Admission to Northwest University is granted to applicants meeting the University admissions requirements without regard to sex, race, color, age, national or ethnic origin, or physical disability. However, admissions are made on a selective basis according to the criteria described below.

ADMISSION REQUIREMENTS

The following information is specific to the traditional undergraduate programs of the University. Admissions to the College of Adult and Professional Studies, Sacramento Campus, Salem Campus, and Graduate Programs are detailed in their respective catalogs or student handbooks.

Applying for Admissions

Students are encouraged to apply online at [http://www.northwestu.edu/apply](http://www.northwestu.edu/apply) Hardcopy applications are available upon request from the Admissions Office.

Procedures for Students Entering Directly from High School

Students completing college credits while in high school, including those participating in the Running Start Program must follow the procedures outlined in this section:

- **Application** - Complete the application and submit to the Admissions Office along with the $30 non-refundable application fee.
- **References** - The University requires two references for admission. A Pastoral reference, along with an Academic reference from someone that knows the student in an academic setting. Reference forms are included in the application for admissions.
- **High School Transcript or Equivalent (GED)** - Arrange for an official transcript to be sent by the high school last attended. In addition, applicants must request that a final transcript be forwarded to the Admissions Office by August 1.
- **College Entrance Test** - Take either the College Board Scholastic Aptitude Test (SAT-I) (NU Code 4541) or the American College Test (ACT) (NU Code 4466) and submit official scores to NU.
- **College Transcripts** - If you have completed college coursework while in high school, request that all college and universities you attended send official transcripts to the Admissions Office.

Procedures for Transfer Students

Running Start students should follow the process for high school students.

- **Application** - Complete the application and submit to the Admissions Office along with the $30 non-refundable application fee.
- **References** - The University requires two references for admission. A Pastoral reference, along with an Academic reference from someone that knows the student in an academic setting. Reference forms are included in the application for admissions.
- **High School Transcript or Equivalent (GED)** - Transfer students who, at the time of application, have completed fewer than 45 transferable quarter credits or 30 semester units after graduating from high school must submit an official high school transcript.
- **College Entrance Test** - Transfer students who, at the time of application, have completed fewer than 30 transferable quarter credits or 20 semester units after graduating high school must submit the SAT or ACT.
- **College Transcripts** - Send official transcripts from all colleges and universities previously attended.

Salvation Experience

The mission of Northwest is to “carry the call of God by continually building a learning community dedicated to spiritual vitality, academic excellence, and empowered engagement with human need.” As a Christian Liberal Arts University, all experiences are directed to students discovering and preparing for God’s plan for their lives. Therefore, a vital experience of salvation through faith in Jesus Christ is required to be admitted.

High School Graduate

Applicants must be graduates of a recognized high school. The following years of preparatory work are recommended: English (4), Math (3), Social Studies (2), Science (2), Foreign Language (2) and Electives (3).

Applicants may be admitted on the basis of satisfactory scores on the General Educational Development (GED) Tests as established by State Competency Standards.
Home schooled students who apply for admission to Northwest University are required to submit the same application materials as stated for all students. Transcripts prepared by an individual educator must include information about curriculum and reading lists included with the home school program. Admission for students who submit transcripts from a home educator will weigh more heavily on test scores, demonstrated written ability, and academic curriculum. In addition, applicants may be required to submit a GED if their academic records are of marginal quality.

A limited number of mature persons who are not graduates of a high school may be admitted on a selective basis as non-degree seeking or non-matriculated students. However, non-degree seeking or non-matriculated students are not allowed to earn degrees, diplomas, or certificates at the University.

**Notification of Admission**

After the application, application fee, reference forms, SAT or ACT scores, and transcripts have been received, the Admissions Committee will evaluate the application. Applicants will be notified by mail whether or not they are accepted. No assurance of acceptance should be assumed until the applicants receive an official acceptance letter from the Admissions Office.

**Accepting Offer of Admission**

*To accept an offer of admission, follow these steps:*

1) **Confirmation Deposit** - A $100 advance payment is the student’s acknowledgement of intention to enroll. The confirmation form and deposit should be submitted to the Admissions Office. This payment is credited to the student’s account and is applied towards the initial tuition payment. Deposits for fall semester enrollment are refundable or deferrable to a future semester upon written notice of cancellation or deferral by July 15. Those canceling for the spring semester must give written notice of cancellation or deferral by December 15 to receive a refund or to defer the deposit to a future semester. Thereafter refunds are granted only for reasons of extreme illness or emergency, as verified by the Admissions Office.

2) **Housing Deposit** – A housing deposit of $300 must be submitted in order to hold a housing placement. The priority deadline for housing deposits and fully completed applications is May 15 for the fall semester and December 1 for the spring semester. Beginning in February, students who have paid the confirmation deposit will be mailed detailed housing materials, including information on the housing application process and room deposit. Students who pay the confirmation deposit after February 1 will be sent a housing packet within two weeks of their confirmation. Deposits and housing applications should be submitted as early as possible.

- Deposits for fall semester are refundable or deferrable to a future semester upon written notice of cancellation or deferral received by July 1. Those cancelling housing for the spring semester must give written notice of cancellation or deferral by December 1 to receive a refund or to defer the deposit to a future semester. Thereafter refunds are granted only for reasons of extreme illness or emergency, as verified by the Housing Office.

3) **Health Forms** – Admitted applicants are to complete certain health forms during the Registration process: an emergency authorization form is to be completed in all cases and submitted along with a medical history report. The University reserves the right to require a medical report from the applicant’s physician where questions about physical or mental health emerge. On campus applicants are required to submit an immunization record prior to being placed by the Housing Office.

**International Students**

International applicants must complete the same admissions process as other freshman or transfer students. Additionally, international applicants must fulfill the following requirements:

- **Statement of Financial Responsibility and supporting documentation** - Northwest University is required by the United States government to obtain evidence that each applicant has adequate funds to pay for educational and living expenses for the period of study and may require a sponsor if the student does not have sufficient personal or family funds to meet the cost of education and living in the United States.

- **TOEFL** - International students whose native language is not English must submit a TOEFL score from an exam taken no more than six months prior to application to the University. A score of at least 500 on the paper based test, 173 on the computer based test or 61 on the internet based test is required for admission to Northwest University.

- **Transcripts** - All transcripts must be submitted in English.

- **Payment** - International students must pay the first semester fees (tuition, fees and room and board) in full. Students will not be issued the I-20 until the full payment is received.

- **Full-time** - International students must maintain a minimum of twelve (12) units each semester.
• **Health Insurance** - All international students admitted to the University are required to purchase the health insurance plan the university offers, or provide documentation indicating that the student has the same or better health insurance coverage for the duration of their time at Northwest University.

**International application deadlines**

Fall – April 1

Spring – September 1

Applications completed after the deadlines will be reviewed as space is available.

**Re-Admission**

Former students who have been out of enrollment for one semester or more must complete an Application for Re-Entry and submit one current Pastoral Reference. They will not be required to obtain new transcripts other than for college work taken during the interim away from Northwest University. Students who are returning only to graduate without additional course work must also complete the reapplication process.

**ADMISSIONS STANDINGS**

**Regular Admissions Status**

Regular admissions status is for a student who meets all requirements for admission and is pursuing a degree or approved certificate from the University. Regular standing is granted to admitted applicants who have achieved at least the minimum cumulative grade point average (GPA) requirements in their high school and/or college course work (if a transfer student), and satisfactory test scores as required by the respective undergraduate or graduate program. For undergraduate degrees or certificates, a minimum GPA of 2.3 in high school and college course work is required.

**Academic Probation Status**

Probation status may be granted to a limited number of selectively admitted students who, in the judgment of the Admissions Committee, show promise of benefit from the opportunity to pursue work at Northwest University. A minimum incoming cumulative GPA of 2.00 is normally required for admission on probation.

**Non-Degree Seeking Student Status**

A Non-Degree Seeking Student is not seeking a degree or approved certificate at the time of admission. Individuals in this status may be enrolled in courses for reasons such as personal enrichment, learning or upgrading job skills, or fulfilling degree requirements for another institution. A Non-Degree Seeking Student is not eligible for federal or state financial aid. Courses taken by a student while under this status are a part of the student’s permanent academic record, but are not guaranteed to apply to a degree or certificate offered by the institution. Specific course prerequisites must be satisfied regardless of a student’s admission status.

**Non-Matriculated Seeking Student Status**

A Non-Matriculated Student has been approved to enroll in a specific term for a specific course that has been designated open to non-matriculated students. Students in this status are not seeking a degree or approved certificate at the time of admission and are not eligible for federal or state financial aid. Courses taken by a student while under this status are a part of the student’s permanent academic record, but are not guaranteed to apply to a degree or certificate offered by the institution. Specific course prerequisites must be satisfied regardless of a student’s admission status.

**Early Action**

The Early Action program at Northwest University is a nonbinding agreement for students who place NU among their top choices of universities. To be eligible for the Early Action program, students must submit a completed Application for Admission by the stated deadline. The deadlines for this program are the following:

- Early Action 1: November 15
- Early Action 2: January 15

Participants will receive notification of their admission status within one month of the Early Action deadlines. Students admitted as part of the Early Action program receive priority for course registration and housing placement.

**TRANSFER CREDIT**

During the admissions process, official transcripts from all previously attended educational institutions are evaluated for the maximum amount of transfer credit possible. The results of this evaluative process are communicated to students and their academic advisors on a Transfer Report. Any subsequent credits earned by students must also be communicated via an official transcript, evaluated by the Registrar’s Office, and officially reported. The University strongly recommends that students intending to transfer additional courses to Northwest verify that the intended course will be received prior to enrolling in the course. This is applicable to prospective and enrolled students. See the Northwest University Credit Transfer Guide for further details.

**Semester -- Quarter Credits**

Northwest University’s academic calendar is formatted on a semester basis. A credit transferred into Northwest from a college operating on a quarter-calendar is
equivalent to 2/3 of a semester credit. Thus, one can translate quarter credits to semester credits by dividing the quarter credits by 1.5.

**Advanced Standing**
Northwest University accepts credits earned through the Advanced Placement Testing Program (AP), International Baccalaureate (IB), the College Level Examination Program (CLEP), the DANTES Subject Standardized Tests (D.S.S.T), and Running Start. Recommendations regarding college credit are made by the Registrar. For credits earned through testing while a matriculated student, refer to *Academic Policies and Information, Alternative Ways to Earn Credit.*

**Military Credit**
Those having had military service may petition the Registrar’s Office for physical education credit upon presenting appropriate documentation.

**Transfer of ICRC Associate in Arts**
Northwest University accepts the transfer A.A. degree from those colleges in the State of Washington whose degree requirements conform to the guidelines of the Intercollege Relations Commission (ICRC). The degree will satisfy many of the University’s Core Curriculum Requirements, and will confer 60 semester credits of work in transfer to Northwest University, giving the student junior standing. However, because of the specific nature of some degrees, some Core Curriculum Requirements may still remain to be satisfied.

**Transfer of Credit from Regionally or ABHE Accredited Colleges and Universities**
Students desiring to transfer to the University from another institution accredited by one of the six regional associations or by the Association for Biblical Higher Education (ABHE) must follow the general instructions for admission and must see that transcripts of previous college work are sent to the Admissions Office. Course work in parallel courses or areas of instruction will be considered for transfer provided that they show a grade of “C-” or better. (Some majors may have a higher grade requirement for some of their courses.)

**Extension & Correspondence Credit**
All credits earned through correspondence must be completed prior to the beginning of the final semester preceding graduation. Students should take no more than two correspondence courses concurrently, and correspondence courses taken during the academic year should be considered to be part of the student’s total academic load.

**Transfer of Credit from Non-Regionally or Non-ABHE Association for Biblical Higher Education**
Academic work presented from colleges and universities that are not accredited by one of the six regional associations or by the Association for Biblical Higher Education (ABHE) is subject to the following limitations and guidelines:

- Transfer from all such sources is limited to a total of 30 semester credits.
- Courses are considered on a course-by-course basis.
- Acceptance of such credits is dependent upon the University’s evaluation of the equivalency of course work and level of instruction.
- All such transfer credit is considered at the time of admission or readmission to the University.
- Transfer credit from such sources must be validated by completion of a minimum of two semesters enrollment and 30 credits at Northwest University with grades of 2.00 (C) or better, and possibly by examination.
- Only evaluations and commitments made in writing by the Registrar’s Office will be considered as being applicable.
- College-level work considered occupational or remedial is not recognized for transfer.
- Enrolled students desiring to transfer credits from such institutions must obtain prior approval from the dean of the school or college into which the credits are to be transferred.

**RESIDENCY REQUIREMENTS**
At least one academic year (with a minimum of 30 semester credits) must be completed at Northwest University for every degree earned, and the final semester of work before graduation must be taken from Northwest University irrespective of the amount of previous work completed at Northwest University. One-third of the major requirements must be completed in residence at Northwest University.

A student registered at Northwest University may not receive credit for a concurrent enrollment at another institution without approval. Students interrupting their programs at the University may, upon returning, graduate under the requirements of the catalog in effect during the semester in which they first enrolled, provided graduation is within six years from the end of that semester. (The summer semester may count as a part of the semester before or after it.) However, a student may graduate under the requirements of the current catalog. It is expected that the requirements of the catalog chosen will be followed as a whole.