



2023-2024

NWKTC Catalog and Student Handbook

**SECTION FOUR:
Registration and Academic Records**

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Registration processes and academic records are housed within the Office of Academic Advancement. This office is responsible for maintaining the academic records of the institution, and for coordinating registration, class schedules, transfer credits, and various other tasks that support the academic enterprise and conferring certificates and degrees.

The Office of Academic Advancement includes the Registrar, the Administrative Assistant for Academic Records, the Title III program staff, the Director of Outreach (Early College), all faculty, and the Vice President for Academic Advancement. The office is located in the administration building.

Credentials Offered by NWKTC

As a two-year technical college, NWKTC awards the following certificates and degrees to students who successfully complete all the requirements for their respective programs of study:

- Certification of Completion
- Technical Certificate A
- Technical Certificate B
- Technical Certificate C
- Associate of Applied Studies Degree

Associate (AAS) Degree

The associate degree – Associate of Applied Studies - is the highest degree awarded at NWKTC. It is a two-year degree that includes at least 60 credit hours of coursework; of these credits, at least 15 credits must be general education credits, and at least 30 credits must be in the area of specialized preparation for employment.

General Education Program

The mission of the General Education Program at NWKTC is to provide opportunities for students to engage in critical, creative and reflective thinking about how various academic disciplines provide information and ideas that can enhance our personal and workplace experiences.

The NWKTC general education program consists of the Student Success Seminar and the Personal Finance

course, and at least 12 credits earned from any of the following areas:

1. English Discipline Area
2. Communications Discipline Area
3. Mathematics & Statistics Discipline Area
4. Natural & Physical Sciences (with lab) Discipline Area
5. Social & Behavioral Sciences Discipline Area
6. Arts & Humanities Discipline Area
7. Institutionally Designated Area– Personal Finance*
8. Institutionally Designated Area – Student Success Seminar*
9. Institutionally Designated Area – Computer Fundamentals

* Required courses

Program guides include the general education options that are required or suggested by each program's Advisory Board for students entering those industries.

Certificate of Completion

Certificates of completion are awarded to students who successfully complete the requirements for certificate programs, which are short-term programs that may last a few weeks up to one semester.

Certificate programs include:

- Certified Nurse Aide
- Certificate Medication Aide
- Commercial Driver's License
- Emergency Medical Technology

The total credits earned in these programs may range from 1-15 credits. These programs lead to certification which is required for employment in the field. Students may enroll in just the certification course alone, or, if students are already full-time in another program of study, they may add these hours to their schedule.

Technical Certificates

Technical certificates are awarded for completion of courses/credit hours specified in the programs of study. Most of our programs of study include at least one, but usually two or three technical certificates. Called "tech certs," these are awarded upon successful completion of the designated number of credit hours:

Tech Cert A – 16-29 credit hours

Tech Cert B – 30-44 credit hours

Tech Cert C – 45-59 credit hours

While students work toward the Associate of Applied Studies (AAS) degree, they will earn tech certs along the way.

If a student chooses not to pursue the AAS degree, then they will earn the tech certs as they complete the requisite credit hours.

Community Academy

The Community Academy provides a variety of courses for lifelong learning. Courses may range from continuing education units to hobbies to CPR and basic life support.

Course offerings vary by month, and do not follow the academic calendar. These courses are open to anyone, and students are considered non-degree seeking.

Registration in Community Academy courses simply requires the student to complete an online registration form. See the Community Academy page on the NWKTC website. <https://www.nwktc.edu/community-academy>

Academic Records

Academic records maintained in the Office of Academic Advancement include non-financial documents such as transcripts, schedules, degrees, certificates.

Other records that pertain to a student's academic performance in programs of study and individual classes may be maintained by faculty. Examples of these types of records may be attendance, grades on assignments and exams, evaluations, and other documents that are commonly used in the classroom. Faculty maintain these records for one year, after the end date of the course.

Many academic records are available to students through the Learning Management System Moodle, or the Student Information System, Empower. Students are given usernames and passwords to gain access to

Moodle and Empower upon acceptance of their application.

To gain access to records that are not housed in Moodle or Empower, students may request access by contacting the faculty member (for class records) or the Office of Academic Advancement.

Privacy of Educational Records

NWKTC protects the privacy of students' educational records as required by the federal Family Educational Rights and Privacy Act (FERPA). College students have the right to determine who may have access to their educational records by completing the FERPA waiver form, which is usually done during the first week of class in full-time programs of study.

High school students who are in the Early College programs are considered college students, and are asked to complete the FERPA waivers to indicate who may have access to their college records.

FERPA does allow "directory information" to be released publicly. NWKTC does consider honors and awards to be "directory information" so that we may release information about the President's List, Dean's List and Honor Roll each fall and spring semester.

Transcript Requests

The transcript is the official record of courses taken and transfer credits accepted by NWKTC. As an academic record, the transcript is considered confidential, and NWKTC will not release the transcript. Students may request their NWKTC transcripts to be sent to other colleges, employers, or agencies by creating an account with our transcript service, Parchment Exchange: <https://www.nwktc.edu/alumni/request-a-transcript>

Holds on Student Records

A "hold" on student records indicates that the student is expected to fulfill an obligation to the college. Typically, this involves providing transcripts from high school or

other colleges, providing test scores, or paying off the student's account balance.

Student records will be released only when the student has met all administrative and financial obligations to the college. Holds on student records may prevent a student from registering and/or receiving a transcript, certificate or diploma.

Academic Calendar

The academic calendar shows the important dates for each term: start and end dates; add/drop dates; midterm dates; and withdraw dates.

The academic calendar is posted on our webpage: <https://www.nwktc.edu/students/academic-calendar>

Program Guides/Cohorts

At NWKTC, students are enrolled in cohorts, and students will complete their program of study with their cohort.

The Program Guide shows the sequence of classes that students will complete as they progress through their programs (except for the Applied Technologies program).

For the most part, students will not choose their class schedule, as the sequence of courses is already set. In some cases, students may choose between options that complete general education requirements, or students who transfer in credits may differ from the sequence of classes in the program guide.

Program Guides are included in this online catalog in the section that describes each program of study.

Schedule of Classes

The schedule of classes for each term (fall, spring, summer) is available on the NWKTC website: <https://www.nwktc.edu/schedule-of-classes>

The schedule includes options for general education courses, but does not include all the courses for the programs of study.

Minimum Enrollment

NWKTC has a policy regarding the minimum enrollment of online general education courses, certification courses, Community Academy courses, and other electives (i.e. PE courses).

If such courses have an enrollment of less than six students one week prior to the start date of the course, the course may be cancelled. If this occurs, NWKTC will notify the enrolled students with the various options that apply.

Student Schedule

When students are registered for classes, they are provided with a copy of their schedule for the term. The schedule includes information pertaining to the course numbers/name, the instruction, the days and times, and the location of the courses.

On the student's schedule, it may appear that program classes may appear to overlap, as the information typically indicates the courses meet MTWRF all day long. This is simply an indication of the cohort model of scheduling.

Online courses may appear to overlap also, as the information typically indicates the online courses are offered seven days a week. This is simply an indication that online courses are asynchronous, meaning that there is no designated time period for the class to meet. However, online learners should be aware of the attendance and login expectations, and designate at least 3-4 times per week to dedicate a few hours to online courses.

Online Courses

Each term (fall, spring, summer) NWKTC offers a number of general education courses online. Online courses do require a significant time commitment; federal guidelines suggest allocating at least 45 clock hours for each credit hour.

It is recommended that students log in at least 3-4 times per week. "Attendance" in an online class is considered logging in and completing the online work – discussion forums, quizzes. Students may also work offline to complete readings and assignments.

Substantive Interaction – The online discussion forum is the key element of the online course, attempting to facilitate the transmission of information that typically occurs in the classroom between instructor and students.

One program of study – Childcare Specialist – is designated as an online program.

- Students will need reliable access to the internet
- Students will need a laptop or desktop computer – a cell phone or tablet will not be sufficient as many assignments require the Microsoft products (Word, PowerPoint, Excel, etc.)
- Students must be prepared to treat this online program as a priority – allocate at least 30 hours per week. Without allocating adequate time to the online courses, students may experience difficulty completing all the requirements for certification.
- While most of these courses are offered online only (not on campus), there are a number of practica (practical experience courses) that require students to observe/work in a childcare facility to fulfill requirements for certification.
- Students are responsible for transportation to/from childcare facilities for their practica.

Another program that offers some online classes is the Cloud/Crypto Computing program.

- The Cloud/Crypto program is based on campus, and does require students to participate in team-based learning.
- For more information on how many Cloud/Crypto classes can be completed online, students may contact the instructors:
<https://www.nwktc.edu/campus-phone-directory>

Authenticating Online Students

Online students have an obligation to provide information as requested to authenticate their identity. Students are given usernames and passwords to access the Learning Management System; students should not share these log-in credentials with anyone.

The policies regarding Academic Integrity and Information Technology apply to online students and online courses. Students who violate these policies will be subject to the appropriate consequences.

Registration/Enrollment

Certification Courses

Registration for certification courses (C.N.A.; C.M.A.; CDL; EMT) consists of completing the online registration form. See the NWKTC website for certification courses:
<https://www.nwktc.edu/community-academy>

Community Academy (Non-degree Seeking Students)

Registration for Community Academy courses consists of completing the online registration form. See the NWKTC website for Community Academy courses.
<https://www.nwktc.edu/community-academy>

First-time, Full-time Students (New and Re-admitted)

All new students who plan to attend college full-time (transfer students; international students; first-time/full-time; re-admitted students; and second-degree seeking students) need to participate in either the online registration process, or come to campus for the on-site registration process.

For new students, the first registration event is called Maverick Enrollment.

Maverick Enrollment is available online (<https://www.nwktc.edu/maverick-online-enrollment>) or through an on-campus visit.

The on-campus Maverick Enrollment dates are listed on the webpage (<https://www.nwktc.edu/registration-for-maverick-enrollment-days>).

Continuing Students

Once a student has started attending NWKTC, we offer registration events to enroll students in classes for the upcoming semester.

In November, all students will participate in pre-registration to sign up for spring semester classes. Program faculty bring students to the Academic Advancement office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

In April, all continuing first-year students will participate in Sophomore Survivor Days to pre-register for classes to be taken in the next fall semester. Non-refundable down payments and fees are required at this time. Program faculty bring students to the Academic Advancement office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

Early College Students

High School students participating in the Early College Program will register through the Director of Outreach in conjunction with high school officials.

Individuals on a Waiting List

Individuals who are on a waiting list to enter a Northwest Tech program who are called to military service will not lose their status on the waiting list. Individuals will retain their original position on the waiting list and will have a position reserved for them. Individuals who are passed over will be placed at the earliest entry position on the waiting list for the next program start date.

Auditing a Course

Auditing a course means that an individual may attend a course regularly without being required to take exams or complete assignments. The individual receives no credit for audited courses. Individuals wishing to audit a course must complete the application and enrollment processes for non-degree seeking students.

Each academic department determines if their courses are available for audit.

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full on the day enrollment occurs. Financial aid does not pay for audited courses.

Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be changed to credit enrollment.

Placement Testing

Registration begins with evaluating the student's readiness for English and math classes.

Northwest Tech evaluates student readiness through multiple measures and/or test scores on the ACT, SAT, or Accuplacer Next-Gen exam. Students must have taken these exams within the past 3 years; scores older than 3 years will not be accepted.

Students may be exempt from placement testing if one or more of the following criteria apply:

- Students have already earned a Bachelor's or Associate's Degree
- Students have successfully completed ("C" or higher) in a 100-level course in English or Algebra
- Students have taken the Accuplacer Next-Gen, ACT or SAT test within three (3) years prior to enrollment

The Accuplacer Next-Gen test is available at Northwest Tech. To schedule a testing time, please contact the Admissions office.

Students are permitted to retake the test twice, but must wait a minimum of 24 hours between tests. Students may retake the Accuplacer Next-Gen test at the cost of \$5.00 per section for the following reasons:

- Students feel the placement results do not accurately reflect their abilities
- Students feel they have improved their skills through refresher work or previous developmental coursework
- Students feel the grade received does not reflect their abilities and/or they desire to advance in the course sequence.

Students who score below the minimum standards for college level courses will be required to take co-requisite course work (i.e. sections designated as "with review" sessions).

The charts below indicate course recommendations based on test scores or multiple measures.

Math Pathways

Tech Math– for the following programs: Auto Body, Auto Tech, Carpentry, Design/Digital Media, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding				
ACT	SAT	Next-Gen	Multiple Measures	Course
0-16	0-460	0-262	N/A	MATH 107
17+	470+	263+	“B” in Algebra 1 and 3.0 cumulative high school GPA	MATH 105
Algebra– for the following programs: Business, Childcare, Cloud, CSI, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy				
ACT	SAT	Next-Gen	Multiple Measures	Course
0-18	0-470	0-249	“B” in Algebra 1 and 3.0 cumulative high school GPA	MATH 112 OR MATH 120
19-20	510+	250-262	“C” in Algebra 2 and 3.0 cumulative high school GPA	MATH 110 or MATH 120
21+	530+	263+	“B” in Algebra 2 and 3.0 cumulative high school GPA	MATH 115

English Pathways

Tech Writing– for the following programs: Auto Body, Auto Tech, Carpentry, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding				
ACT	SAT	Next-Gen	Multiple Measures	Course
0-36	200-800	200-300	High school diploma	ENGL 105
English Composition– for the following programs: Business, Childcare, CSI, Design/Digital Media, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy				
ACT	SAT	Next-Gen	Multiple Measures	Course
0-17	0-420	0-254	N/A	ENGL 112
18+	430+	255+	“B” in English IV and 3.0 cumulative high school GPA	ENGL 110
Tech Writing: Code Documentation – for the following program: Cloud and Crypto Computing				
ACT	SAT	Next-Gen	Multiple Measures	Course
0-36	200-800	200-300	High School Diploma	ENGL 120

Credit for Prior Learning

Credit for Prior Learning (CPL), also referred to as Prior Learning Assessment (PLA), may include Credit for Work Experience (CWE) or College Level Examination Program (CLEP) and consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

CPL must be compatible with courses meeting certificate or AAS degree requirements.

In programs that require an OSHA certification, students may earn credit for prior learning if they have already earned the OSHA certification. Students must provide their OSHA cards or documentation verifying the certification to their instructors. On the student’s transcript, the designation of “CPL” will appear as the letter grade for the OSHA course.

Official test scores or transcripts of prior learning credit should be forwarded to:

Registrar’s Office
1209 Harrison
PO Box 668
Goodland, KS 67735

CLEP (College-Level Examination Program) is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas.

Students must arrange for an official report of CLEP examination scores to be sent to Northwest Tech from The College Board in order to receive credit.

Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course.

Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

Military Credits including military training will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student's military documents using the "ACE Guide to the Evaluation of Experiences in the Armed Forces". For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed.

Work experience must be within the last 3 years in order to be considered. Northwest Tech does not accept credit awarded for work experience from other post-secondary institutions.

Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary. No charges are assessed for evaluating or awarding prior learning credits. However, Credit for Prior Learning will be awarded only for degree seeking students who have enrolled.

Award of College Credits:

Students may receive a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate of Applied Science (AAS) degree.

All credit for prior learning is recorded on the students' transcripts, denoted as CPL. This credit will not be calculated in to the cumulative grade point average.

Test Out/Challenge Exams

Within the first week of the course, students enrolled in eligible general education courses have the option to attempt to test out of the course.

Instructors in the eligible classes will notify the entire class of the test-out option on the first official day of the semester. Students must notify the instructor of intention to test out by Day Two of the semester. Students must pay the Business Office a non-refundable \$25 test out fee and should present the receipt for this fee to the instructor before taking the challenge exam. The test must be completed by Day Five of the semester.

Eligible courses:

- Computer Fundamentals
- Personal Finance*
- Technical Math

* This course requires the student to have completed a similar course in the secondary/post-secondary education level; student must produce a transcript as evidence.

The student must pass with a minimum score of 70% on the examination. If the student does not meet this minimum score, the student will continue to take the course as planned for the semester.

If student achieves the minimum score or higher, the student will pass the course with the corresponding letter grade earned from the test out exam. The student is not required to attend the course for the remainder of the semester. The student will be responsible for the tuition associated with the course.

Transfer Credits - Incoming

Northwest Tech adheres to an internal review process for ensuring all courses transferred and applied toward degree requirements demonstrate equivalence with our own courses required for that program.

The purpose of defining course equivalents is to clarify the evaluation of transfer credits to allow students to plan their academic careers and minimize credit loss. An equivalent course may or may not apply toward a specific degree.

The registrar can review the transcript alongside program requirements to make this determination. For an official evaluation of transfer credits, students are encouraged to apply for admission at Northwest Tech and submit official high school and post-secondary transcripts.

Northwest Tech refrains from applying credits from other institutions that do not apply to Northwest Tech's program requirements.

General education course credits meeting the AAS degree requirements may be transferred from a

regionally accredited college or university. All general education courses must be passed with a "C" grade or better to be transferred to Northwest Tech.

An official transcript from the credit-granting institution must be sent to the Registrar for review. (Please use an e-script service such as Parchment to request a digital copy to be sent to the registrar.)

Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:

NWKTC Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

OR email to: registrar@nwktc.edu

Transfer Credit - Outbound

Transferring NWKTC credits to another institution

The technical courses from Northwest Tech may or may not be transferable to a four-year college/university. The authority for determining whether credits are acceptable rests with the four-year college or university.

Most general education courses offered at Northwest Tech are eligible for transfer to a number of institutions. Northwest Tech participates in the Kansas System-Wide Transfer agreement under auspices of the Kansas Board of Regents to facilitate seamless transfer amongst Kansas higher education institutions.

The college also proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities.

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions.

For more information, visit:
http://www.kansasregents.org/transfer_articulation

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

For more information, visit:

http://www.kansasregents.org/transfer_articulation

Add/Drop Classes

Students may add or drop course(s) according to the dates indicated in the academic calendar (<https://www.nwktc.edu/students/academic-calendar>).

NOTE:

The designated Add/Drop period is typically the first five days of the course.

Students must complete an Add/Drop/Withdraw Form in the Academic Advancement office prior to the close of business on the appropriate date.

Adding Classes: Students who add a class during the Add/Drop period may be missing important information that the instructor has already delivered to the class. Students who enter the class late are advised to meet individually with the instructor for this information.

Dropping Classes: If classes are dropped during the Add/Drop period, the dropped class will not appear on the student's official transcript. The student will be eligible for a 100% refund of tuition already paid for that class (see refund policies in the Tuition/Fees/Financial chapter of this online catalog)

Full-time Students: Because Northwest Tech maintains a flat-rate tuition for 30 credits per semester, there may be financial consequences for adding, dropping or withdrawing from classes as follows:

- If a student adds or drops classes and stays within 30 credits for the semester, there will be no adjustments to the student's billing account

- If a student is enrolled in fewer than 30 credits, and then adds additional courses within the designated add/drop period resulting in more than 30 credits, the student's account will be billed for additional credits above 30. If the added class also requires fees, the fees will also be added to the student's account.
- If a student is enrolled in more than 30 credits, and then drops courses within the designated add/drop period resulting in fewer than 30 credits, the student's account will be adjusted to remove the charges for the dropped course.

Withdrawing from a Course

After the designated Add/Drop period, an official transcript record begins, which means the course will appear on the student's transcript with a designated grade earned for the class. Students should be aware that discontinuing attendance in class without officially withdrawing may result in an "F" being recorded on the transcript.

The deadline for withdrawing from classes is the date at which 60% of the course has been completed. (Note that this deadline follows the date for mid-terms, so that students can see mid-term grades before making a decision about withdrawing from a class).

Students cannot withdraw from courses once 60% of the course has been completed.

The student must complete the official withdrawal procedure (completing the Add/Drop/Withdraw from in the Admissions office and obtaining required signatures), for the course grade to be recorded as a "W."

The "W" is preferable to the "F" because the "F" will negatively impact the student's grade point average whereas the "W" does not enter into the grade point average calculations. However, both the grades of "F" and "W" will possibly decelerate a student's pace toward completing the degree, which will impact financial aid eligibility.

If a student withdraws from courses between the designated Add/Drop period and the 60% date, the amount of the refund will be prorated according to the

number of days the student was enrolled in the course. (Refer to the *Tuition, Fees, Financial Aid* section of this catalog for information pertaining to refunds).

NOTE: High school students in the Early College Program will complete add/drop procedures in conjunction with the Director of Outreach and their respective high schools.

Withdrawing from College

There may be a number of reasons why a student decides to withdraw from school during a semester. The student is encouraged to speak with either the program instructor, Vice President of Student Advancement, Vice President of Academic Advancement, and/or Financial Aid office before making the decision to leave school.

Students who cannot complete their program of study may choose to withdraw from school (not return to complete the program) either during the current semester or for the upcoming semester.

Students who choose to withdraw from school must complete a withdrawal form in the Academic Advancement office, and complete a checklist to ensure that tools, books, equipment, and the billing account are all resolved satisfactorily.

If a student is sponsored by an employer, there may be stipulations regarding reimbursement of tuition/fees paid on behalf of the student as well as ownership and possession of tools or equipment.

Military Students

Students who are currently enrolled and activated to military service (voluntary or otherwise) will be withdrawn from their program of study and granted credit for course work completed with performance of a "C" or higher (2.0 or above GPA). Students will be given a pro-rata refund for any course work that has not been attempted.

Upon return from military service, students will be re-enrolled at the earliest possible opportunity to continue work in their program of study. Advanced standing will be given for any course work completed with a "C" or higher (2.0 or above GPA) in the program of study, and

the student will not be required to repeat such course work.

Withdrawing from a Program

During the first week of the fall semester, students who realize they want to change to a different program may drop out of one program and enter another program (space permitting).

Students should contact the Academic Affairs office immediately to discuss options (such as the AAS in Applied Technologies), and if necessary, start the withdrawal and re-registration process.

- Permission from instructors in both programs is required.
- The tuition and fees shall transfer to the new program in full.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

After the first week of the fall semester, a program change requires the student to formally withdraw from the original program and enroll in the desired program at the next available start date (i.e. usually the next fall semester).

- The student is responsible for all tuition and fees for the current semester subject to the refund policy found in this catalog.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

Students may be able to create a program of study for an Associates of Applied Science (AAS) Degree in Applied Technologies if the two programs are closely related. Choosing this option will minimize the financial and academic loss that may occur when switching programs.

Administrative Withdrawals

An administrative withdrawal is initiated by an instructor and/or administrator based on a student's attendance, conduct, or other unique situation impacting the ability to complete the semester. In the case of an administrative withdrawal, the student does **not** complete the Add/Drop/Withdraw form; the process is completed by staff in the Student Advancement office.

Reasons for the administrative withdrawal may include the following:

1. Online students failing to login to classes or respond to instructor/administrator emails, phone calls and other attempts to reach out to the online student
2. "Houring out" of the program (absent 35 or more hours in one semester)
3. Violations of the student code of conduct
4. Violations of the academic integrity policy
5. Violations of other campus policies

Students will be notified by email and U.S. mail of the administrative withdrawal and ensuing consequences.

Upon administrative withdrawal:

- The student's transcript will record the "W" grade for all courses attempted during the current semester.
- The student will still be responsible for outstanding balances on the billing account.
- The student will be required to leave the campus (including student housing without refund)

Students who have been dismissed from the college through administrative withdrawal may appeal the decision by following the Appeal procedure (see the **Policies** section of this online catalog).

Students who have been administratively withdrawn may be eligible to apply for re-admission if they wish to return to NWKTC in a future semester.

Grades and Grading

NWKTC implements the 4-point grade system, meaning that the highest grade (A) is worth 4 points when calculating the GPA.

Grades on Coursework

Instructors are encouraged to provide grading rubrics that delineate expectations for the completion of classwork. Students who have questions about grades on coursework should speak directly to their instructor.

Midterm Grades

For full-semester courses, instructors provide midterm grades which students can view through Empower. These grades are simply indicators of the students' progress – and may influence the student's decision to withdraw from a course - but will not become part of the official transcript.

How Final Grades are Calculated in Classes

Instructors are required to provide information on their course syllabi that delineates how the final grade in the class will be calculated. This typically involves a designated "weight" for each category of graded assignments (i.e. quizzes, projects, assignments, etc.) Students who have questions about their final grades should speak directly to their instructor. Students who believe the grade is in error, and did not resolve the issue with the instructor, may appeal the grade. See the Grades and Grading Policy in the **Policies** section of this online catalog.

Letter Grades on the Transcript

- "A" is worth 4 points
- "B" is worth 3 points
- "C" is worth 2 points
- "D" is worth 1 point
- "F" is worth 0 points
- "W" is not included in the calculation of the GPA
- "I" indicates coursework is incomplete due to extenuating circumstances that meet specific criteria
- "CPL" indicates credit for prior learning and is not included when calculating the GPA

The Incomplete "I"

Instructors must seek permission to grant the "I" if a student is not able to complete the course by the end date of the semester. The extenuating circumstances that warrant the "I" are described in the Grades and Grading Policy in the **Policies** section of this online catalog.

The Contract for Incomplete Grade

Instructors and students must complete the Contract for Incomplete Grade, which clearly states the work to be completed, the due date for the work, and other

pertinent information. In general, the outstanding work should be completed within two weeks of the end date of the semester.

Students are required to sign the contract indicating their agreement to the terms. If the student fails to sign the contract, or fails to successfully fulfill the terms of the contract, the grade of "I" will be converted to an "F" within 48 hours of the due date.

Calculating the GPA

The GPA is a mathematical average of the total Quality Points for the courses completed.

Semester GPA: Here is a sample showing how the grade points for each letter grade are multiplied by the credits to determine quality points. (notice that there are no grade points associated with certain letter grades):

Course	Grade	Credits	Grade Pts	Quality Points
SAM105	A	3	4	12
SAM110	B	3	3	9
SAM115	C	3	2	6
SAM120	D	2	1	2
SAM125	F	5	0	0
SAM130	W	3*	n/a	
SAM135	I	3*	n/a	
OSHA	CPL	1*	n/a	
TOTALS		16		29

*not included in totals

Divide the total Quality Points by total number of credits:
 $29 / 16 = 1.8125$

Cumulative GPA: The same process as calculating the semester GPA, but all courses completed for all semesters are included in the calculation.

Academic Honors

NWKTC recognizes superior academic performance each semester by conferring the following Academic Honors:

- Honor Roll: Students who earn at least a 3.0 GPA for the semester
- Dean's List: Students who earn a semester GPA between 3.5 and 3.99
- President's List: Students who earn a semester GPA of 4.0

Academic Standing

NWKTC seeks to provide academic support when needed. Students who are not able to maintain a 2.0 GPA are placed on either Academic Warning or Academic Probation, which may impact eligibility to participate in certain activities, and may impact financial aid.

- **Good Standing** – semester and cumulative GPA is 2.0 or higher
- **Academic Warning** – when the semester GPA is below 2.0 for the first time, the student is placed on Academic Warning for the following semester
- **Academic Probation** – if the semester GPA and cumulative is not 2.0 following the Academic Warning semester, the student is placed on Academic Probation.

Graduation Requirements

To receive the technical certificate or degree, a student must have:

- Satisfied the residency requirement (completed at least 25% of coursework through Northwest Tech)
- An overall GPA of 2.0 or better for the entire program of study
- Completed all coursework and/or testing as required by the program of study
- Paid in full all account balances

Graduation (Commencement) Ceremony

Commencement exercises are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College.

Students should note that participation in commencement ceremonies does not necessarily mean that the degree or certificate has been earned, as the Registrar and Bursar are still confirming eligibility.

Commencement exercises are held in May. Students who will have completed their education during the academic year (fall semester, spring semester, or

upcoming summer semester) are encouraged to participate in the May ceremony.

All graduating students on occupational work experience (OWE) are expected to return to the college in May for graduation as designated by their program instructors.

The actual certificate or degree will be mailed to students upon confirmation of successful completion of academic and financial requirements. It is the student's responsibility to ensure that their mailing address is updated in the student information system (Empower).

Graduation Follow-Up Report

In order to comply with state and federal regulations and to assist with program evaluations, Northwest Tech Career Services performs an annual follow-up survey to ascertain the placement of recent graduates in their respective fields of study. The study is done for those students who graduate in the fiscal year between July 1 and June 30. The results are gathered and compiled in the fall of the academic year following June 30.

Residency Requirement

To be eligible to earn the Associate of Applied Studies (AAS) degree from Northwest Tech, students must earn a minimum of 25% of the degree requirements (approximately 15-18 credits) from Northwest Tech.