



# 2021-22 **STUDENT HANDBOOK**

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SCHOOL-BASED SCHOLARS PROGRAM

Northern Kentucky University

MEP 401

Highland Heights, KY 41099

**[nku.edu/schoolbasedscholars](http://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](http://nku.edu/schoolbasedscholars) for the most current information.*

## TABLE OF CONTENTS

Welcome.....	3
Difference Between High School and College .....	4
Admission.....	5
Eligibility.....	6
Requirements.....	7-8
NKU Account/NKU Webmail.....	9
Orientation/Advising.....	10
Registration.....	11
Dropping Your Course.....	12
Tuition and Fees .....	13-14
Student Account Services .....	15-16
Bookstore/Textbooks .....	17
Canvas .....	18
Accessing Your Grades and Transcript.....	19
How to Apply as an Incoming Freshman.....	20
Learning PLUS.....	21
Steely Library.....	22
Health, Counseling and Student Wellness .....	23-24
Nurse Alert.....	25
NKU ALL CARD .....	26
Campus Recreation Center.....	27
SBS Grade Policy.....	28-29
SBS Withdrawal Policy.....	30
Syllabus Policies.....	31-32
Code of Student Rights .....	33
Academic Dishonesty.....	34
Tips for Academic Success .....	35
Contact Information.....	36
NKU Academic Calendars 2021-2022.....	37-38
Glossary of Useful Terms.....	39-43

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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 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 26.
- 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](https://www.facebook.com/SchoolBasedScholars)

Twitter: [@NKUusbs](https://twitter.com/NKUusbs)

Instagram: [@nkusbs](https://www.instagram.com/nkusbs)

## DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

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

## ADMISSION

**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: [inside.nku.edu/schoolbasedscholars/about/tuition.html](https://inside.nku.edu/schoolbasedscholars/about/tuition.html). Additionally, students are responsible for purchasing course materials (see page 17).

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](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.

## REQUIREMENTS

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 [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](mailto: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](mailto:nkusbs@nku.edu). Otherwise, students must meet our SBS Grade Policy requirements. (See pages 28-29).

### Next steps for seniors

While students are in the SBS program earning dual credit, they are enrolled as "non-degree seeking" students. As high school seniors, students will need to apply as freshmen to NKU or whatever college they choose. Once the students graduate high school, they will enter college as "first-time, full-time freshmen" and will be considered for freshman scholarships, freshman financial aid opportunities and attend freshman orientation.

If a student plans to apply to NKU, updated score reports and official high school transcripts must be submitted. Applicants will have to pay the \$40 application fee and students will need to attend freshmen orientation to register. Visit [inside.nku.edu/schoolbasedscholars/nextsteps.html](https://inside.nku.edu/schoolbasedscholars/nextsteps.html) for more information.

If you plan to apply elsewhere, you will be required to send your NKU

transcript to your chosen schools. For information on requesting transcripts, visit [inside.nku.edu/schoolbasedscholars/nextsteps.html](https://inside.nku.edu/schoolbasedscholars/nextsteps.html).

### **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.

## **NKU ACCOUNT ACCESS**

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Your NKU user ID and password will be used for all NKU applications (Canvas, webmail, myNKU, etc.) Your NKU user ID (ex: smithj1) is located on your letter of acceptance. Your password is created by you. Visit [password.nku.edu](https://password.nku.edu) to set your password.

*Please note: passwords reset every 90 days. A notice to change your password will be automatically emailed to your NKU email two weeks prior to password's expiration.*

## **NKU WEBMAIL**

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To set up or access your NKU email, log in to [webmail.nku.edu](https://webmail.nku.edu) using your NKU username and NKU password.

Your email address is: (Your NKU ID)[@nku.edu](mailto:)

Once set up, please begin checking your NKU email on a daily basis. **Any communication from NKU and the School-Based Scholars program, including tuition statements, will be sent to your NKU email accounts.**

## ORIENTATION

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No matter where you are taking a class--at your high school, online, Highland Heights, Grant County--we will be hosting a special orientation for School-Based Scholars via Canvas just for you! Completion of the orientation is required for new students. Returning students will be guided to new content to review. Instructions for how to access this orientation will be sent to students via email prior to the start of the semester.

## ADVISING

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The School-Based Scholars program is committed to making sure that high school students who are enrolled or thinking about enrolling in our program are taking courses that are best suited to the needs of the student.

Students taking courses at the Highland Heights campus or online should meet with a Norse advisor prior to registering. Information on advising appointments and advising tools for all school-based scholars can be found at [inside.nku.edu/schoolbasedscholars/about/advising.html](https://inside.nku.edu/schoolbasedscholars/about/advising.html).

## REGISTRATION

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For a listing of classes, go to [nku.edu/classschedule](https://nku.edu/classschedule). Please note, this schedule does not reflect real-time availability. Please log into myNKU for real-time availability.

**If you are taking classes at your high school or the Boone County Early College**, the SBS program will take care of your registration for any course held at your high school and/or your NKU-sponsored Boone County Early College Course.

**If you are taking classes at the Highland Heights, Online or Grant County campuses**, follow these instructions:

- **IT IS RECOMMENDED THAT STUDENTS WHO ARE TAKING MULTIPLE CLASSES ON CAMPUS OR ONLINE CONTACT A NORSE ADVISOR BY CALLING (859) 572-6900 TO SET UP AN APPOINTMENT TO DETERMINE THE APPROPRIATE CLASSES TO TAKE.**
- Go to [inside.nku.edu/schoolbasedscholars/currentstudents/registrationinfo.html](https://inside.nku.edu/schoolbasedscholars/currentstudents/registrationinfo.html) and follow the instructions for registration.
- If you have any questions/issues during registration, please notify us at [nkusbs@nku.edu](mailto:nkusbs@nku.edu).
- If you'd like to print your schedule or access it in the future, you can go to [one.nku.edu](https://one.nku.edu) and click "View Your Schedule."

## DROPPING YOUR COURSE

In order to drop an SBS course, you must have your high school counselor email the request to [nkusbs@nku.edu](mailto:nkusbs@nku.edu). Please refer to page 30 under policies for more information.

Please note the following deadlines for full semester courses:

FALL 2021 SEMESTER	SPRING 2022 SEMESTER	
Monday, Aug. 30	Tuesday, Jan. 18	Last day to drop with 100% tuition adjustment.
Tuesday, Sept. 14	Monday, Jan. 31	Last day to drop a course without a grade appearing on a student's transcript. Last day to drop a course with a 50% tuition adjustment.
Monday, Nov. 1	Monday, March 21	Last day to drop a course with a grade of W.

## TUITION AND FEES

For the most current dual-credit tuition rate, please refer to: [inside.nku.edu/schoolbasedscholars/about/tuition.html](https://inside.nku.edu/schoolbasedscholars/about/tuition.html). Additionally, students are responsible for purchasing course materials (see page 17).

### Tuition Due Dates

SEMESTER	TUITION DUE DATE
Fall 2021 Semester	Monday, Aug. 23
Spring 2022 Semester	Monday, Jan. 10

### How to Pay Your SBS Tuition

*Paper bills will **not** be sent home.* Please check the Student Self-Service tab on your myNKU ([mynku.nku.edu](https://mynku.nku.edu)) account for your current billing statement. Tuition bills are usually available approximately one month prior to the start of class. Bills will also be sent to your NKU email account.

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

### 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.*

\*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 2021-22 year, SBS parking passes are

\$37 per semester or \$74 per year. For information, please contact the SBS program at [nkusbs@nku.edu](mailto:nkusbs@nku.edu).

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

### **Financial Obligation**

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

## **STUDENT ACCOUNT SERVICES**

Questions about billing should be directed to Student Account Services at [studentaccountservices@nku.edu](mailto:studentaccountservices@nku.edu).

### **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.**

### *Work Ready Scholarship*

The Work Ready Scholarship is sponsored by the Kentucky Higher Education Assistance Authority (KHEAA) and can be applied towards specific dual-credit coursework; approved dual-credit courses for the Work Ready Scholarship are limited to Career and Technical Education (CTE) coursework that is in a career pathway approved by the Kentucky Department of Education as leading to an industry-recognized credential. Please visit the [School-Based Scholars website](#) for a list of approved courses. Eligible students can only use the Work Ready Scholarship toward two eligible courses each school year. **Contact KHEAA for more information at (800) 928-8926 or speak to your high school counselor.**

### *Additional Information*

It is the advice of the SBS program that any student who applies for a scholarship through KHEAA should anticipate and pay their tuition by the start of the semester. Any student who is then awarded the Kentucky Dual Credit Scholarship or the Work Ready Scholarship will be refunded once the funds are provided to NKU from KHEAA.



# NKU BOOKSTORE/TEXTBOOKS

Because the KHEAA scholarship process involves KHEAA, NKU and the student; this process can take some time. If your student has completed their KY Dual-Credit Scholarship application, KHEAA will provide that information to us. Enrollment verification is done in bulk by our Financial Aid office throughout the end of the semester as updates are provided to us by KHEAA. If you are anticipating a refund, please contact the Student Account Services office with any questions.

Please go to: [shopnku.com](http://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

Standard Bookstore Hours (subject to change)	
Monday	8 a.m. – 4:30 p.m.
Tuesday	8 a.m. – 4:30 p.m.
Wednesday	8 a.m. – 4:30 p.m.
Thursday	8 a.m. – 4:30 p.m.
Friday	8 a.m. – 4 p.m.
Saturday	CLOSED
Sunday	CLOSED

## CANVAS

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### 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 [nku.edu/canvas](https://nku.edu/canvas) and log in.

### If you do not know your username:

Please email [nkusbs@nku.edu](mailto:nkusbs@nku.edu).

### If you don't know your NKU password:

Go to [nku.edu/password](https://nku.edu/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 [nku.edu/canvas](https://nku.edu/canvas) and login to your Canvas course site.

### For additional assistance:

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

## ACCESSING YOUR GRADES & TRANSCRIPT

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### Midterm Grade(s)

Midterm 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 request your NKU official transcript by logging into myNKU and clicking "Official Transcript" under "Student Self-Service," and then following the prompts. There is a fee for processing.

**You may access myNKU by visiting [nku.edu/mynku](https://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](https://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.*

## HOW TO APPLY AS AN INCOMING FRESHMAN

While students are in the SBS program earning dual credit, they are considered “non-degree seeking.” As high school seniors, students will need to apply as freshmen to NKU or whatever college they choose. Once the students graduate high school, they will enter college as “first-time, full-time freshmen” and will be considered for freshman scholarships, freshman financial aid opportunities and attend freshman orientation.

Apply online at [nku.edu/apply](https://www.nku.edu/apply)

Please check [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.

### REQUIREMENTS & DEADLINES FOR FIRST-TIME FRESHMEN

Scholarship Deadline	Feb. 15 prior to admission For example, a student wishing to attend in fall 2022 would need to complete the scholarship application by Feb. 15, 2022.
Deadline for Admissions Fall Semester	Assured Consideration: Feb. 15 Final Deadline: July 1
Deadline for Admissions Spring Semester	Priority: Nov. 1 Final: Dec. 1
Application Fee	\$40
Official High School Transcript/ GED Scores	Required
ACT or SAT	Applicants with a 2.7499 unweighted high school GPA or less will be required to submit ACT/SAT scores
Official College Transcript(s) from Institutions Attended	Required

## LEARNING PLUS

NKU offers academic assistance and support for all students.

### Tutoring Information [nku.edu/plus](https://www.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](https://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](https://www.nku.edu/plus) for the most current operating hours.

## STEELY LIBRARY

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

Information Desk: (859) 572-5457

*(Consult the library website for most current hours.)*

### Help! I have to do research—where do I begin?

Steely Library provides research guides by subject at [nku.libguides.com/?b=s](http://nku.libguides.com/?b=s). Additionally, 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. [inside.nku.edu/library/services/help.html](http://inside.nku.edu/library/services/help.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 [inside.nku.edu/library.html](http://inside.nku.edu/library.html), using the *All Resources* search.

### How do I find books in Steely Library?

On the library's homepage at [inside.nku.edu/library.html](http://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 [northernkentuckyuniversity.on.worldcat.org/courseReserves/landing](http://northernkentuckyuniversity.on.worldcat.org/courseReserves/landing). Any electronic reserve items will be posted within your Canvas course.

## HEALTH, COUNSELING AND STUDENT WELLNESS

The Health, Counseling & Student Wellness (HCSW) office provides services that help NKU students achieve and maintain optimal levels of physical and emotional functioning. HCSW accepts a number of insurances. See their website ([www.nku.edu/hcsw.html](http://www.nku.edu/hcsw.html)) for more information on appointments and fees.

### Health

The Health Services office is staffed by a nurse practitioner and registered nurses (RNs). RN services are available on a walk-in, first come, first served basis for students. Nurse Practitioner services are by appointment only.

Treatment includes: colds and flu, cough, upper respiratory infections, musculoskeletal injuries/strains/sprains, sore throats, allergies, urinary tract infections, rashes, acne and other skin conditions, anxiety and/or depression and much more!

### Counseling

College is an exciting time filled with opportunities, changes and challenges. However, there is also the inevitable stress of college life. Health Counseling and Student Wellness (HCSW) works to support you to learn about yourself, set your goals and take charge of your future. HCSW's counseling staff is experienced in treating a wide variety of concerns.

Some common problems that prompt students to seek counseling services include: stress or anxiety that interferes with school or work performance, previously diagnosed psychological disorders requiring ongoing therapy, difficulties adjusting to college life, relationship problems, episodes of moodiness or depression, issues of grief or loss, victimization due to date rape, sexual abuse or physical abuse, concerns regarding sexual orientation or gender identity, traumatic life events, family conflicts, concerns about close friends or family and substance use/abuse.

HCSW realizes that these and other stressors can often prevent students from reaching their full potential. To help students overcome obstacles and increase overall wellbeing HCSW offers a variety of confidential services including: crisis intervention,

individual counseling, group therapy, psychological testing, substance abuse counseling, consultations, community mental health resources and presentations/workshops.

**Have an Emergency?**

There are both medical and psychological emergencies which could possibly occur to yourself, another student or even a staff or faculty member. It's important that everyone knows what is considered an emergency and how to handle the situation if it presents itself. Please reach out to the people below for Medical Emergencies and Psychological Emergencies in order to assist you in following the proper procedure(s) to ensure the safety of all involved.

FOR MEDICAL OR PSYCHOLOGICAL EMERGENCIES	
On-Campus Medical Emergencies:	University Police (859) 572-7777
Off-Campus Medical Emergencies:	Call 911
Psychological Emergency during business hours: (8:30 am to 4:30pm, Monday through Friday)	Health, Counseling and Student Wellness Center 859-572-5650
<b>After-Hours Psychological Emergencies:</b>	NKU's crisis line (859) 572-7777; request to speak to the counselor on call.  or call 1-800 SUICIDE, 1-800-784-2433  or Text: 741741

## NORSE ALERT

Providing a safe and secure environment for our students, faculty and staff is a top priority at Northern Kentucky University. To provide timely notifications, the University has partnered with Rave to create Norse Alert, which will contact members of the campus community in the event of an emergency situation or campus closing.

All Northern Kentucky University students are automatically registered in Norse Alert with their official university e-mail address. We encourage students to add other contact information, such as mobile numbers and personal e-mails, to their Norse Alert accounts. You will receive a reminder to update your information every six months when you log into myNKU. Parents, visitors and other interested parties may register for Norse Alert on a voluntary basis.

To update your Norse Alert settings, go to myNKU ([mynku.nku.edu](http://mynku.nku.edu)) and click the "Norse Alert" tab.

## 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 ( <i>discounted</i> )	Computer Lab Printing
Bookstore	Library
Special Events	Steely Library Services
Game Room	Recreation Center
Dining ( <i>discounted</i> )	US Bank ATM/Debit Card
Vending ( <i>discounted drinks</i> )	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](http://nku.edu/allcard) for more information.

## CAMPUS RECREATION CENTER

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

(859) 572-5197

Consult the website for the most current hours, including specific pool hours

FALL/SPRING SEMESTER SCHEDULE/HOURS	
Day(s)	Hours*
Sunday	Noon – 9 p.m.
Monday-Friday	6:30 a.m. – 9 p.m.
Saturday	10 a.m. – 4 p.m.

\*Hours are subject to change.

### Features in the Recreation Center include:

- Natatorium with an eight-lane competition pool, dive well and active shallow water area
- Six basketball courts
- 17,000 square-feet of weight/fitness space
- Three multi-purpose rooms
- Two 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](mailto: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: [onlinecatalog.nku.edu/content.php?catoid=20&navoid=2177#academic-appeals-course-related](https://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: [nku.catalog.acalog.com/content.php?catoid=21&navoid=2436#repeating-a-course](https://nku.catalog.acalog.com/content.php?catoid=21&navoid=2436#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](mailto: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.

## NKU SYLLABUS POLICIES

**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.

**MIDTERM GRADES.** Midterm grades will be posted in myNKU by the deadline established in the academic calendar [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](https://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.



# CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

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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](http://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/studentaffairs/departments/scra/student-rights/code-of-student-rights-and-responsibilities.html](http://inside.nku.edu/studentaffairs/departments/scra/student-rights/code-of-student-rights-and-responsibilities.html).

## ACADEMIC DISHONESTY

The Honor Code states that, "It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat or plagiarize to gain an academic advantage over fellow students or avoid academic requirements."

Plagiarism is not uncommon and instructors have a number of methods to catch students who do it. Knowing exactly what it is and how to avoid it can prevent you from plagiarizing intentionally or unintentionally.

Plagiarism includes, but is not limited to:

- Attempting to pass someone else's work off as your own.
- Copying or paraphrasing someone else without proper citation.
- Using someone's ideas without proper citation.
- Submitting part or all of your own previous work without permission.

### What happens if I plagiarize?

The NKU Code of Student Rights and Responsibilities lays out the following consequences regarding plagiarism:

A student who [plagiarizes] will be identified to the Department Chair, Program Director, Academic Dean and Dean of Students. The student may also be subject to one or more of the following consequences:

- Faculty imposed sanction(s) as outlined in the course syllabus;
- An oral admonition or reprimand;
- A written admonition or reprimand;
- A reduction in the grade or a grade of "F" in the course, examination or assignment;
- Expulsion from the course.

Plagiarism is a serious offense, but you can take steps to avoid it if you (1) know what plagiarism is, (2) do your own work and (3) properly give credit to your sources.

## 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 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

DEPARTMENT	PHONE NUMBER
School-Based Scholars program	(859) 572-5498 or (859) 572-6022 <a href="http://nku.edu/schoolbasedscholars">nku.edu/schoolbasedscholars</a>
NKU Grant County Campus	(859) 824-3600 <a href="http://nku.edu/grantcounty">nku.edu/grantcounty</a>
Norse Advising	(859) 572-6900 <a href="http://nku.edu/advising">nku.edu/advising</a>
ALL-CARD (your NKU ID)	(859) 572-6016 <a href="http://nku.edu/allcard">nku.edu/allcard</a>
Bookstore	(859) 572-5142 <a href="http://nku.edu/bookstore">nku.edu/bookstore</a>
Health, Counseling and Student Wellness	(859) 572-5650 <a href="http://nku.edu/hcsw">nku.edu/hcsw</a>
Honors College	(859) 572-5400 <a href="http://nku.edu/honors">nku.edu/honors</a>
IT Help Desk	(859) 572-6911 <a href="http://nku.edu/it">nku.edu/it</a>
Learning PLUS	(859) 572-5475 <a href="http://nku.edu/plus">nku.edu/plus</a>
NKU Operator	(859) 572-5100
Steely Library	(859) 572-5457 <a href="http://nku.edu/library">nku.edu/library</a>
Testing Services	(859) 572-6373 <a href="http://inside.nku.edu/testing.html">inside.nku.edu/testing.html</a>
Office for Student Accessibility	(859) 572-5401 <a href="http://nku.edu/osa">nku.edu/osa</a>
Student Engagement	(859) 572-5806 <a href="http://nku.presence.io/">nku.presence.io/</a>

## NKU ACADEMIC CALENDAR\*\* FALL SEMESTER 2021 AUG. 23 - DEC. 10

Monday, Aug. 23	Tuition and fees due Classes begin
Monday, Aug. 30	Last day to drop with a 100% tuition adjustment
Monday, Aug. 30	Last day to register or enter a course
Monday, Sept. 6	Labor Day – University Closed/No Classes
Tuesday, Sept. 14	Last day to drop a course without a grade appearing on a student's transcript
Tuesday, Sept. 14	Last day to drop a course with a 50% tuition
Monday & Tuesday Oct. 18 & 19	Fall Break – University Open/No Classes
Monday, Nov. 1	Last day to drop a course with a grade of W
Wednesday, Nov. 24	University Open/No Classes
Thursday & Friday Nov. 25 & 26	Thanksgiving Holiday – University Closed/No Classes
Friday, Dec. 10	Last day of classes
Saturday-Friday, Dec. 11-17	Final examinations
Dec. 18-Jan. 9	Winter Break (Select offices open on specific dates with limited services available. Please call in advance for availability.)

\*\*This is the NKU fall academic calendar for full-session courses. Always consult your NKU syllabus or instructor for the calendar for your class. For a full calendar, please visit [inside.nku.edu/registrar/calendars.html](http://inside.nku.edu/registrar/calendars.html)

# NKU ACADEMIC CALENDAR\*\*

## SPRING SEMESTER 2022

### JAN. 10 - APRIL 29

Monday, Jan. 10	Tuition and fees due Classes begin
Monday, Jan. 17	Martin Luther King Day – University Closed/No Classes
Tuesday, Jan. 18	Last day to drop with a 100% tuition adjustment
Tuesday, Jan. 18	Last day to register or enter a course
Monday, Jan. 31	Last day to drop a course without a grade appearing on a student’s transcript
Monday, Jan. 31	Last day to drop a course with a 50% tuition
Monday, Feb. 21	President’s Day – University Open/Classes Held
Monday-Saturday March 7-12	Spring Break – University Open/No Classes
Monday, March 21	Last day to drop a course with a grade of W
Friday, April 29	Last day of classes
Saturday-Friday, April 30-May 6	Final examinations

\*\* This is the NKU spring academic calendar for full-session courses. 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.html](https://inside.nku.edu/registrar/calendars.html)

## 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's 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 37-38 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.

**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.

**President's List** – all full time undergraduates attempting at least eight 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 President's List.

**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 President'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.

# WHY DUAL ENROLLMENT AT NKU?

**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.

*(\*Cassidy, L., Keating, K., & Young, V. (2010). Dual enrollment: lessons learned on school-level implementation. SRI International, Princeton, NJ)*

## **CONTACT US:**

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