Note: This handbook is printed once per year. The content is subject to change without notice. Please consult the School-Based Scholars website at nkusbs.nku.edu for the most current information.
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WELCOME NKU SCHOOL-BASED SCHOLARS!

Congratulations on your achievement! Your determination to succeed in school has opened up a great opportunity for you. Your enrollment enables you to earn college credit before graduating from high school. We are pleased to have you as a part of the NKU community and wish you much success!

Benefits of the Program
- As an NKU student, you will have the opportunity to familiarize yourself with college coursework, instructional contact time, faculty, and student services.
- Dual-credit courses can shorten the time it takes to earn your college degree or free up time to study abroad, pursue additional majors/minors, or take an internship.
- You have the option to get a student ID card that will allow you access to the NKU Steely Library, the Campus Recreation Center, computer labs, and other student services. For more information, please refer to page 15.
- You can reduce your college tuition expenses and accelerate your time to a college degree by taking courses at a reduced rate.

LOOK FOR US ON SOCIAL MEDIA:
Facebook: facebook.com/SchoolBasedScholars
Twitter: @NKUSBS
## Differences Between High School and College

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your time is structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You will usually be told what your responsibilities are and corrected if your behavior is out-of-line.</td>
<td>You are old enough to take responsibility for what you do and don’t do, as well as the consequences of your decisions.</td>
</tr>
<tr>
<td>Each day you proceed directly from one class to another.</td>
<td>You often have hours between classes; class times vary throughout the day and evening.</td>
</tr>
<tr>
<td>You spend 6 hours each day - 30 hours a week in class.</td>
<td>You spend 12-18 hours each week in class.</td>
</tr>
<tr>
<td>You are not responsible for knowing what it takes to graduate.</td>
<td>Graduation requirements are complex and vary for different majors, as well as different years. You are expected to know those that apply to you.</td>
</tr>
<tr>
<td>Teachers remind you of incomplete work.</td>
<td>Professors will not remind you of incomplete work.</td>
</tr>
<tr>
<td>Teachers approach you if they believe you need assistance.</td>
<td>Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.</td>
</tr>
<tr>
<td>Teachers have been trained in teaching methods to assist in imparting knowledge to students.</td>
<td>Professors have been trained as experts in their particular areas of research.</td>
</tr>
<tr>
<td>Teachers often take time to remind you of assignments and due dates.</td>
<td>Professors expect you to read, save, and consult your syllabus; the syllabus explains what is expected of you, when assignments are due, and how you will be graded.</td>
</tr>
<tr>
<td>Good homework grades may help raise your overall grade when test grades are low.</td>
<td>Grades on tests and papers usually provide most of the course grade.</td>
</tr>
<tr>
<td>You may graduate as long as you have passed all required courses with a grade of D or higher.</td>
<td>You may graduate college only if your average in classes meet the departmental standard - typically a 2.0 or C.</td>
</tr>
</tbody>
</table>

## Admissions

The School-Based Scholars Program allows eligible high school students to take NKU college classes before graduating from high school at a reduced rate.

The cost of each class is $58 per credit hour (i.e. $174 for most classes). The average cost of textbooks is $75-150 per class.

Note: Some high schools do not offer the option to take NKU classes at their respective high school. In this case, a student is still eligible to take class(es) at the Highland Heights campus, Grant County campus, or online.

Please visit the Frequently Asked Questions section of our website, [inside.nku.edu/schoolbasedscholars/faqs.html](http://inside.nku.edu/schoolbasedscholars/faqs.html) for more information about the program.

## Eligibility

High school students are eligible for the School-Based Scholars program if they meet the following requirements:

1. High school juniors and seniors:
   - Must have a high school unweighted GPA of 3.0 or higher.
   - Must have a composite ACT score of 20 or higher.
   - If a student does not have an ACT score, they may submit an SAT score.
   - If a student has no ACT or SAT scores, they may be admitted into the program with their GPA and a letter of recommendation from an educator certifying their belief in the applicant’s academic and emotional capability to participate in college courses; however, eligible courses will be limited based on prerequisites for individual courses.
   - Must meet any course prerequisites.

2. High school sophomores:
   - Must have a high school unweighted GPA of 3.0 or higher.
   - Must meet any course prerequisites.
   - Must only take courses offered at their high school unless granted an exception by the Vice Provost for Undergraduate Academic Affairs.

Students must complete a School-Based Scholars application packet (online application, disclosure, transcript and test scores). However, completed School-Based Scholars application packets do not guarantee admission into the program. All applications will be reviewed by the School-Based Scholars office.
Applicants must submit the following:
1. NKU School-Based Scholars Online Application
2. Disclosure form
3. Official high school transcript (mailed)
4. Official ACT, PLAN, SAT, or PSAT score report (mailed) (if applicable)

Please visit inside.nku.edu/schoolbasedscholars/admission.html for access to the online application and disclosure form.

Application materials can be faxed (859-572-1905), emailed (nkusbs@nku.edu) or mailed to:

NKU School-Based Scholars Program
MEP 401
Nunn Drive
Highland Heights, KY 41099

Please check with your guidance counselor regarding the deadline to submit application materials for each semester.

Continuing enrollment
Students who wish to take classes for more than one semester must submit an updated transcript with high school GPA and test scores before registering each subsequent semester.

After high school graduation
Students who wish to become degree-seeking students at NKU after high school graduation must apply to the Office of Admissions as an incoming freshman. Updated ACT or SAT score reports and official high school transcripts must be submitted. Beginning fall 2018, applicants will have to pay the $40 application fee. Please refer to page 19 for more information.

SBS Grade Policy
Please see page 22.

FERPA
FERPA is the federal law designed to protect the privacy of student education records.

The NKU policy regarding SBS students and FERPA:
If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, when a student is enrolled in BOTH a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.
The School-Based Scholars Program now offers students a new opportunity to get further immersed in the collegiate experience as a SBS Ambassador! As a SBS Ambassador, currently enrolled SBS students will be leading the charge in promoting the benefits of NKU dual-credit classes and share their own dual-credit experience with potential freshman, sophomores, and juniors at their respective high schools.

There are many benefits to those students who are selected to be an SBS Ambassador:
- Networking opportunities with NKU faculty and staff, admissions, and university programs.
- Opportunities to attend on-campus events and explore NKU’s campus offerings.
- Opportunity to build leadership and communication skills.
- Students will provide a service to other students, helping them to understand and get excited for dual-credit.
- Offers students a chance to build their resume to showcase public speaking and leadership skills outside of the classroom and increase their marketability with job, university and scholarship applications.

Any student interested in applying to be a SBS Ambassador can find an application* at inside.nku.edu/schoolbasedscholars/ambassadors.html

Applications will be accepted on a first come, first serve basis and you will be notified by email if you have been selected as an SBS Ambassador. Completed applications may be emailed to nkusbs@nku.edu or turned in to your high school counselor.

In order to qualify to be an SBS Ambassador, students:
- Must have completed at least one class in the SBS program.
- Must have a 3.0 GPA or higher.

As a SBS Ambassador, students will be expected to:
- Preference given to those students who plan to apply to NKU as freshmen.
- Work with your school’s counselor and the SBS program to serve as an advocate for Northern Kentucky University in each student’s respective high school.
- Speak about your SBS experience at a minimum of one major school event (i.e., a pep rally, an awards ceremony, 8th grader visits to the high school, dual-credit parent night), to be determined at a later date.
- Provide support to SBS students as needed.
- Attend at least one Ambassador meeting to be held on NKU’s campus each semester to discuss ways to recruit new students and/or connect with freshman, sophomores, or non-SBS juniors to promote dual credit.
REGISTRATION

Follow the steps below to add a class to your schedule:

- **IT IS RECOMMENDED THAT STUDENTS WHO ARE TAKING MULTIPLE CLASSES ON CAMPUS CONTACT A NORSE ADVISOR (859-572-6900) TO SET UP AN APPOINTMENT TO DETERMINE THE APPROPRIATE CLASSES TO TAKE.**

- Go to: https://one.nku.edu/launch-task/all/registerforclass and login with your NKU User ID and Password. A new tab will open when you click on the link; please refer back to this page to continue with your instructions.

- Use the drop-down menus to select your "Program" and "Term."

- At the bottom of the page, you’ll see a box that says "Course Code." Use this to enter the course prefix you’re looking for (e.g. SOC 101).

- Once you search for the course prefix, you’ll find each section offered and the times/dates they take place. Pay special attention to these when you’re signing up for a course to make sure it is appropriate for your high school schedule.

- When you’re ready to make your selection, click on the ">" button at the end of the row for the section you want. When a menu of options pops up, select "Register."

- If you’re unable to register for a section (due to not enough requirements met, special restrictions, etc.), a red "!" will appear next to the ">" button. If you click on this, it will tell you why you’re unable to register for a particular section.

- If registered, your class selection will move to the "Booked" section and you are now good to go.

- You’ve finished registering! If you’d like to print your schedule or access it in the future, you can go to back to http://mynku.nku.edu, click the "Academics" tab, then click "My Class Schedule."

- **If you have any questions/issues during registration, please notify us at nkusbs@nku.edu.**

If you forgot your USERNAME, please contact the SBS Program at nkusbs@nku.edu or (859) 572-5498. Remember your USERNAME was provided on your NKU SBS acceptance letter.

If you need to create or change your PASSWORD, please visit: password.nku.edu. Students who have not been issued an ALL CARD will click on “new user.” If you have an ALL CARD, please click “forgot password.”

For a listing of classes*, go to: classschedule.nku.edu.

*Please note this schedule does not reflect real-time availability. Please log into myNKU for real-time availability.

All students are bound by the NKU Student Honor Code: nku.edu/audience/current-students/honor.html, in addition to the policies and procedures of the School-Based Scholars Program.

DROPPING YOUR COURSE

In order to drop an SBS course, you must have your high school counselor email the request to nkusbs@nku.edu. Please refer to page 23 under policies for more information.

Please note the following deadlines:

<table>
<thead>
<tr>
<th>FALL 2019 SEMESTER</th>
<th>SPRING 2020 SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 26</td>
<td>Tuesday, January 21</td>
</tr>
<tr>
<td>Last day to drop with 100% tuition adjustment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, September 9</th>
<th>Monday, February 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop a course without a grade appearing on a student’s transcript.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, October 28</th>
<th>Monday, March 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop a course with a grade of “W.”</td>
<td></td>
</tr>
</tbody>
</table>
TUITION AND FEES

The cost of each class is $58/credit hour (i.e. $174 for most classes). The average cost of textbooks is $75-150 per class.

### Tuition Due Dates

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TUITION DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Semester</td>
<td>Monday, August 19</td>
</tr>
<tr>
<td>Spring 2020 Semester</td>
<td>Monday, January 13</td>
</tr>
</tbody>
</table>

*Tuition checks can be mailed to:
Northern Kentucky University
Student Account Services
School-Based Scholars Program
Lucas Administrative Center 235C
Nunn Drive
Highland Heights, KY 41099

Please be sure to include your date of birth on your check.

You may pay by check or in person. You can also pay online through myNKU (mynku.nku.edu) using an electronic check (no charge) or a credit card (for a small charge).

*Note, students taking a SBS class(es) on the Highland Heights campus may purchase a discounted parking pass. Students not taking a SBS class(es) on the Highland Heights campus are not eligible for this and must park in a visitor lot. For the 2019-20 year, SBS parking passes are $35 per semester. For information please contact the SBS Program at (859) 572-5498.

Please visit our website, nkusbs.nku.edu, for additional tuition information.

STUDENT ACCOUNT SERVICES

HOURS OF OPERATION

- **Fall and Spring**
  Monday through Friday
  8:15 a.m. - 4:30 p.m.

- **Summer**
  Monday through Friday
  8:15 a.m. - 4:30 p.m.

*Hours are subject to change.

Kentucky Dual Credit Scholarship
The Kentucky Dual Credit Scholarship is sponsored by the Kentucky Higher Education Assistance Authority (KHEAA) for eligible students. The scholarship may cover up to two approved dual-credit courses offered throughout the state of Kentucky while a student is in high school. Contact KHEAA for more information at 1-800-928-8926 or speak to your high school counselor.

Financial Obligation
Students are bound by the financial obligation to NKU as listed at the following website: studentaccountservices.nku.edu/agreement.html.
NKU BOOKSTORE/TEXTBOOKS

Please go to: shopnku.com to find the textbook(s) for your course. You can either purchase your textbook(s) online or visit the bookstore in-person. Please note, you are also responsible for any books/supplies needed for your course.

Store location
University Center
University Bookstore
Nunn Drive
Highland Heights, KY 41099

Phone
(859) 572-5142

NKU ALL CARD

Imprinted with your photograph, assigned student ID number, and your ISO number, the NKU ALL CARD is your official University identification. It also enables you to gain access to services and activities (some require that money be loaded on your card):

Copiers (discounted)
Bookstore
Health Center
Special Events
Game Room
Dining (discounted)
Vending (discounted drinks)

Computer Lab Printing
Library
Steely Library Services
Recreation Center Access
US Bank ATM/Debit Card
TANK and Southbank shuttle bus passes

ALL CARDS are automatically activated each semester. If you already have your card, you do not need to take any action; it will be valid for the duration of your attendance. If you have lost it, you can receive another one at the ALL CARD office for an additional fee.

If you are a new student, you are not required to get an ALL CARD; however, if you would like to utilize its access to campus services and activities, you are welcome to visit the ALL CARD office as early as two weeks before classes begin, and two working days after you register for classes, to get your ALL CARD made. Please bring a current driver’s license, state-issued photo ID, or passport.

Northern Kentucky University
ALL CARD Administration
Student Union 120
Highland Heights, KY 41099
(859) 572-6016
allcard@nku.edu

Visit allcard.nku.edu for more information.

<table>
<thead>
<tr>
<th>Standard Bookstore Hours (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>7:45 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>10:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td>CLOSED</td>
</tr>
</tbody>
</table>
What is Canvas and how do I use it?
Canvas is a web portal that offers you easy access to course materials, university resources, and personal tools like email. To get on Canvas, you must be a student registered at Northern Kentucky University, have a computer with internet access, and a web browser.

If you know your NKU user name (your email prefix before @nku.edu) and password:

Go to canvas.nku.edu and log in.

If you do not know your username:

Please email nkusbs@nku.edu.

If you don’t know your NKU password:

Go to password.nku.edu and follow the directions (students with NKU ALL CARDS should click on “Forgot Password”, students who have not had one made should click on “New User”).

Then, go to canvas.nku.edu and login to your Canvas course site.

For additional assistance:

Try using the tutorials at http://inside.nku.edu/cite/acadtech/canvousstudent.html or call the IT Help Desk at (859) 572-6911.

LEARNING PLUS
NKU offers academic assistance and support for all students.

Tutoring Information
plus.nku.edu
Northern Kentucky University
University Center 170
Highland Heights, KY 41099
(859) 572-5475
laplearn@nku.edu

NKU Tutortrac
Gives students 24/7 scheduling access to NKU tutoring services. Visit tutortrac.nku.edu for further information.

The Writing Center
Staffed by skilled and experienced student consultants who guide and advise student writers through the writing process. Online tutoring is also available.

PLUS Tutoring
Provides content assistance and support for students enrolled in many 100 level courses.

PLUS Online
Provides online assistance for some 100 level courses.

Hours
Hours vary by semester and type of tutoring. Visit plus.nku.edu for the most current operating hours.
ACCESSING YOUR GRADES & TRANSCRIPT

**Mid-term Grade(s)**
Mid-term grades are available for all SBS students. These grades are available online through myNKU around the middle of the term. Although not part of your permanent record, they serve as a guide to how well you are performing.

**Final Grades**
Your final grade is determined by your professor according to the syllabus that was provided to you at the beginning of the semester. Final grades are available online through myNKU.

**Transferring Credit**
NKU is a regionally accredited institution whose credits are accepted by most major colleges and universities. Students should consult with the college of their choice as to how their NKU credits will apply. **NKU does not make any guarantees for how courses transfer.**

For most colleges and universities you will need to send your official transcripts in order to transfer those credits.

You can send your NKU Official Transcript by logging into myNKU and viewing “My Records” under “Student Self-Service.” There is a $7 transcript charge using regular processing.

**You may access myNKU by visiting mynk.nku.edu**

**Course Evaluations**
Students are required to complete online course evaluations at the end of each semester for each enrolled SBS class. You may access the evaluation site at eval.nku.edu. Students who do not complete these evaluations (or select to “opt out”) should expect a hold on their grade and transcript access until the university’s standard date for grade availability (2-3 weeks after the end of the term.)

Students with tuition balances will not be able to access grades and transcripts until paid in full.

---

HOW TO APPLY AS AN INCOMING FRESHMAN

Apply online apply.nku.edu

Please check admissions.nku.edu/deadlines.html for the most current deadlines.

**Requirements & Deadlines for First-Time Freshmen**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline Information</th>
</tr>
</thead>
</table>
| Scholarship Deadline                     | February 14 prior to admission
For example, a student wishing to attend in Fall 2020 would need to complete the scholarship application by February 14, 2020. |
| Deadline for Admissions Fall Semester    | Early Action: January 14
Assured Consideration: February 14
Final Deadline: July 1 |
| Deadline for Admissions Spring Semester  | Priority: November 1
Final: December 1 |
| Application Fee                          | $40 |
| Official High School Transcript/GED Scores | Required |
| ACT or SAT                                | Required |
| Official College Transcript(s) from Institutions Attended | Required |
Help! I have to do research — where do I begin?  
Never fear. The reference librarians are here to help you with any library research projects. They can help you develop a strategy for searching electronic periodical indexes, reference books, NKUIRE, the Internet, other libraries’ catalogs, and any other source that will help with your particular research project. For one-on-one assistance, consider making an appointment with one of the reference librarians for a research consultation. Please do not hesitate to ask at the information desk for assistance, call (859) 572-5457, or visit: steelylibrary.nku.edu/ask.html.

Can I access the library’s databases from home?  
Yes. You will need your NKU username and password. From Steely’s home page, library.nku.edu, click on Find Books & More. Click on the search database you wish to access.

How do I find books in Steely Library?  
Search NKUIRE, the library’s online catalog. The Reference librarians are happy to help you use this system. NKUIRE is accessible on all floors of the library (see our maps) and from off-campus (see above). Steely uses Library of Congress (LC) call numbers to shelve books. If you are unfamiliar with this system, see our guide explaining how to find books on the shelves.

How do I check out books?  
NKU students may check out up to twenty books at one time. Take your books and your valid ALL CARD to the Circulation Desk. The lending period for undergraduates is three weeks. Books may be renewed one time unless someone has placed a hold on them. For more information, call the circulation desk at (859) 572-5457.

Where do I get reserve materials?  
Traditional reserves can be found at the circulation desk on the third floor of Steely Library. To obtain traditional reserve materials, present your ALL CARD at the circulation desk. For questions about traditional reserves call (859) 572-5457.

Campus Recreation Center
NKU’s Campus Recreation Center has been renovated and expanded to more than double the amount of recreational space available on campus.

Features in the new Recreation Center include:
• New natatorium with an 8-lane competition pool, dive well, and active shallow water area
• 6 basketball courts
• 17,000 square feet of weight/fitness space
• 3 multi-purpose rooms
• 2 racquetball courts
• Multi-activity court for indoor soccer and floor hockey
• Bouldering wall
• New locker rooms and sauna
• Lounge and study areas
• Outdoor courtyard

Students wishing to access the NKU Recreation Center can park in the garage located on Kenton Drive.

Please reference the Campus Recreation Center’s website for additional facility descriptions, policies, summer hours, and other relevant information.
**SBS GRADE POLICY**

**General Rule:** Once a student has been admitted into the SBS program, they must earn a final grade of C or higher in each NKU class in order to continue taking classes prior to high school graduation. For any student who receives a grade of C- or lower, they must sit out the following semester and then apply for reinstatement using the SBS Reinstatement Application. Students may receive the application by contacting the SBS office at nkusbs@nku.edu. This is designed to give students the opportunity to improve their skills in the high school toward their college readiness so they can be successful in future dual-credit classes. It is also aimed at preventing students from doing further harm to their college GPAs.

**If a student wishes to appeal the SBS program's decision,** they have the following options available:

1. **Grade Appeal** - Any student who believes his/her final course grade is inaccurate, or based on factors that were not included in the grading policy, may appeal the grade. To be considered, the grade appeal must meet one or more of the following conditions:
   - The method for determining the final course grade conflicts with the grading policy per the course syllabus or other announced grading policies.
   - There is an alleged mathematical error in calculating the final course grade.
   - There is evidence that the final course grade is based on something other than performance in the course.
   
   The student must initiate the appeal of the grade no later than fifteen (15) working days after the last date for faculty to submit grades. This appeal should be addressed to the faculty teaching the course in question.

   If a student wishes to appeal a course grade, the procedure is outlined at: [http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622&hl=%22grade+appeal+a+1%22&returnto=search](http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622&hl=%22grade+appeal+a+1%22&returnto=search).

2. **Repeating Courses** - If a student receives a "D+," "D," or "F" in any of their SBS courses, the SBS program will permit them to retake that specific course if it is offered. If a student chooses to retake the course in which they received the aforementioned grades, they will only be permitted to take that course the following semester. Students may refer to the policy on "Repeating a Course" in the NKU Course Catalog at: [http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622&hl=%22grade+appeal+a+1%22&returnto=search#repeating-a-course](http://nku.catalog.acalog.com/content.php?catoid=9&navoid=622&hl=%22grade+appeal+a+1%22&returnto=search#repeating-a-course).

3. **Repealing SBS decisions on program removal** - If a student wishes to contest their removal from the SBS program due to their grades not meeting SBS policy, they may do so by writing an email or letter to the SBS program. The letter should address why the student believes they had academic difficulties in that course as well as why they believe the decision to be removed from the program should be overturned. They may email letters to nkusbs@nku.edu. At that time, the SBS program will make a determination on their status and notify the student and guidance counselor contact at the high school prior to the start of the following semester.

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**SBS WITHDRAWAL POLICY**

Any School-Based Scholars student wishing to withdraw from an NKU course must submit the request through their high school counselor. This can also be a college and career coordinator or any other designated administrator from the high school.

The NKU Academic Calendar will be followed for any adding or withdrawing of courses.

**The process to withdraw should be as follows:**

1. Student contacts their high school counselor or college and career coordinator with request to withdraw from course(s).
2. School counselor or college and career coordinator will contact the SBS office with the student’s request.
3. SBS office will withdraw the student as long as the request was made within the possible window for a student to withdraw from a NKU course.
   - If a student moves during the school year or stopped attending class, the withdrawal will be processed for the last day of dual-credit coursework attended.
4. A confirmation email will be sent to the high school and student once the request is processed.

**IMPORTANT:** Students and parents are still responsible for any tuition/textbook/course costs that have been incurred up to the point of their request. The NKU Academic Calendar can be found on the NKU website.
NON-ATTENDANCE POLICY. NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course. For online classes, faculty are compelled to report students who do not log into Canvas during the first week of class as non-attending.

MID-TERM GRADES. Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (http://registrar.nku.edu/academiccalendar.html).

ACCOMODATIONS DUE TO DISABILITY. The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in your course, you must present a letter to your instructor from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at http://disability.nku.edu.

STUDENT EVALUATION OF INSTRUCTOR AND COURSE. Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university’s official date for grade availability. To complete online evaluations go to http://eval.nku.edu. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

IN ADDITION, YOU SHOULD BE AWARE OF:
- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor’s department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

CREDIT HOUR POLICY. In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

INCLEMENT WEATHER. On rare occasions, NKU campus and NKU Grant County classes are canceled due to snow/ice. School closures are announced on local television and radio stations as well as on the NKU Website and through Norse Alert.
The Code of Student Rights and Responsibilities was submitted to the NKU Board of Regents on Wednesday, November 21, 2012 and was approved by the NKU Board of Regents on Wednesday, November 21, 2012. All content for the approved Code of Student Rights and Responsibilities is updated below.

The University maintains the repository of current University Policies at: policy.nku.edu.

I. Preamble:

The Code of Student Rights and Responsibilities is designed to ensure that Northern Kentucky University students shall enjoy intellectual freedom, fair and legal treatment, the freedom of speech both on and off campus, freedom of press, the right to peaceable assembly, the right to petition for redress of grievances, the right to a fair hearing of charges made against one, and the right to responsible participation in the university community. Rights imply responsibilities; therefore members of the University community must show both initiative and restraint. The Code is designed neither to be exhaustive nor to encompass all possible relationships between students and the institution. This document is endorsed by the Student Government Association, Faculty Senate, Staff Congress and University Administration, and approved by the Northern Kentucky University Board of Regents. The Code is not rigid or unchangeable. As the relationship between students and the University continues to grow, it may be necessary to modify the Code.

It is incumbent upon students to be aware of University regulations. Ignorance of these regulations does not excuse students from adherence to them. Staff and University officials should endeavor to inform students of University rules, regulations, and policies, whenever the circumstance is applicable.

To read the rest of the Code of Student Rights and Responsibilities, visit: https://inside.nku.edu/scra/information/students/rights-responsibilities.html

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**TIPS FOR ACADEMIC SUCCESS**

**TIME MANAGEMENT & STUDY SKILLS**

**What does it mean to “study”?**

In college, studying encompasses a lot of different activities. Simply put, it means anything required for successful completion of a course. This can include writing assignments, worksheets/surveys, research, presentations, group projects, computer assignments, reviewing lecture notes and reading assignments, and preparing for tests and quizzes. When professors and advisors talk about how much “study time” you are setting aside, they are talking about all of these things.

**Formula for Academic Success**

Most university professors make an assumption about how much time you should spend studying outside of class. This assumption is used to determine how much work they assign to students. We call this assumption the Formula for Academic Success. **Here it is:** For every hour in class, plan on studying 2 to 3 hours outside of class. So, if you are enrolled in 12 credit hours, you should plan on spending at least 24 hours per week studying.

**The Reality of College Life – Balancing Act 101**

College is hard. It is supposed to be. You have busy, complicated lives. Most of you are working and have family and friends you are involved with on a daily basis. Work, family, commuting, school … they all take time. Your challenge is to manage your time. It will take practice to balance all of your commitments. Ask for help and be willing to try new ideas. Be as flexible as possible. Try taking classes at different times of day than you might have considered and try to find an employer that values your education and is willing to work with your class schedule.
IMPORTANT NKU CONTACT INFORMATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Based Scholars Program</td>
<td>(859) 572-5498 or (859) 572-6022 nkusbs.nku.edu</td>
</tr>
<tr>
<td>NKU Grant County Campus</td>
<td>(859) 824-3600 grantcounty.nku.edu</td>
</tr>
<tr>
<td>Norse Advising</td>
<td>(859) 572-6900 Advising.nku.edu</td>
</tr>
<tr>
<td>ALL-CARD (your NKU ID)</td>
<td>(859) 572-6016 allcard.nku.edu</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(859) 572-5142 bookstore.nku.edu</td>
</tr>
<tr>
<td>Health and Counseling</td>
<td>(859) 572-5650 hcp.nku.edu</td>
</tr>
<tr>
<td>Honors Program</td>
<td>(859) 572-5400 honors.nku.edu</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>(859) 572-6911 it.nku.edu</td>
</tr>
<tr>
<td>Learning PLUS</td>
<td>(859) 572-5475 plus.nku.edu</td>
</tr>
<tr>
<td>NKU Operator</td>
<td>(859) 572-5100</td>
</tr>
<tr>
<td>Steely Library</td>
<td>(859) 572-5457 library.nku.edu</td>
</tr>
<tr>
<td>Testing Services</td>
<td>(859) 572-6373 testing.nku.edu</td>
</tr>
<tr>
<td>Disability Programs and Services</td>
<td>(859) 572-5401 disability.nku.edu</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>(859) 572-5806 myengagement.nku.edu</td>
</tr>
</tbody>
</table>

NKU ACADEMIC CALENDAR**
FALL SEMESTER 2019
AUGUST 19 - DECEMBER 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19 (Mon.)</td>
<td>Tuition and fees due Classes begin</td>
</tr>
<tr>
<td>August 26 (Mon.)</td>
<td>Last day to drop with a 100% tuition adjustment</td>
</tr>
<tr>
<td>August 26 (Mon.)</td>
<td>Last day to register or enter a course</td>
</tr>
<tr>
<td>September 2 (Mon.)</td>
<td>Labor Day – University Closed/No Classes</td>
</tr>
<tr>
<td>September 9 (Mon.)</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript</td>
</tr>
<tr>
<td>September 9 (Mon.)</td>
<td>Last day to drop a course with a 50% tuition</td>
</tr>
<tr>
<td>October 14 – 15 (Mon. – Tues.)</td>
<td>Fall Break – University Open/No Classes</td>
</tr>
<tr>
<td>October 28 (Mon.)</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>November 26 (Wed.)</td>
<td>University Open/No Classes</td>
</tr>
<tr>
<td>November 28 – 29 (Thurs. – Fri.)</td>
<td>Thanksgiving Holiday – University Closed/No Classes</td>
</tr>
<tr>
<td>December 6 (Fri.)</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 7 – 13 (Sat. – Fri.)</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December – January (Dates TBD)</td>
<td>Winter Break (Select offices open on specific dates with limited services available. Please call in advance for availability.)</td>
</tr>
</tbody>
</table>

**This is the NKU Fall Academic Calendar. Always consult your NKU syllabus or instructor for the calendar for your NKU class. For a full calendar, please visit inside.nku.edu/registrar/calendars/fall-2019.html**
**NKU ACADEMIC CALENDAR**

**SPRING SEMESTER 2020**

**JANUARY 13 - MAY 1**

<table>
<thead>
<tr>
<th>Date (Day, Mon.)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13 (Mon.)</td>
<td>Tuition and fees due. Classes begin.</td>
</tr>
<tr>
<td>January 20 (Mon.)</td>
<td>Martin Luther King Day – University Closed/No Classes.</td>
</tr>
<tr>
<td>January 21 (Tues.)</td>
<td>Last day to drop with a 100% tuition adjustment.</td>
</tr>
<tr>
<td>January 21 (Tues.)</td>
<td>Last day to register or enter a course.</td>
</tr>
<tr>
<td>February 3 (Mon.)</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript.</td>
</tr>
<tr>
<td>February 3 (Mon.)</td>
<td>Last day to drop a course with a 50% tuition.</td>
</tr>
<tr>
<td>February 17 (Mon.)</td>
<td>President’s Day – University Open/Classes Held.</td>
</tr>
<tr>
<td>March 9 – 14 (Mon. – Sat.)</td>
<td>Spring Break – University Open/No Classes.</td>
</tr>
<tr>
<td>March 23 (Mon.)</td>
<td>Last day to drop a course with a grade of W.</td>
</tr>
<tr>
<td>May 1 (Fri.)</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>May 2 – May 8 (Sat. – Fri.)</td>
<td>Final examinations.</td>
</tr>
</tbody>
</table>

**GLOSSARY OF USEFUL TERMS**

These are some important terms that you will need to become familiar with during your academic tenure at Northern Kentucky University.

**Academic Advisor** – either a professional advisor or a faculty advisor that helps students define and develop educational and career goals that are consistent with their personal values, interests, and talents.

**Academic Bankruptcy** – a procedure whereby grades that a student received are removed from the cumulative GPA. This procedure may be applied only once and is not available until a student has been absent from the university for at least two academic years. See NKU’s undergraduate catalog for more details.

**Academic Standing** – a student’s academic standing is determined jointly by the number of credit hours attempted and the number of quality points earned. There are four categories of academic standing: good, academic warning, probation, and suspension:

- **Good Standing** – a student is making satisfactory academic progress.
- **Academic Warning** – a student with fewer than 16 semester hours who receives a GPA of 1.66 or lower; or a student with more than 16 semester hours who receives a GPA of 2.00 or lower.
- **Probation** – a student is experiencing academic difficulty. Students whose performance does not improve may be subsequently suspended from the university.
- **Suspension** – a student who has made unsatisfactory academic progress and has been asked to leave the university for at least two semesters.

**Associate Degree** – a degree awarded upon completion of one of the various programs designed for preparation in technical or semi-professional careers. Most degree programs at NKU require completion of a minimum of 60 credit hours. See NKU’s undergraduate catalog for more details.

**Bachelor Degree** – a degree in an academic discipline that requires the completion of 120 credit hours comprising general studies requirements, major requirements, and minor or area of concentration requirements; a GPA of 2.0 is required for graduation. See NKU’s undergraduate catalog for more details.
College – an academic division within a university comprising academic departments and directed by a Dean.

Co-requisites – two or more courses that must be taken simultaneously within one semester. For example: the co-requisite for BIO 120 is BIO 120 L – General Biology Laboratory.

Course Load – the number of credit hours carried by a student in a given semester. The average course load is 15 credit hours. A full time course load is 12 – 18 hours. Students should consult with their advisor about appropriate course loads.

Credit Hour – equivalent to the numbers of hours of instruction received per week in a given course. For example: most courses at NKU are 3 credit hours and therefore students can expect to spend 3 hours per week in a given class.

Dean’s List – all full time undergraduates attempting at least 8 semester hours earning quality points (excluding developmental courses) achieving a GPA of 3.60 or greater at completion of a semester’s work will be appointed to the Dean’s List.

Department Chair – a faculty member who is in charge of an academic department. This individual has administrative responsibilities, handles curriculum issues, and oversees department faculty.

Drop/Add – the process used if students wish to alter their schedule after they have registered for courses. This is accomplished through myNKU for all students in good standing. See page 24-25 for specific drop/add deadlines each semester.

Earned Hours – credit hours earned for college-level courses (numbered 100 and above) with a passing grade.

Elective – a course in a student’s curriculum that counts toward graduation, but is not required for a major, minor, area of concentration, or Foundation of Knowledge (general studies) requirement.

Full-time Student – a student who is registered for 12 or more credit hours in the fall or spring semesters.

Minor – a secondary or supplementary field of study usually requiring 21-27 credit hours. For example: an Archaeology minor.

Foundation of Knowledge (General Studies) – courses common to all undergraduate programs at NKU; focusing on a broad range of topics including English literature and composition, history, mathematics, natural sciences, humanities and fine arts, foreign language, behavioral sciences, and social sciences. See the catalog for more information.

Grade Point Average (GPA) – the ratio of the number of quality points earned to the number of quality hours. Each grade earns quality points for each credit hour attempted. To compute the GPA, add all of the quality points and divide this sum by the number of quality hours.

Hold – an official action taken by the university to halt student registration and receipt of grades or transcript. Often imposed as a result of unpaid bills, probation, and/or advising requirements.

Honor’s List – all full time undergraduates attempting at least 8 semester hours earning quality points who achieve a GPA of 4.00 after the completion of a semester’s work will be appointed to the Honor’s List.

Incomplete – grade assigned when part of the work in a course remains incomplete. It is only given at the student’s request and where there is reasonable possibility that a passing grade will result from completion of work. It must be completed by mid-term of the next full semester; otherwise a grade of “F” is assigned by the instructor. See catalog for more details.

Late Withdrawal – a process where a student may petition to withdraw from a class or all classes after the regular drop date. The associate or assistant dean of the college of your major must approve withdrawals.

Major – a concentrated study in an academic discipline usually totaling 30-75 credit hours.

Office Hours – those hours designated by faculty members as times for students to visit or call for assistance.
Part-time Student – a student who is registered for fewer than 12 credit hours in the fall or spring semesters or fewer than 9 hours in the summer.

Placement Test – a test given to determine the appropriate level at which to "place" a student in certain courses. The Testing Office at NKU offers placement tests in English, mathematics, and reading.

Prerequisite – a course that a student must take prior to taking a more advanced course. For example: PSY 100 is a prerequisite for PSY 200.

Quality Hours – credit hours attempted for NKU college-level courses receiving passing or failing grades. (Withdrawals, transfer courses, and developmental courses do not count toward quality hours.)

Quality Points – the value assigned to each grade. For example: an “A” earns four quality points for each credit hour attempted. For a three-credit hour course in which an “A” was earned, a student would receive 12 quality points.

Registration – the process of signing up for courses for the following semester.

Repeat Option – an option whereby a student may retake a course in which he/she earned a D or F and have that grade replaced by the new grade. Only four courses may be repeated with this option. See the catalog for further details.

Semester – an academic term consisting of 15 weeks of in-class time followed by one week of final exams. There are two 15-week semesters (Fall and Spring) and shorter Summer sessions in an academic year.

Schedule of Classes – an online listing of courses to be offered the following semester; also contains final exam schedule and academic calendar.

Scholar’s List – recognition of scholarly achievement for part time students earning a GPA of 3.60 to 4.00. Similar to Honor’s and Dean’s Lists.

Student Classification –
• Freshman: 0 – 29 hours
• Sophomore: 30 – 59 hours
• Junior: 60 – 89 hours
• Senior: 90 + hours

Syllabus – a document provided by a course instructor which outlines the course objectives, requirements, and attendance and grading policies.

Transcript – an official record of a student’s academic work at the university listing courses, grades, academic standing, and degrees completed.

Transfer Credit – courses completed at another institution and accepted by NKU as part of a student’s academic record. The Admissions Office and/or the appropriate academic department must evaluate all transfer work.

Undergraduate Catalog – the official university document that contains information pertaining to academic requirements and policies, as well as course descriptions and campus resources. The catalog functions as the student’s contract with the university throughout his/her academic tenure. The catalog is valid for eight years.
According to a 2010 report shared by the US Department of Education*, high school students who participate in dual enrollment had:

- Higher grade point averages (GPAs) in College
- Earn 15.1 more college credits than students who did not take dual-enrollment classes
- Decreased time to completion of a college degree
- Significant college cost savings of $5,000 to $24,000 for each full year of dual-enrollment participation