Northern Kentucky University
MEP 401
Highland Heights, KY 41099
nku.edu/schoolbasedscholars

Note: This handbook is printed once per year. The content is subject to change without notice. Please consult the School-Based Scholars website at nku.edu/schoolbasedscholars for the most current information.
Welcome

Thank you for choosing Northern Kentucky University (NKU) as your college of choice. We are happy to have you as part of our 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 do 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</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>are and corrected if your behavior is out of line.</td>
<td></td>
</tr>
<tr>
<td>Each day you proceed directly from one class to</td>
<td>You often have hours between classes; class times vary throughout the day and evening.</td>
</tr>
<tr>
<td>another.</td>
<td></td>
</tr>
<tr>
<td>You spend six hours each day - (30 hours a week) in</td>
<td>You spend 12-18 hours each week in class.</td>
</tr>
<tr>
<td>class.</td>
<td></td>
</tr>
<tr>
<td>You are not responsible for knowing what it takes to</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>graduate.</td>
<td></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</td>
<td>Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.</td>
</tr>
<tr>
<td>assistance.</td>
<td></td>
</tr>
<tr>
<td>Teachers have been trained in teaching methods to</td>
<td>Professors have been trained as experts in their particular areas of research.</td>
</tr>
<tr>
<td>assist in imparting knowledge to students.</td>
<td></td>
</tr>
<tr>
<td>Teachers often take time to remind you of assignments</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>and due dates.</td>
<td></td>
</tr>
<tr>
<td>Good homework grades may help raise your overall</td>
<td>Grades on tests and papers usually provide most of the course grade.</td>
</tr>
<tr>
<td>grade when test grades are low.</td>
<td></td>
</tr>
<tr>
<td>You may graduate as long as you have passed all</td>
<td>You may graduate college only if your average in classes meet the departmental standard—typically a 2.0 or C.</td>
</tr>
<tr>
<td>required courses with a grade of D or higher.</td>
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</tr>
</tbody>
</table>

ADMISSIONS

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

For the most current dual-credit tuition rate, please refer to: https://inside.nku.edu/schoolbasedscholars/about/tuition.html. Additionally, students are responsible for purchasing textbooks (see page 14).

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, https://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 score 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
4. Official ACT, SAT, score report (if applicable)

Please visit [https://inside.nku.edu/schoolbasedscholars/admissions.html](https://inside.nku.edu/schoolbasedscholars/admissions.html) for access to the online application and disclosure form.

Application materials can be faxed to (859) 572-1905, emailed to nkusbs@nku.edu or submitted to your school counselor.

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

**Continuing enrollment**

If a student has updated AP or ACT/SAT scores, they need to submit them to nkusbs@nku.edu. Otherwise, students must meet our SBS Grade Policy requirements. (See page 22).

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**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. 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 offers students the opportunity to get further immersed in the collegiate experience as an SBS Ambassador! As an SBS Ambassador, currently enrolled SBS students will be leading the charge in promoting the benefits of NKU dual-credit classes and sharing their own dual-credit experience with potential freshmen, 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 an SBS Ambassador can find an application at https://inside.nku.edu/schoolbasedscholars/about/ambassadors.html

Applications will be accepted each fall, 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.
• Preference given to those students who plan to apply to NKU as freshmen.
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 BY CALLING (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.

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

*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: inside.nku.edu/scra/information/students/rights-responsibilities.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 2020 SEMESTER</th>
<th>SPRING 2021 SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>Monday, Aug. 24</td>
<td>Tuesday, Jan. 19</td>
</tr>
<tr>
<td>Monday, Sept. 8</td>
<td>Monday, Feb. 1</td>
</tr>
<tr>
<td>Monday, Oct. 26</td>
<td>Monday, March 22</td>
</tr>
</tbody>
</table>

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: nku.edu/password. Students who have not been issued an All Card will click on "new user." If you have an All Card, please click "forgot password."
**TUITION AND FEES**

For the most current dual-credit tuition rate, please refer to: [https://inside.nku.edu/schoolbasedscholars/about/tuition.html](https://inside.nku.edu/schoolbasedscholars/about/tuition.html).

Additionally, students are responsible for purchasing textbooks (see page 14).

### Tuition Due Dates

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TUITION DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020 Semester</td>
<td>Monday, Aug. 17</td>
</tr>
<tr>
<td>Spring 2021 Semester</td>
<td>Monday, Jan. 11</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 ([nku.edu/mynku](http://nku.edu/mynku)) using an electronic check (no charge) or a credit card (for a small charge).

*Note, students taking an SBS class on the Highland Heights campus may purchase a discounted parking pass. Students not taking an SBS class(es) on the Highland Heights campus are not eligible for this and must park in a visitor lot. For the 2020-21 year, SBS parking passes are $37 per semester or $74 per year. For information, please contact the SBS program at nkusbs@nku.edu.*

Please visit our website, [nku.edu/schoolbasedscholars](http://nku.edu/schoolbasedscholars), for additional tuition information.

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**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 (800) 928-8926 or speak to your high school counselor.

**Financial Obligation**

Students are bound by the financial obligation to NKU as listed at: [https://inside.nku.edu/studentaccountservices/tuition/RegistrationAgreement.html](https://inside.nku.edu/studentaccountservices/tuition/RegistrationAgreement.html)
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

<table>
<thead>
<tr>
<th>Standard Bookstore Hours (subject to change)</th>
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<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>7:45 a.m. – 6 p.m.</td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>7:45 a.m. – 6 p.m.</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>7:45 a.m. – 6 p.m.</td>
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<td>Thursday</td>
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<tr>
<td>7:45 a.m. – 6 p.m.</td>
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<tr>
<td>Friday</td>
</tr>
<tr>
<td>7:45 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>10 a.m. – 3 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td>CLOSED</td>
</tr>
</tbody>
</table>

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
- Special Events
- Game Room
- Dining *(discounted)*
- Vending *(discounted drinks)*
- Computer Lab Printing
- Library
- Steely Library Services
- Recreation Center
- 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 nku.edu/allcard for more information.
CANVAS

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 access 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 username (your email prefix before @nku.edu) and password:

Go to [nkue.canvas](http://nkue.canvas) 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 [nkue.password](http://nkue.password) 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 [nkue.canvas](http://nkue.canvas) and login to your Canvas course site.

For additional assistance:

Try using the tutorials at [https://inside.nku.edu/cite/technologyresources/Canvas_student.html](https://inside.nku.edu/cite/technologyresources/Canvas_student.html), or call the IT Help Desk at (859) 572-6911.

LEARNING PLUS

NKU offers academic assistance and support for all students.

**Tutoring Information**

[nku.edu/plus](http://nku.edu/plus)

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](http://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 [nku.edu/plus](http://nku.edu/plus) 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 may send your NKU official transcript by logging into myNKU and viewing “My Records” under “Student Self-Service.” There is a $10.25 transcript charge using regular processing.

You may access myNKU by visiting **nku.edu/mynku.**

**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 **nku.edu/eval.** 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 or transcripts until paid in full.

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**HOW TO APPLY AS AN INCOMING FRESHMAN**

Apply online **nku.edu/apply**

Please check [https://www.nku.edu/admissions/undergrad/admission-process/freshman-deadlines.html](https://www.nku.edu/admissions/undergrad/admission-process/freshman-deadlines.html) for the most current deadlines.

<table>
<thead>
<tr>
<th>REQUIREMENTS &amp; DEADLINES FOR FIRST-TIME FRESHMEN</th>
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</thead>
<tbody>
<tr>
<td>Scholarship Deadline</td>
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<tr>
<td>Deadline for Admissions Fall Semester</td>
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<tr>
<td>Deadline for Admissions Spring Semester</td>
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<tr>
<td>Application Fee</td>
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<tr>
<td>Official High School Transcript/ GED Scores</td>
</tr>
<tr>
<td>ACT or SAT</td>
</tr>
<tr>
<td>Official College Transcript(s) from Institutions Attended</td>
</tr>
</tbody>
</table>
Help! I have to do research—where do I begin?
Librarians are available to help you with your research assignments and questions. You can stop by the library for in-person assistance at the 3rd floor service desk, or call us at (859) 572-5457 from 9 a.m. to 4 p.m.; we also have librarians at the ready on chat 24/7. You can also schedule one-on-one assistance with a librarian for a research consultation, online or in person. [https://inside.nku.edu/library-new/library-services/a-z/ask-us.html](https://inside.nku.edu/library-new/library-services/a-z/ask-us.html).

Can I access the library’s databases from home?
Yes, 24/7, on campus, at home, or anywhere. You will need your NKU username and password, which is the same username for Canvas and your NKU email. You can run a search across the majority of our physical, and digital collections on our homepage at [https://inside.nku.edu/library.html](https://inside.nku.edu/library.html), using the All Resources search.

How do I find books in Steely Library?
On the library’s homepage at [https://inside.nku.edu/library.html](https://inside.nku.edu/library.html).

How do I check out books?
All materials can be checked out at the 1st or 3rd floor service desks with your All Card, or a valid ID, and your current class schedule. The self-checkout machine on the 3rd floor requires an All Card. The lending period for undergraduates is three weeks with two automatic renewals, provided no one else has requested the item.

Where do I get reserve materials?
Sometimes, a professor will place readings, or other course materials on reserve for the class to review. Physical reserves, which are often print books, or DVD’s can be found at the 3rd floor service desk for checkout; most have short loans, and can only be used in the library to give everyone in your class the chance to review. A list of all physical reserve items, organized by course, can be found at [https://northernkentuckyuniversity.on.worldcat.org/courseReserves/landing](https://northernkentuckyuniversity.on.worldcat.org/courseReserves/landing). Any electronic reserve items will be posted within your Canvas course.

### CAMPUS RECREATION CENTER

[https://northernkentuckyuniversity.on.worldcat.org/courseReserves/landing](https://northernkentuckyuniversity.on.worldcat.org/courseReserves/landing)

**FALL/SPRING SEMESTER SCHEDULE/HOURS**

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Hours*</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>Noon – 9 p.m.</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>6:30 a.m. – 11 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6:30 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
</tbody>
</table>

*Hours are subject to change.

Features in the Recreation Center include:
- 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
- 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 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 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://onlinecatalog.nku.edu/content.php?catoid=20&navoid=2177#academic-appeals-course-related

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?ca toid=20&navoid=2177#repeating-a-course

3. Appealing 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.

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 an NKU course.
   a. 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 [https://one.nku.edu/task/all/viewgrades](https://one.nku.edu/task/all/viewgrades).

ACCOMMODATIONS 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 Office for Student Accessibility (Student Union 303), indicating the existence of a disability and the suggested accommodations. More information can be found at [nku.edu/osa](http://nku.edu/osa).

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, 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 opts 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 [nku.edu/eval](http://nku.edu/eval). 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, Nov. 21, 2012, and was approved by the NKU Board of Regents on Wednesday, Nov. 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: nku.edu/policy.

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 of 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: inside.nku.edu/scra/information/students/rights-responsibilities.html.

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 two to three 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 nkue/schoolbasedscholars</td>
</tr>
<tr>
<td>NKU Grant County Campus</td>
<td>(859) 824-3600 nkue/grantcounty</td>
</tr>
<tr>
<td>Norse Advising</td>
<td>(859) 572-6900 nkue/advising</td>
</tr>
<tr>
<td>ALL-CARD (your NKU ID)</td>
<td>(859) 572-6016 nkue/allcard</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(859) 572-5142 nkue/bookstore</td>
</tr>
<tr>
<td>Health, Counseling and Student Wellness</td>
<td>(859) 572-5650 nkue/hcsw</td>
</tr>
<tr>
<td>Honors College</td>
<td>(859) 572-5400 nkue/honors</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>(859) 572-6911 nkue/it</td>
</tr>
<tr>
<td>Learning PLUS</td>
<td>(859) 572-5475 nkue/plus</td>
</tr>
<tr>
<td>NKU Operator</td>
<td>(859) 572-5100 nkue</td>
</tr>
<tr>
<td>Steely Library</td>
<td>(859) 572-5457 nkue/library</td>
</tr>
<tr>
<td>Testing Services</td>
<td>(859) 572-6373 nkue/testing</td>
</tr>
<tr>
<td>Office for Student Accessibility</td>
<td>(859) 572-5401 nkue/osa</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>(859) 572-5806 nkue/myengagement</td>
</tr>
</tbody>
</table>

NKU ACADEMIC CALENDAR**
FALL SEMESTER 2020
AUGUST 17 - DECEMBER 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Aug. 17</td>
<td>Tuition and fees due Classes begin</td>
</tr>
<tr>
<td>Monday, Aug. 24</td>
<td>Last day to drop with a 100% tuition adjustment</td>
</tr>
<tr>
<td>Monday, Aug. 24</td>
<td>Last day to register or enter a course</td>
</tr>
<tr>
<td>Monday, Sept. 7</td>
<td>Labor Day – University Closed/No Classes</td>
</tr>
<tr>
<td>Monday, Sept. 7</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript</td>
</tr>
<tr>
<td>Monday, Sept. 7</td>
<td>Last day to drop a course with a 50% tuition</td>
</tr>
<tr>
<td>Monday, Oct. 12-Tuesday</td>
<td>Fall Break – University Open/No Classes</td>
</tr>
<tr>
<td>Monday, Oct. 26</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>Wednesday, Nov. 25</td>
<td>University Open/No Classes</td>
</tr>
<tr>
<td>Thursday, Nov. 26-Friday, Nov.27</td>
<td>Thanksgiving Holiday – University Closed/No Classes</td>
</tr>
<tr>
<td>Friday, Dec. 4</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Saturday, Dec. 5-Friday, Dec. 11</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 class. For a full calendar, please visit inside.nku.edu/registrar/calendars/Fall-2020.html
**NKU ACADEMIC CALENDAR**

**SPRING SEMESTER 2021**

**JANUARY 11 - APRIL 30**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Jan. 11</td>
<td>Tuition and fees due&lt;br&gt;Classes begin</td>
</tr>
<tr>
<td>Monday, Jan. 18</td>
<td>Martin Luther King Day – University Closed/No Classes</td>
</tr>
<tr>
<td>Tuesday, Jan. 19</td>
<td>Last day to drop with a 100% tuition adjustment</td>
</tr>
<tr>
<td>Tuesday, Jan. 19</td>
<td>Last day to register or enter a course</td>
</tr>
<tr>
<td>Monday, Feb. 1</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript</td>
</tr>
<tr>
<td>Monday, Feb. 1</td>
<td>Last day to drop a course with a 50% tuition</td>
</tr>
<tr>
<td>Monday, Feb. 15</td>
<td>President’s Day – University Open/Classes Held</td>
</tr>
<tr>
<td>Monday, March 8</td>
<td>Spring Break – University Open/No Classes</td>
</tr>
<tr>
<td>Saturday, March 13</td>
<td></td>
</tr>
<tr>
<td>Monday, March 22</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>Friday, April 30</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Saturday, May 1</td>
<td>Final examinations</td>
</tr>
<tr>
<td>Friday, May 7</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 midterm 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. NKU’s Office of Testing Services 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 Office of Admissions 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 U.S. 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
- Had significant college cost savings of $5,000 to $24,000 for each full year of dual-enrollment participation


**Why Dual Enrollment at NKU?**

**CONTACT US:**
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Kristin Hornsby
School-Based Scholars Coordinator

Northern Kentucky University
MEP 401
Nunn Drive
Highland Heights, KY 41099

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