



**2024-2025**

**PROFESSIONAL STUDIES STUDENT HANDBOOK**  
**Bachelor of Applied Science Degree in Professional Studies**

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## Introduction

This “Bachelor of Applied Science in Professional Studies Program Student Handbook” is intended to supplement the policies, rules, and regulations applicable to students attending NWC and as provided for in the “Northwest College Student Handbook.” The provisions set forth in this handbook shall supersede previous versions of the “NWC Professional Studies Student Handbook.”

Northwest College and the Office of Academic Affairs reserve the right to change without notice any of the material, information, requirements, regulations, or costs published in this handbook. In the event that revisions or additions to the “Professional Studies Student Handbook” are required, they become effective immediately, and students are notified in written form in a timely manner through the student’s Northwest College email.

It is the student’s responsibility to read carefully the entire “Professional Studies Student Handbook” and comply with all policies and handbook procedures. Students are required to sign a statement acknowledging receipt and awareness of the information found in this Handbook. Students are responsible for accessing their “Professional Studies Student Handbook” on the BAS in Professional Studies program website for the most-up-to date information.

Northwest College is regionally accredited by

The Higher Learning Commission (HLC)  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800-621-7440  
[hlcommission.org](http://hlcommission.org)

*Northwest College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 800.877.8339; OCR.Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6102; Title9@nwc.edu.*

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## **I. BAS in Professional Studies Mission**

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The NWC Professional Studies Program provides students with the knowledge, skills, and abilities to become successful managers and leaders in their area of specialization. The program focuses on enhancing student skills in communication, management, marketing, and organizational leadership, while providing opportunities for students to apply those skills in practical ways that provide for educational and career mobility.

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## **II. BAS in Professional Studies Conceptual Framework**

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The BAS program is a cohort model, which means students are accepted to the program once per year and maintain continuous enrollment (excluding summer term) through a prescribed course track to complete the program. The BAS program offers two course tracks, one at full-time enrollment and one-part time enrollment. Courses within a course track must be taken in sequence, and students cannot alternate between the full-time and part-time track.

- The full-time track requires a minimum enrollment of 12 credit hours per semester for four consecutive semesters (excluding summer term).
- The part-time track requires a minimum enrollment of 6 credit hours per semester for eight-to-ten consecutive semesters (excluding summer term), depending on transfer credits.

Additionally, the Professional Studies Program is built on a HyFlex course delivery model. The five important aspects of that model are as follows:

1. **Use of short-term (8-week) course format for the program core.** The 14 upper-level courses that comprise the program core are offered in a short-term course format that allows those courses to be completed in 8 weeks instead of the traditional 16 weeks. Because of the abbreviated timeframe over which these courses are completed, these courses are more intense, and students are, therefore, enrolled in no more than two of these core courses at any given time. (Course enrollment is defined in the Program of Study portion of this handbook.)
2. **Use of a flexible model of course delivery for the program core.** Whenever possible, the 14 upper-level courses that comprise the program core are offered simultaneously in three formats:
  - a traditional face-to-face format,
  - a synchronous distance format, and
  - an asynchronous online format.

Students enrolled in the Professional Studies program can move seamlessly between the offered course formats based on their individual needs. Because of the complexity of this system of delivery, students are responsible for timely communication with their instructors regarding their method of course participation as well as for meeting their student responsibilities. There may be classes that cannot meet face-to-face due to instructor constraints.

3. **Use of electronic materials for the program core.** The 14 upper-level courses that comprise the program core make use of classroom materials (e.g., textbooks, supplementary materials) that are available in electronic formats. Because of the focus on technology in these classes, students enrolled in the Professional Studies program will have an increased reliance on the use of technology. While the College provides technical support for students in all areas related to instructional technology, students are ultimately responsible for seeking out that support as well as for their own overall preparedness to meet the technological demands of the program. This includes reliable internet access.
4. **Successful completion of all core courses.** See *Section VI: Evaluation, Progression, Dismissal & Readmission* for more information.
5. **The BAS program recommends that students maintain continuous enrollment in their respective cohort.** Continuous enrollment is defined as being enrolled in both the fall and spring semesters of each academic year at an enrollment level appropriate to the student’s full-time or part-time status. Under some circumstances, a student may request in writing to defer their enrollment in the program. This request must be approved by the Office of Admissions. To re-enroll, the student must contact admissions.

### III. BAS in Professional Studies Program Outcomes

The Northwest College BAS in Professional Studies program uses the following criteria to measure program effectiveness:

<b>Program Learning Outcomes:</b>	<b>Mapped Courses:</b>
Students will develop proficiency in accessing, evaluating and utilizing information, ideas, and data.	ENGL 4010 PROF 3000
Students will develop proficiency in communicating information and ideas effectively and responsibly.	COMM 3010 MKT 3210 PROF 4350
Students will gain an appreciation for leadership development as a tool for individual, organization and community problem solving.	PROF 4117 PROF 4600 PROF 4985
Students will demonstrate an understanding of organizational design, behavior, ethical practices, and effective managerial and supervisory practices.	MGT 3110 MGT 3410 PROF 4500
Students will gain an understanding of social, cultural, economic and environmental contexts essential for effective leadership and the management of change	COMM 3190 MGT 3210 PROF 3110

## IV. Program of Study

All students must successfully complete all Professional Studies core courses with a “C” or better course grade. Any course below a ”C” must be retaken. For course descriptions, visit the “College Catalog” link on the Northwest College website.

General Education Requirements (32-34 Semester Hours)		
Category	Course Options	Hours
FYS	Any First Year Seminar (FYS) Course	1-3
COM	ENGL 1010 and any additional Communication (COM) Course	6
GOV	Any Government (GOV) Course	3
QR	Any Quantitative Reasoning (QR) Course	3
PNW	Any Physical/Natural World (PNW) Course	4
HC	Any 2 Human Condition (HC) Courses	6
CR	Any Creativity (CR) Course	3
Other	Any 2 additional courses from GOV, COM, QR, PNW, HC, or CR not used elsewhere to meet a general education requirement	6
	<b>TOTAL</b>	<b>32-34</b>
BAS Core Requirements (48 Semester Hours)		
Prefix	Course Title and Description	Hours
ACCT 2010	<b>Principles of Accounting I</b>	3
CMAP 1200	<b>Computer Information Systems</b>	3
COMM 3010	<b>Business and Professional Communication</b>	3
COMM 3190	<b>Cross-Cultural Communication</b>	3
ENGL 4010	<b>Technical Writing in the Professions</b>	3
MGT 3110	<b>Business Ethics.</b>	3
MGT 3210	<b>Management and Organization</b>	3
MGT 3410	<b>Human Resource Management</b>	3
MKT 3210	<b>Introduction to Marketing</b>	3
PROF 3000	<b>Discovering/Utilizing Ideas and Information</b>	3
PROF 3110	<b>Personal Finance</b>	3
PROF 4117	<b>Community Leadership</b>	3
PROF 4350	<b>Problem Solving in Organizations</b>	3
PROF 4500	<b>Risk Analysis</b>	3
PROF 4600	<b>Developing Organizational Leadership</b>	3
PROF 4985	<b>Seminar: Development in Community Leadership</b>	3
	<b>TOTAL</b>	<b>48</b>
Area of Specialization (24 semester hours)		
A minimum of 24 semester hours within an area of specialization to be determined in conjunction with the Professional Studies program director/advisor.		
Open Electives (14-16 semester hours)		
	<b>TOTAL</b>	<b>120</b>

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## V. BAS in Professional Studies Admissions Process & Requirements

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### Admissions Process

While Northwest College adheres to an open admissions policy, admission to the College does not guarantee admission to a particular program of study. Select programs, including the BAS in Professional Studies, have established a separate application process and additional requirements that must be fulfilled prior to admission due to limited space and prerequisites designed to facilitate successful completion. All prospective applicants are encouraged to contact the Admissions Office for specific information.

Prior to applying for admission to the BAS program, students should complete the prerequisite requirements necessary to meet the admissions criteria necessary for acceptance into the program. All students interested in applying for the BAS program should contact the BAS Program Coordinator or Enrollment Services for guidance on how to meet these requirements prior to applying for admittance to the program.

Students who have previously earned a degree (associate-level or higher) are eligible to apply. Students who have not completed a degree, but who have earned or will have earned prior to the cohort start date, 60 semester (or equivalent quarter) credit hours of college-level courses with a cumulative grade point average of at least 2.0 for all previous college-level courses, are eligible to apply. All applicants must meet all other standard institutional admissions criteria for their application to be considered. Please note that for the purpose of determining program eligibility, the college does not round-up fractions or percentages.

Qualified applicants shall be accepted into the program based on the chronological order of their completed application receipt date until all of the available slots for the full- and part-time cohorts are filled. **Therefore, it is recommended that interested applicants apply as soon as possible after the submission period has opened.** Applications that are incomplete or submitted after the application deadline may not be considered.

**Dismissed, Withdrawn, or On-Leave Students** – If a student is dismissed, withdraws, or takes a leave from the Professional Studies program and wishes to re-enter the program, the student must first write a letter to the program coordinator to express intent to return. After receiving consent from the program coordinator, the student must reapply for admission during a future cohort and shall be considered under the admissions requirements stated above. Re-entry is not guaranteed.

**Transfer Students** – Students who have upper division coursework at another college or university shall be evaluated to determine an appropriate entry point in the course track sequence.

Applications for the BAS in Professional Studies program may be submitted between February 1<sup>st</sup> and April 1<sup>st</sup> of each year for the academic year beginning the following fall. Notification of acceptance/denial to the program will be sent after April 1<sup>st</sup>. There is one application cycle per year.

### Admissions Requirements

Admittance to the Professional Studies program requires, but is not guaranteed by, completion of the following:

1. Satisfactory completion of all Northwest College general admission criteria and admittance to Northwest College. This includes submission of the following:

- General college application for admission
  - Official transcripts from all colleges attended
  - Immunization records
  - Official high school transcripts or equivalent (if the applicant has fewer than 15 completed college semester hours or equivalent quarter hours)
  - International student requirements (if applicable)
2. Completion of appropriate college-level coursework prerequisites in one of the following two ways:
- a. Completion of an associate or higher-level degree program with a minimum overall GPA of 2.0 for all college-level courses.
- Or**
- b. Completion of a minimum of 60 semester (or equivalent quarter) credit hours of college-level courses, prior to the Cohort start date, with a cumulative grade point average of at least 2.0 for all college-level courses, and completion of the following courses with a grade of C or higher in each course:
    - 3 semester hours of COMMUNICATION 1\* equivalent coursework
    - 3 semester hours of COMMUNICATION 2\* equivalent coursework
    - 3 semester hours of QUANTITATIVE REASONING\* equivalent coursework
    - 3 semester hours of US/WYOMING CONSTITUTIONS\* equivalent coursework
    - 6 semester hours equivalent coursework from the following: PHYSICAL & NATURAL WORLD, HUMAN CONDITION, CREATIVITY\*

\*(See current college catalog for complete list.)

### **Pathway for Students Denied Admission to the Professional Studies Program**

Students who do not qualify for admission into the Professional Studies program during a given application submission cycle should consult with either the Admissions Office or the Professional Studies Coordinator to establish a pathway to prepare for admission to a future cohort.

## **VI. Evaluation, Progression, Dismissal & Readmission**

### **Evaluation of Core Progress and Program Initiated Dismissal**

Each student shall be evaluated on their progress at the end of each semester. Students are required to successfully complete all Professional Studies core courses with a “C” or better and maintain at least a 2.0 cumulative GPA. Students who do not maintain the minimum 2.0 cumulative GPA requirement may be dismissed from the Professional Studies Program.

### **Student-initiated Program Withdrawal**

Should it become necessary for the student to withdraw from the program, the student must notify the Professional Studies Coordinator, complete the College’s official withdrawal process, and resolve all outstanding financial aid/business office obligations. At that point, the student will be withdrawn from the Professional Studies program.



## **Student Due Process**

The Northwest College Professional Studies program ensures student due process by adhering to the Northwest College grievance and appeals process outlined in the “Northwest College Student Handbook.” To initiate a grievance or appeal, students are expected to follow the following chain of command to resolve all concerns and issues:

1. The student will first go to the instructor(s) directly involved with the concern.
2. If the issue is not resolved, the student can choose to discuss the issue with the Professional Studies Program Coordinator.
3. If the issue is not resolved with the Professional Studies Program Coordinator, the student can choose to discuss the issue with the Vice President of Academic Affairs.
4. If the issue is not resolved, follow formal Northwest College appeals process as outlined in the “NWC Student Handbook.”

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## **VII. Student Services & General Information**

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### **STUDENT SERVICES**

BAS in Professional Studies students are encouraged to access a variety of Student Services via the Northwest College website.

#### **Accident and Health Insurance**

Students are strongly advised to purchase and carry their own personal health insurance.

#### **Library and Reference**

Students are urged to use the NWC Hinckley Library facilities and on-line databases. Visit Hinckley Library on the NWC website to find library hours, policies and instructions for access of library resources. Official transcripts will not be released if there are outstanding library fines/fees.

#### **Computer Lab**

Computer labs are located in academic buildings on the Northwest College campus in the Fagerberg Building, the Yellowstone Building, the Science and Math Building, and Hinckley Library.

#### **Student Activities and Organizations**

NWC provides extensive opportunities for participation in activities and student organizations. Students are encouraged to become involved with at least one organization or activity on campus. Visit the NWC ‘Student Life’ website for more information.

#### **Financial Aid**

Students at NWC may qualify for scholarships and financial aid according to need and eligibility as determined by NWC or by the guidelines of the granting agency. Forms and inquiries concerning this aid may be obtained from the Financial Aid Office at NWC. Northwest College follows Higher Education Re-authorization Act Title IV and eligibility & certification requirements are maintained. For more

information visit 'Financial Aid' on the NWC website.

## **Tuition and Fees**

The costs for attending Northwest College are listed on the Admissions and Business Office sections of the NWC website. Students in the BAS in Professional Studies program will incur additional expenses for supplies and course fees.

Students are encouraged to apply for available scholarships and are responsible for making the appropriate financial arrangements with the Financial Aid and Business Offices. Official academic transcripts will not be sent from NWC until all financial obligations are resolved.

## **Academic Code of Conduct**

Students are responsible for adhering to the NWC Academic Code of Conduct. Violations in the academic integrity will follow the procedure outlined in the "NWC Student Handbook."

## **Academic Advising**

All BAS in Professional Studies students will be assigned an academic advisor. Whenever possible, the student will have the same advisor throughout the four semesters in the BAS in Professional Studies program. Students may request a change of advisor through the Academic and Career Advising Center. All students are **required** to consult with their advisor on or prior to *Advising Day* each semester while in the BAS in Professional Studies program to ensure that

- Students are in sequence with required courses
- Grades for required courses are satisfactory.
- Students are satisfying program requirements for progression and continuation in the program

Additional advising appointments may be initiated by either the student or the academic advisor at any time during the semester.

## **Academic Calendar**

The NWC Academic Calendar is available on the college website.

## **Counseling and Testing Services**

BAS in Professional Studies program faculty do not provide personal counseling. Counseling is available through the Student Success Center in Orendorff Building. The SSC has professionally licensed counselors who can provide personal, career, and crisis intervention counseling in a confidential atmosphere to any student requesting it. To schedule an appointment or find out more information, visit the NWC Student Success Center.

## **Students with Disabilities**

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation

of a disability (whether it is psychiatric, learning, mobility, health related or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the Orendorff Building. Students can also visit the NWC Disability Support website for more information.

### **Computer Services**

Computing Services information is available via the website with additional information and links for assistance. The Computing Services office is located in the Moyer Building.

## **GENERAL POLICIES**

### **Refund Policy**

Students who leave the program prior to completion will receive a refund of tuition according to the refund schedule as shown in the “Northwest College Catalog.”

### **Change of Name and Address**

The student is responsible for notifying the BAS in Professional Studies program office *and* the Registration & Records Office at the college of any changes in contact information for the duration of the program and immediately following graduation.

### **Computer Requirements**

Due to the blended nature of the NWC Professional Studies coursework, it is essential that students have access to a computer that has internet capabilities and the NWC recommended minimum hardware requirements. Students have multiple options to utilize computer labs on campus and are provided with information relating to the computer resources on campus. Students are responsible for maintaining their own personal computer and are provided with information to identify and correct problems through the NWC Information Technology department. Electronic/computer failure of a personal nature does not exempt students from assignment due dates, course work requirements, or examination deadlines.

### **Family Members on Campus**

The BAS in Professional Studies program follows the “Northwest College Student Handbook” policy, which discourages the extended presence of children or other family members in the learning and working environment on the campus.

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## VIII. Faculty and Staff Contact Information

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	<b>Room Number</b>	<b>Phone Number</b>	<b>Email Address</b>
<b>BAS in Professional Studies Coordinator</b>			
Dr. Renee Dechert, Professor of English and Professional Studies Program Coordinator	SM126	754-6433	Renee.Dechert@nwc.edu
<b>Academic Affairs</b>			
Martin Stensing, Dean of Student Learning	ORB126E	754-6024	Martin.Stensing@nwc.edu
Dave Erickson, Interim Vice President of Academic Affairs	ORB126C	754-6235	Dave.Erickson@nwc.edu

# NORTHWEST COLLEGE BAS IN PROFESSIONAL STUDIES PROGRAM

## Professional Studies Student Handbook

By signing below, I acknowledge that I have received an orientation to the Northwest College BAS in Professional Studies Student Handbook and am aware of where to access it for future reference. I understand and acknowledge that these policies will be utilized in determining my admittance to, and fulfillment of, the requirements of the program, and my ability to continue in the BAS in Professional Studies program. I understand I will be notified in a timely manner of revisions and that it is my responsibility to access the handbook and ask the BAS in Professional Studies Program Coordinator for assistance in understanding and complying with these program policies and requirements.

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Signature

Date

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Printed Name