crosscurrents in Art and Architecture
- AD 355 Twentieth Century Art and Architecture
- AD 365 History of Modern Craft and Design
- BC 325 Communication and Performance in Africa
- EN 125 Introduction to Film
- EN 385 Theatre in Perspective: The Stratford Festival Stage
- LB 295A Special Topics in Liberal Studies: Visual and Performing Arts (2-4 cr)
- MU 125 Music in Society
- MU 320 Survey of Jazz from Its Origin to the Present
- MU 325 World Music
- PE 381 History of Dance (2 cr.)
- PE 383 Theory of Dance (2 cr.)
- TH 130 Introduction to Theatre
- TH 360 History of Theatre
- TH 361 Modern Drama
- TH 385 Theatre in Perspective: The Stratford Festival Stage

### Upper Division Liberal Studies Requirement

At least three liberal studies credits must be at the 300 level or above, chosen from the list of courses included in this section. All courses have the prerequisite of sophomore standing and completion of the foundations of communication requirement.

### Liberal Studies Information for Transfer Students

Transfer students must earn a minimum total of 30 semester credits in liberal studies courses. A minimum of six semester credits each (two courses) is required for divisions I through IV.

A minimum of three semester credits (one course) is required for each of divisions V and VI. All transfer courses used to meet liberal studies program requirements in divisions II through VI must be introductory or general in nature.

Students who have completed two courses in freshman English and still need partial foundation of communication credit may enroll in EN 298 College Composition Directed Study for one or two credits. Arrangements may be made by contacting the director of freshman English.

All transfer students must earn a C or above in the equivalents of EN 111 and EN 211.

Some majors require courses that meet specific liberal studies requirements. These courses are noted in the listings for each major. Students who have not completed these courses at their previous institution(s) are required to complete them at NMU even if they have completed the liberal studies program requirement of 30 credits. Upon request, the Admissions Office will provide a transfer guide to help students select courses. Information for transfer students, including course equivalents from many colleges and universities is available on the Web page [www.nmu.edu/admissions/transfer](http://www.nmu.edu/admissions/transfer).

### MACRAO Transfer Agreement

Transfer students who complete their general education requirements in Michigan community colleges under the MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers) Transfer Agreement usually will have met the liberal studies requirements in foundations of communication and three other divisions. Transfer students under the MACRAO Transfer Agreement ordinarily must complete two additional liberal studies courses, including at least three credit hours at the 300 level or above.

Northern Michigan University applies courses transferred under MACRAO Transfer Agreement in accordance with guidelines established by NMU faculty.

### Graduation Requirements

There are three baccalaureate graduation requirements that students must complete. They are: (1) a laboratory science course; (2) a world cultures course; and (3) the health promotion requirement. While the baccalaureate graduation requirements are not, strictly speaking, part of the liberal studies program, they often can be fulfilled by courses that meet the various divisional liberal studies requirements.

### Laboratory Science Course

All baccalaureate students must complete a course that has an approved laboratory component. Laboratory courses are those

listed specifically under division III—foundations of natural sciences/mathematics as having a laboratory.

### World Cultures Requirement

Each baccalaureate student must take at least one course of three credits or more designated to meet the world cultures requirement. These courses deal primarily with living cultures of Asia, Africa and the non-Anglo-Saxon Americas. They may include such topics as literary, artistic and other cultural achievements; religious and ethical values; social, economic and political systems; or intellectual and historical trends. At least two-thirds of the content of each course concentrates on patterns of thought and action that account for the distinctive ethos of the world culture(s) being studied. Transfer students seeking approval of a substitute course to meet this requirement should contact the Registrar's Office and provide a course syllabus for the course they wish reviewed.

Students completing the world cultures requirement should be able to:

1. comprehend and articulate the distinctive world view (e.g., values, norms and beliefs) of at least one culture that varies significantly from Anglo-American and Western European cultures;
2. understand how culture is expressed in terms of artifacts, artistic accomplishments, technology, customs and texts;
3. understand and respect social and cultural diversity and complexity in a global context;
4. understand how factors such as racial, ethnic, gender and class differences affect how groups within a culture relate to each other; and
5. articulate the important achievements and contributions of other cultures in such areas as the arts, literature, philosophy, ethical values, religion and science.

### World Cultures Courses

- AD 200 Native American Art and Architecture of the Great Lakes (VI)
- AD 265 Art and Architecture of Japan (VI)
- AD 300 Japan and the West: Crosscurrents in Art and Architecture (VI)
- AN 100 Introduction to Socio-Cultural Anthropology (IV)
- AN 210 People, Nature and Culture (IV)
- AN 320 Native Peoples of North America (IV)
- BC 325 Communication and Performance in Africa (IV)
- BC 415 Intercultural Communication
- EN 311Z World Literature in English (II)
- EN 314 Traditional Oral Literatures: Selected Native American Cultures (II)
- EN 316 Native American Novels and Poetry (II)
- EN 317 Native American Drama, Non-fiction and Short Stories (II)
- EN 375Z Diverse Traditions in American Literature (II)
- EN 411Z Topics in World Literature
- GC 164 Human Geography (IV)
- GC 300 Regional Studies: World Cultures (IV)
- HL 322 International Health Issues (IV)
- HS 104 The Third World in Historical Perspective (IV)
- HS 233 Native American History (IV)
- HS 234 Indigenous People of Latin American (II)
- HS 251 Latin American Civilization (II)
- HS 252 Arab-Islamic History (II)
- HS 254 Introduction to the History of Africa (II)
- HS 256 Approaching China (II)
- HS 362 Mexico (II)
- LG 317Z World Studies through Literature in Translation (II)
- MU 325 World Music (VI)
- NAS 204 Native American Experience (II)
- PL 270 World Religions (II)
- PS 404 Politics of East and Southeast Asia
- PS 421 Politics of Developing Countries (IV)
- SN 314 Contemporary Latin American Cultures (II)

### Health Promotion Requirements

The university believes that an important part of a liberal education is providing students with knowledge about their health and well being and the opportunities to acquire leisure-time skills that will enrich their quality of life. The health promotion requirement at the baccalaureate level is a two-course sequence. HP 200 Physical Well Being, the first course, is devoted to the theories and proofs associated with maintaining physical wellness. The second course is a physical activity course.

#### HP 200

HP 200 Physical Well Being is the core course that all baccalaureate degree, associate degree and one-year certificate program students must complete.

Baccalaureate degree students can complete the second course in the health promotion requirement by selecting from a wide variety of activity courses.

#### Health Promotion Activity Courses

- HP 205 Archery
- HP 206 Backpacking
- HP 207 Badminton-Beginning
- HP 208 Basketball
- HP 209 Bicycling-Mountain
- HP 211 Bowling-Beginning
- HP 212 Flatwater Canoeing
- HP 212S Solo Flatwater Canoeing

- HP 212F Freestyle Canoeing
- HP 213 Sea Kayaking
- HP 216 Skating-Beginning
- HP 216A Skating-Figure
- HP 216B Skating-Intermediate Figure
- HP 217 Fly and Bait Casting
- HP 218 Folk Dance
- HP 219 Golf-Beginning
- HP 222 Hiking
- HP 223 Individually Prescribed Program
- HP 224 Jogging
- HP 226 Modern Dance-Beginning
- HP 226A Modern Dance-Intermediate
- HP 226C Aerobics
- HP 227 Orienteering
- HP 228 Power Skating and Hockey
- HP 229 Racquetball
- HP 230 Rock Climbing
- HP 230A Rock Climbing-Intermediate
- HP 231 Skiing-Beginning
- HP 231A Skiing-Intermediate
- HP 231B Skiing-Cross Country
- HP 232 Snowboarding-Beginning
- HP 233 Snowshoeing
- HP 234 Soccer
- HP 235A Country and Square Dancing
- HP 235B Ballroom and Latin Dancing
- HP 235C Swing and Salsa Dancing
- HP 236 Softball
- HP 238 Winter Camping
- HP 239 Swimming-Beginning
- HP 239A Swimming-Intermediate
- HP 239B Swimming-Lifeguard Training
- HP 239C Swimming-WSI
- HP 239D Swimming-SCUBA
- HP 239E Swimming-Advanced SCUBA (2 cr.)
- HP 241 Tennis-Beginning
- HP 241A Tennis-Intermediate
- HP 242 Touch Football
- HP 244 Volleyball-Beginning
- HP 244A Volleyball-Intermediate
- HP 245 Weight Training and Conditioning
- HP 245A Weight Training and Conditioning-Intermediate
- HP 246 Karate
- HP 247 Yoga-Beginning
- HP 249 Hunter Safety Education
- HP 253 Adventure-Based Learning
- HP 259 Tai Chi-Beginning
- HP 259A Tai Chi-Intermediate
- HP 260 Rape Aggression Defense System
- HP 295 Special Topics in Health Promotion

### Maximum Health Promotion Credit

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.

### Medical Exemption

Students who, in the opinion of the NMU Health Center physician, cannot benefit from any of the health promotion courses may be exempted from either or both of the health promotion courses. Students who receive medical exemption must meet the minimum credits required for their degree, certificate or diploma. The exempted credits are added to general electives.

# ACADEMIC INFORMATION SERVICES

## DEPARTMENT OFFICE

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### *Lydia Olson Library*

Edgar L. Harden Learning Resources Center

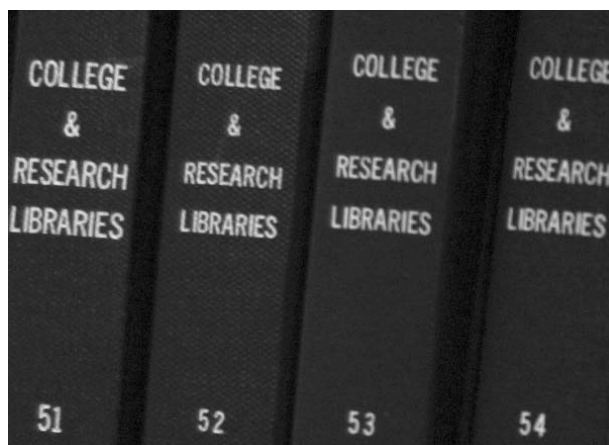
Phone: 906-227-2117

Fax: 906-227-1333

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

Dean: Darlene M. Walch • [dwalch@nmu.edu](mailto:dwalch@nmu.edu)

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### Academic Information Services at NMU

The curriculum in Academic Information Services is designed to enhance all disciplines. Students explore the changing roles of information and work toward goals of information literacy and technological competency. Some courses, such as Introduction to Information Resources, acquaint students with print and electronic resources and information technology. Others provide background for the pursuit of professional degrees in library and information science.

### Academic Information Services Courses

The courses Academic Information Services offers are designed to provide library and information skills applicable to a wide range of disciplines. They also provide a knowledge base for students who expect to enter a graduate program in library and information science at another school. NMU does not offer a degree in library and information science.

### Department Facilities and Resources

Academic Information Services includes the Lydia Olson Library, University Archives, Academic Computing Services, Instructional Media Services, and Instructional Technology.

#### Lydia Olson Library

The library contains books and journals and provides access to numerous databases. As a depository for U.S. and Michigan government publications, Olson Library houses government documents and a map collection. The juvenile/young adult collection also has textbooks and media supporting teacher education.

Library facilities include wired and wireless network access for students' laptop computers, study areas, conference rooms, photocopy machines, microform printers, audiovisual and multimedia equipment.

Librarians offer personal guidance in the use of the online catalog, indexes, abstracts, reference sources, online databases and Internet sources. Students are encouraged to seek assistance in accessing and evaluating the many resources available. Library

tours and instructional presentations are offered to help students become familiar with the library and information resources and to help them develop their research skills.

Current information about the Olson Library can be found by going to the library Web site at [www.nmu.edu/olsonlibrary](http://www.nmu.edu/olsonlibrary).

#### Academic Computing Services (ACS)

Staff in Academic Computing provides support to students and faculty for general computing needs. Classroom and lab facilities are available, and the Help Desk offers technical and software support for laptop computers. Current information about Academic Computing can be found at [www.acs.nmu.edu](http://www.acs.nmu.edu).

#### Central Upper Peninsula and Northern Michigan University Archives

The Central Upper Peninsula and Northern Michigan University Archives are under the direction of a professional archivist who manages the records of the university, and collects, organizes, preserves and encourages the use of historical materials relating to NMU and the central Upper Peninsula. Current information is available at [www.nmu.edu/archives](http://www.nmu.edu/archives).