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GREETING FROM ACADEMIC AFFAIRS

Welcome!

I am thrilled that you have decided to pursue your education at Northwestern through the College of Graduate, Online & Adult Learning (CGOAL). This college for non-traditional learning is the umbrella for the Office of Dual Enrollment (DE) and for the Office of Adult & Graduate Studies (A&GS) which includes the Adult Undergraduate and the Graduate Studies programs.

We are committed to providing you with a Christ-centered and academically challenging education at Northwestern. Regardless of the undergraduate major or graduate degree you have selected, all of our curriculum is taught from a Christian perspective. I am certain that you will find your experience to be rewarding as you interact with other students and faculty who have real-world experience as well as distinguished academic credentials.

Staff members in the A&GS Office are always available to assist you, particularly your Academic Advisor, with any needs you might have throughout your program.

May God bless you as you complete your educational goals!

Todd Harmening, Ed.D.
Dean of Graduate, Online & Adult Learning (GOAL)

IMPORTANT OFFICES & STAFF

Office of Adult & Graduate Studies
651-628-3400

Sarah Arthur
Assistant Dean of GOAL

Rebecca Belz
Office Coordinator

Denise Hudson
Stud Services & Reg Specialist

Denise Narloch
Rec & Graduation Specialist

Caitlin Querio
Lead Academic Advisor

Karissa Wilson
Academic Advisor

Program Managers/Directors & Support

Don Johnson, Ph.D.
Health Psychology & Psychology
MAHS

Dale Lemke, Ph.D.
Ministry
MDIV & MAML

Michelle Lutz, M.Ed.
General Education

Jessa Nelson, MOL
MBA & MOL

Bradley Sickler, Ph.D.
MATS

Pamela Solvie, Ph.D.
MAED

Ann Sorenson, MFA
Communication Studies

Sara Vande Kamp, MBA
Business Management

Christa Rhodes
Academic Support & Assessment Coordinator

Other Campus Offices

Financial Aid
651-631-5212

Student Accounts
651-631-5177

Public Safety
651-631-5310
ACADEMIC CALENDAR

**Fall 2020**
August 21, 2020 – December 17, 2020

**Spring 2021**
January 6, 2021 – May 13, 2021

**Summer 2021**
May 17, 2021 – August 19, 2021

**Important Dates**

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<td>Labor Day – UNW CLOSED</td>
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<td>Spring 2021 Registration Opens</td>
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<td>26</td>
<td>Thanksgiving Day – UNW CLOSED</td>
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<td>27</td>
<td>Post Thanksgiving Day – UNW CLOSED</td>
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<td>December</td>
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<td>Fall 2020 Commencement</td>
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<td>Christmas Eve – UNW CLOSED</td>
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<td>New Year’s Day – UNW CLOSED</td>
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**NOTE:** A&GS semester dates are different from TRAD and DE dates. A detailed calendar is located on the website and/or theROCK.

---

DISCLOSURE INFORMATION

**Annual Safety Report**

In compliance with the Clery Act (effective 1990), students can access the latest University of Northwestern Annual Security and Fire Safety Report by visiting the university website, or printed copies of the report are available through Public Safety.

**Assessment of Student Learning**

As required by the Higher Learning Commission (hlcommission.org, 312-263-0456), University of Northwestern has developed an assessment plan for documenting student academic achievement. One of the primary elements in the assessment plan is the conducting of research on student learning and personal development. Students are encouraged to participate fully in such projects whenever invited to do so. The results of these assessments will enable Northwestern to measure its effectiveness, thereby providing guidance for further improvement of instructional and student development programs.

**Completed Forms**

Completed forms are considered official on the date the A&GS Office receives them. Students are required to sign the Student Account Payment Options and Agreement at the beginning of their enrollment in an A&GS program and then annually prior to registering each Fall semester. Students are required to sign the Willful Participation, Release from Liability, and Indemnification Agreement at the beginning of their enrollment in an A&GS program to allow participation in various off-campus events associated with the university.

**Personal Property Liability**

Northwestern is not liable for the loss of money or personal belongings of any person or for damages done to property belonging to any individual.
Reserved Rights

University policy is continually being reexamined to reflect the needs and values of the community. University of Northwestern reserves the right to change, without notice, any statement concerning, but not limited to, rules, policies, tuition, fees, faculty, curriculum, and courses. The policies and statements listed in the catalog are not an irrevocable contract. The CGOAL Catalog is subject to change during the school year, and students will be notified in writing if substantive changes are made.

Retention & Graduation Rates

The University of Northwestern is engaged in an ongoing study of retention and graduation rates.

For students seeking a degree through the Adult Undergraduate program, the percentage of students enrolled from the first academic year of the program to the second academic year is as follows:

- 2014–15 = 72%
- 2015–16 = 72%
- 2016–17 = 68%
- 2017–18 = 79%
- 2018–19 = 65%

The three-year graduation rate for adult undergraduate students who started in 2016 = 31%.

For students seeking a degree through the Graduate Studies program, the percentage of students enrolled from the first academic year of the program to the second academic year is as follows:

- 2014–15 = 75%
- 2015–16 = 77%
- 2016–17 = 75%
- 2017–18 = 77%
- 2018–19 = 75%

The three-year graduation rate for graduate students who started in 2016 = 68%.

ABOUT THE UNIVERSITY OF NORTHWESTERN

University Mission Statement

University of Northwestern exists to provide Christ-centered higher education equipping students to grow intellectually and spiritually, to serve effectively in their professions, and to give God-honoring leadership in the home, church, community, and world.

University Vision Statement

Because of God’s compelling love, we will teach wisdom and understanding to reach all nations for Christ (2 Corinthians 5:14, Proverbs 1:7, Matthew 28:19).

University Core Values

1. Scripturally Grounded
2. Intellectually Challenging
3. People Centered
4. Culturally Engaging
5. Contagiously Christian

Philosophy of Education

Statement of Philosophy

University of Northwestern endeavors to provide education that is grounded first and foremost in the truth of the Bible and in God as the Ultimate Reality of the universe. Based on an intimate knowledge of the Word of God and with a deep, growing relationship with Jesus Christ, all other knowledge is interpreted in its proper and accurate perspective. The study of the Bible, theology, and the practice of personal spiritual disciplines is the foundation on which all other disciplines rest. When the apparent truths of an academic discipline conflict with the truths of God’s Word, we put our trust in God’s revealed truth in the Bible.
Having an educational philosophy with its central core steeped in the revealed Word of God, we endeavor to provide a well-rounded education that equips students to have a broad understanding of the world God has created. Our approach to education reflects a commitment to the values of community, lifelong learning, ministry, integrity, and the pursuit of excellence. This approach enables our students to develop the skills and knowledge necessary to be effective in a variety of professions, to become leaders, and to be enthusiastic witnesses of God’s truth to the world. University of Northwestern equips students to study the world with rigor, to participate meaningfully in our society, to be able to apply critical thinking skills in all inquiries, to express themselves with confidence, and to have an overwhelming sense of God’s infinite wisdom regarding all things.

Foundational Beliefs

We believe that all intellectual inquiry starts from a set of assumptions based on faith. We further believe that, from the beginning, God has revealed truth to humanity by His Word and by His creation. Because of the Fall, sin impairs our capacity to reason rightly and to know truth. It is only God’s redemptive work of new creation through Jesus Christ, revealed in the Bible that has restored our potential for rightly discerning and interpreting truth.

All creation reflects God’s glory. Likewise, God has invested us with His image that we might glorify Him by seeking to know Him and the design and purpose of His creation in order to love and serve Him. Northwestern, as a community of faith and learning, is dedicated to that inquiry.

At the core of Northwestern’s educational purpose is the pursuit of truth as revealed in the Bible and through God’s creation. Therefore, the study of the Bible is central in our approach to education “governing discipline,” the foundation from which all other disciplines emerge, and the ultimate judge of all fields of inquiry. The Bible (correctly interpreted through the guiding instruction of the Holy Spirit and proper interpretive methods) is the lens through which we interpret knowledge discovered in all other subject areas. We believe that there is a consistency between biblical truth and truth discovered through reason and experience, but we hold that when apparent conflicts occur, all truth claims defer to the truth revealed in the Bible.

God has made His people stewards of His creation and provided a general revelation of Himself through all that He has created. Believers are called to use their God-given rational abilities to understand, organize and use what God has revealed. Consequently, Northwestern strives to instill in students the desire to pursue truth as a lifelong calling and to provide them with the tools to learn the truths of the Bible and in all of God’s creation, and to be witnesses of God’s redemptive glory throughout the world.

Accreditations, Recognitions & Memberships

University of Northwestern – St. Paul is:

- Accredited by The Higher Learning Commission (hlcommission.org, 312-263-0456). Thus, credits earned at Northwestern are recognized by other colleges and universities. Also, Northwestern students are eligible for all federally funded financial aid programs and other aid programs.
- Incorporated under the laws of the state of Minnesota as a non-profit operated exclusively for educational, religious, and charitable purposes.
- Registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- A member of the American Association of Colleges for Teacher Education (AACTE).
- A member of the Minnesota Association of Colleges for Teacher Education (MACTE).
- Approved by Minnesota Professional Educator Licensing & Standards Board (PELSB) to offer programs leading to teacher licensure.
- Approved by the Minnesota Department of Veteran Affairs for the training of veterans and survivors/dependents of veterans.
- An accredited institutional member of the National Association of Schools of Music (NASM).
- Granted certification by the Minnesota Board of Peace Officer Standards & Training (POST) to provide the academic component of the Professional Peace Officer Education (PPOE) in Northwestern’s criminal justice major (law enforcement track).
- A member of the Upper Midwest Athletic Conference (UMAC).
- A member of the National Collegiate Athletic Association (NCAA–DIII).
- A member of the National Christian College Athletic Association (NCCAA–DI).
- A member of the Council for Christian Colleges & Universities (CCCU).
- A member of the Council of Independent Colleges (CIC).
- A member of the North American Coalition for Christian Admissions Professionals (NACCAP).
- A member of the National Alliance for Musical Theatre (NAMT).
- A member of the National Association of Independent Colleges & Universities (NAICU).
• A charter member of the Evangelical Council for Financial Accountability (ECFA).
• A charter member of the Association of Christian Schools International (ACSI).
• A (non-accredited) member of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
• A member of the National Association for College Admission Counseling (NACAC).
• A member of the National Association of Evangelicals (NAE).
• A founding member of the Open Textbook Network (OTN).
• A subscriber to Quality Matters Higher Education online course rubric.
• An institutional participant in the State Authorization Reciprocity Agreement (SARA).
• A member of the International Association for Communication & Sport (IACS).
• A member of the Intercollegiate Broadcasting System (IBS).
• A member of the National Communication Association (NCA).
• A member of the Broadcast Education Association (BEA).
• A member of the Event Service Professionals Association (ESPA).
• A member of the Association of Business Administrators of Christian Colleges (ABACC).
• A member of the Christian Adult Higher Education Association (CAHEA).

The baccalaureate program in nursing at University of Northwestern – St. Paul is accredited by the Commission on Collegiate Nursing Education (ccneaccreditation.org).

Students who are interested in reviewing the documents of Northwestern’s accreditation and licensure should contact the Senior Vice President for Academic Affairs.

President Alan S. Cureton

Since his arrival as Northwestern’s eighth president in January 2002, Alan S. Cureton, Ph.D., has led the institution to growth in academic excellence and fiscal health while holding firmly to Northwestern’s Christ-centered, biblical foundation. Dr. Cureton also serves as president of Northwestern Media, a ministry of University of Northwestern. The media ministry reaches more than a million listeners with the truth and love of Jesus Christ—on the air and worldwide through the Internet—through 21 radio stations that offer encouraging and uplifting music, biblical teaching, and dynamic listener engagement.

Northwestern has seen an increase in total enrollment under Dr. Cureton’s leadership with the addition of several new traditional and adult undergraduate majors and with the launch of graduate programs beginning in 2005. At Dr. Cureton’s initiative in 2007, Northwestern redesigned its core curriculum with comprehensive emphasis on a Christ-centered, biblical worldview. Five major building projects including the Mel Johnson Media Center (2003), the Riley Hall renovation adding Business Department offices, labs, and classrooms (2004), the Billy Graham Community Life Commons (2011), a new athletic complex, Reynolds Field (2014), and the Beverly and John Lord Knight Performance Hall renovation (2016), were completed during his presidency. Northwestern also acquired the following off-campus buildings: Wilson Center (2011), Akenson Hall (2014), and Rosedale Square North (2019).

With 41 years of experience in higher education, Dr. Cureton’s service to the community and other institutions allows him to bring a broad perspective to his leadership. His involvement outside of Northwestern has included a variety of roles: Trustee (2000–2009) and Board Chair (2007–2009) for the Daystar University U.S. Board in Nairobi, Kenya; Trustee for Sterling College in Kansas (1998–2011); Member of the Minnesota Prayer Breakfast Committee (2002–2015); Chair of the President’s Council of the Upper Midwest Athletic Conference (2005–2015); Member of the NCAA–DIII Presidents/Chancellors Advisory Group (2010–2012); Member (2012–2018) and Chair (2015–2017) of the NCAA–DIIII Presidents Council; Member of the NCAA Board of Governors (2014–2018); Board Member for Minnesota Campus Compact (2008–2016); and Board Member with the National Association of Evangelicals (2015–present). Dr. Cureton also serves on Higher Learning Commission evaluation teams and, with his strengths in the areas of strategic planning, visionary leadership, fiscal health, revenue resources, and board development, he serves as a consultant for private colleges and universities.

In 2007, Dr. Cureton received the Alumni Achievement Award from the College of Human Services at Iowa State University, recognizing his meritorious service and distinguished achievements in higher education. In October 2013, Dr. Cureton was awarded the 2013 Sterling College Alumni Award from his alma mater in Kansas. In his remarks while presenting the award to Dr. Cureton, Sterling College President Scott Rich commended Cureton, saying, “He has a lifelong commitment to personal enrichment and has worked to provide opportunities for others to attain higher education.”

Dr. Cureton holds a Bachelor’s degree in Bible and Christian Education from Sterling College in Kansas, a Ph.D. in History and Philosophy of Education and Higher Education from Iowa State University. During his collegiate undergraduate career, Dr. Cureton played varsity football, earning all-conference recognition his senior year. He is especially proud of having started and played in every football game throughout his four-year collegiate career.
ABOUT THE OFFICE OF ADULT & GRADUATE STUDIES

Office Mission Statement

We exist to provide excellent, Christ-centered higher education for adult learners, and we will encourage, enrich, and equip them on their educational, spiritual, and professional journey.

Office Verse

Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms (1 Peter 4:10, NIV).

Vision Statement & Foundational Pillars

Adult Undergraduate Program

We seek to enrich the lives of adult undergraduate students by equipping them for effective academic growth and effective service in their professions and communities.

1. Academic Excellence
2. Community & Connection
3. Enrichment & Support
4. Faith Integration

Graduate Studies Program

We seek to enrich the lives of graduate students by equipping them for leadership and professional achievement.

1. Academic Excellence
2. Community & Connection
3. Enrichment & Support
4. Faith Integration
5. Scholarship & Professionalism

COMMUNITY POLICIES

The Community Policies listed in this section can be found in their entirety at theROCK > Student Home > Community > Community Policies & Handbooks.

Declaration of Christian Community

University of Northwestern is an intentional community based upon biblical absolutes, community guidelines, and matters of individual discernment for the joint purposes of education and harmonious living. Northwestern, as a Christ-centered community, upholds responsible living with integrity by expecting Christian conduct of all students, faculty, and staff. All members of the community willingly agree to participate in and abide by the principles and expectations contained in the Declaration of Christian Community. In addition, failure to adhere to the guidelines set forth in the Declaration of Christian Community can result in disciplinary action.

Doctrinal Statement

Northwestern’s educational programs and media ministries are firmly founded upon definitively formulated and explicitly stated biblical doctrines as follows:
I. The Scriptures

We believe that the Scriptures of the Old and New Testaments are verbally and plenarily inspired of God, are inerrant in the original writings, and are the infallible authority in all matters of faith and conduct (2 Timothy 3:16).

II. The Godhead

We believe in one God, eternally existing in three persons, Father, Son, and Holy Spirit (John 1:1, 2). These three are equal in every divine perfection and execute distinct but harmonious offices in the work of creation and redemption (John 15:2).

III. The Father

We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power (Gen. 1:1, Ex. 15:11, Job 12:13, Matt. 19:26). We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer (Matt. 6:6), and that He saves from sin and death all who come to Him through Jesus Christ (John 1:12).

IV. The Son, Jesus Christ

We believe in Jesus Christ, the eternal and only begotten Son of God, conceived by the Holy Spirit, born of the Virgin Mary, sinless in His life, making atonement for the sin of the world by His substitutionary death on the cross. We believe in His bodily resurrection, His ascension into heaven, His present high priestly intercession for His people (Heb. 9:24), and His personal, visible, imminent (Heb. 9:28), and premillennial return to this earth according to His promise.

V. The Holy Spirit

We believe in the Holy Spirit, who came forth from God to convict the world of sin, of righteousness, and of judgment and to regenerate, sanctify, and comfort those who believe in Jesus Christ (John 16:7,8).

VI. The Salvation of Man

We believe that man was created in the image of God (Gen. 1:26), that he sinned in Adam, and that all men by nature and by choice are sinners having incurred not only physical death but also that spiritual death which is separation from God (Rom. 3:23). We also believe that “God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life” (John 3:16). Therefore, those who by faith, apart from human merit, works, or ceremonies, accept Christ as Lord and Savior are justified on the grounds of His shed blood and become children of God. We believe in the bodily resurrection of the just and the unjust (1 Cor. 15:22, Acts 17:31). The saved will rejoice forever in God’s presence, and the lost will be forever separated from God in everlasting conscious punishment. We believe that every human being is responsible to God alone in all matters of faith (Jude 24).

VII. The Church

We believe in the Church, a living, spiritual body of which Christ is the Head and of which all regenerated people are members. We believe that a visible church is a company of believers in Jesus Christ, buried with Him in baptism and associated for worship, work, and fellowship (Eph. 1:22,23). We believe that to these visible churches were committed for observance “till He come” the ordinances of baptism (Matt. 3:13–15) and the Lord’s Supper (1 Cor. 11:23–26); and that God has laid upon these churches the task of persuading a lost world to accept Jesus Christ as Savior and to enthrone Him as Lord and Master. We believe that human betterment and social improvement are essential products of the Gospel. We believe that Church and State must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other.

VIII. The Responsibility

We believe that we are under divine obligation to contend earnestly for the faith once delivered unto the saints by proclaiming to a lost world the acceptance of Jesus Christ as Savior and the enthroning of Him as Lord and Master (Jude 3, Acts 16:30, Col. 3:1–3).
Harassment

University of Northwestern will not tolerate harassment in any form. Harassment may include any of the following: derogatory comments, verbal or written threats, threatening actions or gestures, or physical conduct and attack. Categories of harassment may include, but are not limited to, the following: hazing, bullying, stalking, sexual harassment, racial harassment, religious harassment, disability harassment, sexual orientation harassment, or physical assault. When such incidents occur, appropriate disciplinary action will be taken.

Health Insurance Portability & Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict Northwestern’s ability to use and disclose protected health information (PHI). Protected health information means information that is created or received by Northwestern’s Comprehensive Welfare Benefit Plan (The Plan) and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased.

Notice of Non-Discrimination

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University of Northwestern – St. Paul does not unlawfully discriminate on the basis of sex, race, color, national origin, age, disability, marital status, genetic information, veteran status, or any other protected status under federal, state, or local law applicable to the university, in its education programs and activities, in employment policies and practices, and all other areas of the university. As a faith-based institution, the university is exempted from certain laws and regulations concerning discrimination. The university maintains the right, with regard to admissions, enrollment, employment, and other matters, to uphold and apply its religious beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The university is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual’s sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently, in an education program or activity. Sexual harassment is a form of sex discrimination. In accordance with Title IX and its regulations, this policy addresses the university’s prohibition of the following forms of unlawful sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. Allegations of sex discrimination that do not involve sexual misconduct will be handled in accordance with the Non-Discrimination policy and Harassment: All Unlawful Forms policy.

The university will respond to reports of sexual misconduct promptly and equitably and appropriate action will be taken to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community. All faculty, staff, and students are responsible for maintaining a safe environment for education and work. This includes taking appropriate action to prevent and eliminate sexual misconduct.

Questions or concerns about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be referred to:

Kelly Franck
Human Resources Business Partner
Title IX Coordinator
Riley Hall: R1605
3003 Snelling Avenue North
St. Paul, MN 55113
Phone: 651-631-5480
Email: titleIX@unwsp.edu

Questions or concerns may also be referred to the U.S. Department of Education’s Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue SW
Washington, DC 20202-1100
Phone: 800-421-3481
Fax: 202-453-6012
TDD#: 800-877-8339
Email: OCR@ed.gov
www.ed.gov/ocr

Questions or concerns regarding the Rehabilitation Act and Title II of the ADA may be referred to:

Pearl Ferrin
Director of Human Resources
Riley Hall: R1705
3003 Snelling Avenue North
St. Paul, MN 55113
Phone: 651-631-5375
Email: pfferrin@unwsp.edu
Privacy Act (FERPA)

University of Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA sets out requirements for the protection of student privacy. It deals specifically with the education records of students, affording them certain rights with respect to those records. Students are annually notified of their detailed rights under FERPA in student handbooks and/or other means. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

In keeping with the requirements of FERPA, Northwestern hereby designates the following items as directory information for students: name, address, telephone number, email address, digitalized image/photograph/video, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate, full-time, or part-time, etc.), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent previous educational institution attended. The university may disclose any of these items for any purpose at its discretion without prior written consent, unless notified in writing to the contrary by students.

Currently enrolled students can withhold the disclosure of information under the provisions of FERPA. To withhold disclosure, students must submit the Request to Restrict or Lift Restricted Information Form, which will make their directory information confidential until they request in writing to lift the restriction. As with all confidential student records, Northwestern will release information to designated parties only with the express written consent of students or as otherwise required by law. Failure of students to specifically request the withholding of directory information indicates approval of disclosure.

Students should carefully consider the consequences of any decision to withhold directory information. Should they decide to do this, all future requests for directory information, however legitimate, will be refused. This includes family, friends, prospective employers, credit agencies, and others to whom students may want this information known. Northwestern cannot assume the responsibility to contact students for subsequent permission to release directory information. Regardless of the effect upon students, Northwestern assumes no liability for honoring an instruction to withhold directory information. Visit unwsp.edu/resources/registrar/ferpa for more information.

Solomon Amendment

University of Northwestern must comply with the Solomon Amendment and therefore supplies the following student data upon request from the Department of Defense, military services, and other related federal agencies for the purpose of recruitment and manpower fulfillment: name, address, telephone number, age (or year of birth), place of birth, level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), most recent educational institution attended, and current major(s). Contact the Registrar’s Office for more information.

Statement of Unity

We acknowledge that achieving unity within diversity is a major issue in our society today. We believe that the Word of God does speak to this issue. After considerable discussion and prayer, we wish to affirm our commitment to biblical unity within the diversity that exists in the body of Christ (1 Cor. 12:12–26). It is our desire that every person in the Northwestern community be accepted and valued, regardless of gender, race, color, social status, ability/disability, age, ethnicity, or gifts. We believe that because Christ has reconciled us to God, and to one another, we must seek to maintain the unity of the Spirit in the bond of peace (Eph. 4:1–6). Wherein we fail to do this, we should humbly seek forgiveness from God and one another. We pledge to lead our community in the process of reconciliation and the restoration and maintenance of God-honoring relationships among His people. We desire to be role models who will glorify God through our demonstration of biblical unity.

Students Seeking Accommodations

In the belief that diversity strengthens the educational community, University of Northwestern strives to be in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The university strives to uphold the biblical model of Godly inclusion; therefore, we are committed to providing “reasonable” accommodations to individuals with documented and qualifying needs in order to ensure access within the Northwestern community.
CAMPUS LIFE

Support Offices

Academic Achievement

Academic Achievement serves all Northwestern students by equipping them for academic success and lifelong learning through quality resources, services, and training that include the following: subject and writing tutoring, academic skills coaching, culture and language transitioning, and reasonable academic accommodations through the Americans with Disabilities Act (ADA). Contact Academic Achievement at 651-628-3241 or academicachievement@unwsp.edu for more information.

Career Development

Career Development helps students and alumni explore their interests, prepare for the workplace, and pursue their careers for the glory of God. Career coaching and professional development opportunities are provided in person or virtually to all students and alumni which include, but are not limited to, the following: career transition, personality assessments, job/internship search strategies, resume reviews, instructional videos, employer networking opportunities, professional development workshops, and webinars throughout the year. Contact Career Development at 651-631-5265 or career@unwsp.edu for more information.

Campus Services

Campus Network & University Accounts

The campus network is available to students for educational purposes only, and by connecting to the network, students agree to abide by the policies that govern computing on campus. Northwestern is not responsible for the operation or maintenance of students’ computers including the installation of network cables. Students who plan to connect their laptop to an outlet should bring a power strip with them to class.

Northwestern provides students with a password protected account that allows access to resources that include the following: network access, university email, Office 365, theROCK (community portal), Moodle, the online library, etc. Network accounts are a privilege that can be taken away if abused, and they are removed nine months after the last course was taken or nine months after graduation. Northwestern’s assigned email is the university’s official and primary means of electronic communication among students, faculty, staff, and administration. Therefore, students are responsible for checking their university email regularly.

Campus Store

The Campus Store exists to provide students, faculty, staff, and alumni with current Northwestern branded apparel, school supplies, gifts, snacks, and textbooks. In addition to new and used textbooks, rental and eBook options may be available. Visit unwsp.edu/location/campus-store for more information.

Course Sites

Northwestern makes use of Moodle, an Internet-based learning management system. Faculty use their course site (per course) to distribute syllabi, communicate with students, and provide other course-related learning activities. Students use the course site to participate in discussions, submit assignments, and access course materials. Students should check each course site that they are enrolled in at least twice a week. Course sites and syllabi are typically available two weeks prior to the course start date.

Health Insurance & Liability

It is now required by law (Affordable Care Act) that everyone has health insurance coverage. No additional coverage is required for students while they are enrolled at Northwestern. However, Northwestern is not liable for any injuries sustained by students.
Library

As a center of intellectual inquiry, the Berntsen Library serves the Northwestern community through information resources and expertise in order to advance the university’s educational mission. The library provides growing book, reference, periodical, and audiovisual collections in a variety of formats in order to assist with learning. The online library, which includes access to over 100 book or article databases, greatly enhances and expedites the research process. Research librarians are available during most of the hours the library is open to help students who have research questions. Students can contact them in person, by phone (including toll-free), by email, or by online chat. Visit unwsp.edu/resources/campus-services/berntsen-library for access to library hours, contact information, and the online library.

The library is a member of CLIC (Cooperating Libraries in Consortium) which provides for and promotes resource sharing with the libraries of five other private universities in the area. The library also provides interlibrary loan service through MINITEX, the regional library information network, and nationally through the Christian Library Consortium.

The library houses the Archives which contain, among other things, the scrapbooks, sermons, and other writings of William B. Riley, the first president of Northwestern. The library also includes public workstations, print/scan/copy equipment, classrooms, and a variety of study spaces for students, such as group study rooms and a silent study floor.

Public Safety

All blended/onsite students are issued an identification (ID) card (online students can request a card) when they enroll at Northwestern. This ID card is the property of Northwestern; it must be returned to Public Safety upon termination or graduation at which time an alumni card will be issued. If an ID card is lost, damaged, or stolen, a replacement can be obtained (for a fee) by contacting Public Safety. Vehicles are required to have a parking permit while on campus. Permits for A&GS students are free of charge and can be obtained on theROCK > Student Home > Adult & Graduate Student Services > Public Safety to register a vehicle. Contact the Public Safety Office at 651-631-5310 for more information.

Campus Activities

Alumni & Parent Relations

Alumni & Parent Relations seeks to promote the vision and mission of Northwestern by focusing on two vital constituent groups: our alumni and the parents/families of our students. We seek to keep our alumni informed, engaged, and an active part of the Northwestern community. With parents, our office strives to partner together as we continue the mentorship process for each student. Our office is a great place to address questions and concerns and to get involved with campus activities and prayer efforts. Contact Alumni & Parent Relations at 651-631-5236/alumni@unwsp.edu or 651-631-5350/parents@unwsp.edu for more information.

Athletics

Athletics exist to enhance the mission of Northwestern and provide healthy and safe opportunities for men and women. Our staff, coaches, athletes, and fans honor Christ through competitive Christ-like attitudes, sportsmanship, speech, and actions. Daily devotions, prayer, community outreach, and missions trips also make up the uniqueness of athletics at Northwestern. Strong emphasis is placed upon the highest type of sportsmanship in intercollegiate and intramural activities. Athletic facilities include the Ericksen Center and Reynolds Field. Intercollegiate competition for men includes baseball, basketball, cross-country, football, golf, lacrosse, soccer, tennis, and track. Intercollegiate competition for women includes basketball, cross-country, golf, lacrosse, soccer, softball, tennis, track, and volleyball.

ELIGIBILITY REQUIREMENTS FOR INTERCOLLEGIATE ATHLETICS

Northwestern abides by the eligibility requirements as stated by the NCAA–DIII manual. All students wishing to participate in the intercollegiate sports teams must be enrolled as a full-time student. To continue eligibility, students must be in good academic standing, be making normal progress toward a degree (see “Financial Aid—Satisfactory Academic Progress”), and meet all NCAA requirements. Contact the Athletics Office for more information about eligibility requirements for undergraduate and graduate students.
ADMISSIONS

Applying to Northwestern

The university does not discriminate on grounds of race, color, national or ethnic origin, sex, or disability. Admission to University of Northwestern does not guarantee any unique or specific disability-related accommodations. Prospective students who have concerns should contact Academic Achievement at 651-628-3241 or academicachievement@unwsp.edu for more information.

Prospective students are encouraged to call or visit with questions regarding the application process, semester deadlines, or program specifics. Students need continuous access to computer technology to be successful in their program, and it is recommended that they read the catalog, prior to acceptance, to understand the policies that they will be subject to once they are admitted.

Admission of Non-Degree Seeking Students

Non-degree seeking students typically desire to take individual courses for personal enrichment or professional development without fully enrolling in a certificate or degree program at Northwestern. Taking individual courses does not grant eligibility to participate in co-curricular activities and does not warrant financial aid eligibility.

Non-degree seeking students are able to attempt and register for 16 credits. If students would like to continue, they must apply to be a degree-seeking student. See “Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program” for more information.

The following criteria are applied when admitting non-degree seeking students:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Submission of an Individual Course(s) Application.
5. To take undergraduate-level courses, provide an official transcript from high school and/or the most recent undergraduate school attended.
6. To take graduate-level courses, provide an official transcript from where the undergraduate degree was earned and/or the most recent graduate school attended.
7. Ability to demonstrate English language proficiency (see complete policy for requirements).

Admission of Adult Undergraduate Students

The following criteria are applied when admitting adult undergraduate students:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Three years of post-high school work/life experience.
5. Minimum cumulative GPA of 2.00 (on a 4.00 scale) from all previous college work.
6. Submission of an application and required essay(s).
7. Submission of an official high school transcript or an official GED certificate if fewer than 60 college credits are being transferred into the degree.
8. Submission of all official transcripts from postsecondary institutions at which the applicant was previously registered at whether or not transferable credits were earned.
9. Ability to demonstrate English language proficiency (see complete policy for requirements).

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria can be made by the Dean of GOAL in consultation with Admissions.

Articulation Agreement with Southeast Technical Institute

University of Northwestern has established an articulation agreement with Southeast Technical Institute to facilitate credit transfer and provide a smooth transition from Southeast’s Associate of Applied Science in Business to Northwestern’s Bachelor of Science in Business Management. Contact CGOAL Admissions or visit unwsp.edu/academics/adult-undergraduate for more information.
Admission of Graduate Students

The following criteria are applied when admitting graduate students:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Likelihood of academic success at Northwestern.
4. Bachelor’s degree earned from a regionally, nationally, professionally, or specialized accredited institution (recognized by the U.S. Department of Education).
5. Minimum cumulative GPA of 3.00 (on a 4.00 scale) from all earned Bachelor’s degrees and previously taken graduate coursework.
6. Submission of an application and required essays.
7. Submission of all official transcripts from postsecondary institutions at which a Bachelor’s degree was earned and graduate coursework was previously taken.
8. Submission of two academic/professional reference letters.
9. Submission of a current resume (MBA and MOL applicants only).
10. Ability to demonstrate English language proficiency (see complete policy for requirements).
11. All application materials will be reviewed by an Admissions Committee, and the applicant may be contacted for an interview.

Northwestern is authorized under federal law to enroll nonimmigrant graduate students. In addition to the regular graduate admission criteria, special admission procedures are necessary for students who are not U.S. citizens. Evidence of sufficient financial resources must be presented prior to admission, which must occur before student visa arrangements can be made.

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria can be made by the Dean of GOAL in consultation with Admissions.

Admission of Accelerated Graduate Track (Dual Degree) Students

To be eligible for the abbreviated admissions process listed below, accelerated graduate track (Dual Degree) students from an approved traditional major (departments include Biblical & Theological Studies, Business, and Christian Ministries) or the adult undergraduate Ministry major must apply to and begin coursework for the corresponding graduate degree within two years of completing the undergraduate degree at Northwestern. Students who apply and/or begin after this timeframe will be required to meet all current graduate admission requirements and may be required to comply with the current degree requirements.

NOTE: All graduate-level courses taken as an undergraduate student must be completed with a grade of “C” or better to satisfy graduate degree requirements.

The following criteria are applied when admitting accelerated graduate track (Dual Degree) students to their subsequent graduate program:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the “Declaration of Christian Community.”
3. Bachelor’s degree earned from Northwestern.
4. Minimum cumulative GPA of 3.00 (on a 4.00 scale) from Northwestern.
5. Submission of an abbreviated application.
6. Submission of any missing official transcripts (Admissions will access the applicant’s Northwestern transcript and transcripts from other postsecondary institutions that have already been submitted).
7. Submission of a formal recommendation from a full-time faculty member within the Traditional Undergraduate department or the Adult Undergraduate Program Manager. In lieu of a departmental recommendation, students must submit one additional academic/professional reference.
8. All application materials will be reviewed by an Admissions Committee, and the applicant may be contacted for an interview.

Admission of Special M.Div. Students

With the approval of the Dean of GOAL and the Director of Non-Traditional Admissions, a maximum of 10% of M.Div. students may be admitted to the M.Div. program without a Bachelor’s degree (this special M.Div. program exception does not apply to the MATS program). To be considered for this exception, students must meet the following requirements in addition to the regular graduate admission criteria except having earned a Bachelor’s degree.
First, students must have at least twenty years of post-secondary life experience that includes full-time ministry work. Second, students must have two years of college, completed a minimum of 60 credits which includes English composition, and a minimum cumulative GPA of 2.80. Third, students must write an essay, in addition to the application essay, explaining how their life experience, vocational training, and education have prepared them for graduate work.

Students who meet these requirements and who have been approved by the Dean of GOAL and the Director of Non-Traditional Admissions will be considered for admission on a provisional basis. These students will not be eligible to earn the Master of Arts in Theological Studies (MATS) degree. Furthermore, students must achieve a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester, or they will be administratively withdrawn from the program.

**English Language Proficiency**

For those whose native language is not English (e.g., International Student, Refugee, Political Asylee, Permanent Resident, or Non-resident Alien), English language proficiency must be demonstrated by taking one of the following exams:

**Undergraduate**
- A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL), 197 on the computer-based TOEFL, or 74 on the internet-based TOEFL.
- A minimum score of 6 on the International English Language Testing System (IELTS).
- A minimum score of 50 on the Pearson Test of English Academic (PTE).

**Graduate**
- A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based TOEFL, or 80 on the internet-based TOEFL.
- A minimum score of 6.5 on the International English Language Testing System (IELTS).
- A minimum score of 58 on the Pearson Test of English Academic (PTE).

**Undergraduate & Graduate**

The TOEFL/IELTS/PTE requirement may be waived for the following reasons:
- Students are from a recognized English-speaking country (contact Admissions for a list of identified countries).
- Students have completed an English writing course with a grade of “C-“ or better and have earned a minimum of 12 credits from an accredited U.S. college/university.

**Provisionally Admitted Students**

Students who are admitted on a provisional basis must satisfy the conditions of their acceptance in order to continue in their program, and students may be provisionally admitted for any of the following reasons:

1. **Inadequate GPA**
   
   Undergraduate students who are admitted on a provisional basis because of inadequate GPA must have a minimum Northwestern cumulative GPA of 2.00 by the end of the first registered semester. Graduate students who are admitted on a provisional basis because of inadequate GPA must have a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester. If the applicable GPA provision is not satisfied, students will be academically suspended from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

2. **Missing Official Transcript(s)**
   
   Students who are admitted on a provisional basis because of missing official transcript(s) must submit all missing official documents to the A&GS Office by the end of the first registered semester. If all missing official transcript(s) are not received by the end of the first registered semester, students will not be allowed to register for any future courses until the provision has been satisfied.
3. Other

Any other provision can be stipulated by Northwestern and must be satisfied in order to continue registering for courses. If any other provisions are not satisfied, students will be administratively withdrawn from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

New Student Orientation

New students are strongly encouraged to participate in New Student Orientation, which occurs prior to the beginning of each semester to help new students learn and understand how to navigate Northwestern from a policy, process, and technology perspective. It is a time of learning and interaction with others and sets the foundation for a successful university experience. In addition, online tutorials and resources are available to all students.

STUDENT ACCOUNTS

Tuition & Fees

Tuition rates are subject to change each Fall semester. Current rates are posted on the university website.

Course Withdrawal .........................................................$55
Data Analytics (per DAL-prefix course) ................................$200
Diploma Replacement .....................................................$10
Directed Study .................................................................$50
DSST Administration ......................................................$40
Graduation Administration (Undergraduate) .........................$75
Graduation Administration (Graduate) ..................................$100

Internship .................................................................$50
Late Course Registration .................................................$50
Ministry (some MIN-prefix courses) .................................Varies
Payment Plan Enrollment ................................................$30
Prior Learning Submission (one-time) ..............................$100
Prior Learning Evaluation (per credit sought) ...............$65
Replacement of ID Card ................................................$25

NOTE: Fees are nonrefundable and are subject to change.

Billing Notifications

Students are responsible to check their student account activity and view their online billing statement on a monthly basis. Billing notifications are sent to the student’s university email by the second day of each month if a balance is due at the end of the month (no paper statements are mailed to permanent addresses). Students should not receive a bill with any late fees or accrued interest until after the start date of their first course. Contact CGOAL Student Accounts at 651-631-5177 or cgoalstudentaccounts@unwsp.edu for more information.

Payment Plans

Students can select one of the following payment options for their tuition and fees:

1. Full Payment

Students pay the entire bill from Northwestern by the last day of the month in which a billing notification is received. Full payment can also include financial aid; however, if the aid is not applied to the student account by the due date, the account is subject to a 0.65% monthly late fee (8% annually).

2. Monthly Payments

Students can enroll in a payment plan each semester and make up to four monthly payments. The enrollment period is the first month of each semester and is available on theROCK > Student Home > Adult & Graduate Student Services > Student Accounts. Students should select the appropriate plan for their venue, and there is a $30 enrollment fee per semester. Students who participate in the Fall payment plan will be automatically enrolled in the Spring payment plan and charged the enrollment fee if registered by the first billing date; students who participate in the Spring payment plan will be automatically enrolled in the Summer payment plan and charged the enrollment fee if registered by the first billing date. Students can decline the auto enrollment by contacting CGOAL Student Accounts. Students must reenroll in a payment plan each Fall semester.
3. Financial Aid plus Payment

If students receive financial aid, but do not receive enough aid to cover 100% of the expenses for the semester, students can choose either option 1 or 2 (listed above) to pay the remaining balance.

Students are responsible for the purchase of their own textbooks (which are available through the Campus Store). Textbook purchases can be charged to the student account by providing the student ID number at the time of purchase in the store or online.

In addition, students are responsible to pay any charges that post to their student account after a refund has been issued to them for that particular semester.

Submission of Payment

To help quickly identify the account, students should reference their student ID number on all payments. Possible payment methods include the following:

1. In Person
   Accounting Services, Riley Hall, R1420.

2. Mail

3. Online
   Pay on theROCK from a personal savings or checking account without a service fee (have the 9-digit routing number and account number available). Payments can also be made on theROCK using Visa, MasterCard, American Express, or Discover; however, there is a 2.85% service fee for using a debit or credit card payment.

4. Phone
   Call 651-631-5177 or 651-631-5352 to make an electronic payment from a personal savings or checking account (have the 9-digit routing number and account number available).

Tuition Reimbursement

Northwestern encourages students to seek employer-sponsored tuition reimbursement. Students who are participating in employer-sponsored reimbursement plans must arrange to cover their student account charges through the full payment option or the monthly payment option and then seek reimbursement from their employers. To request a payment confirmation statement for an employer, students should email their request to cgoal@studentaccounts@unwsp.edu. Include name, ID number, course code(s), semester(s) taken, any specific documentation required (i.e., financial aid disbursement). The PDF document will be sent to the student’s university email in compliance with privacy regulations.

Veterans Affairs Benefits

Northwestern cooperates with the U.S. Department of Veterans Affairs (VA) to make it possible for eligible students to request VA benefits for A&GS courses and programs. To qualify, eligible students must be enrolled in an approved degree program at University of Northwestern or another institution. Students are responsible for securing the required forms and including them with their application, and they are required to pay the full tuition and fees when enrolling in courses. Any subsequent VA payments to students will be determined by the number of courses they have completed and the VA educational benefit available to them. The VA has the final authority regarding any Northwestern reimbursement for A&GS courses. Contact the A&GS Office for more information.

Credit Balances

Refunds are processed within 14 days after a credit balance has been generated. Students can choose to have refunds automatically deposited into their personal savings or checking account. Enrollment is available on theROCK > Student Home > Adult & Graduate Student Services > Student Accounts. If not enrolled, paper checks will be mailed to the student’s permanent address.
Delinquent Accounts

All bills are due in full by the last day of the month. If enrolled in a payment plan, the scheduled installment amount is due on the last day of each month to avoid a late fee. Students are not eligible to register for the next semester or receive official transcripts until their student account is paid in full or payment plan is made current. Diplomas will not be mailed to students until their student account is paid in full. Students who have concerns about their ability to keep their student account current should apply for financial aid as soon as possible.

FINANCIAL AID

How to Apply

The financial aid process begins when students complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Students should be sure to complete the application for the appropriate academic year (example: if planning to start in Fall 2020, Spring 2021, or Summer 2021, complete the 2020–21 FAFSA); enter code 002371 for Northwestern.

A financial aid file is complete once students have been officially admitted to Northwestern and the following items have been received:

- Electronic copy of the FAFSA. The A&GS Office must have the student’s Social Security number on file in order to receive this electronically.
- All official transcripts.
- Any other information that FAFSA is requesting Northwestern to verify.

Timely submission of the FAFSA is important to be eligible for financial aid. Allow up to three weeks for your application to be processed by Financial Aid, and an official award letter with information will be sent to the student’s university email. Contact CGOAL Financial Aid at 651-631-5212 or financialaid@unwsp.edu for more information.

How Financial Aid is Determined

Financial aid is awarded to students based on need. Items such as income, spouse’s income, number of dependents in the family, other family members in college, and asset information are used to determine eligibility for federal and state programs. This ensures fair and equal treatment of everyone applying for financial aid.

Federal Pell Grant

This is a grant awarded to undergraduate students based on financial need. Eligibility for this grant is determined based on the results of the FAFSA. The maximum award per academic year is based on the demonstrated financial need and the enrollment level. If students take fewer than 12 credits per semester, the grant will be prorated (see “Academic Information & Standards—Classification of Students—Course Load”). Students who have already received a B.A./B.S. degree are ineligible to receive funds through this grant.

Minnesota State Grant

These funds are awarded to undergraduate Minnesota residents who demonstrate financial need. To receive the maximum amount of funds, students must be registered for 15” credits each semester. If students take fewer than 15 credits per semester, they will receive a prorated award based on the state guidelines. Students must inform CGOAL Financial Aid if they do not plan to register for the number of credits listed on their award letter or if they withdrew from school for major medical or military service so that their grant can be recalculated. If students have attended courses at any colleges for an equivalent of four” years (eight semesters of full-time attendance) or have already received a B.A./B.S. degree, they are ineligible to receive funds through this grant.

Minnesota GI Bill

Undergraduate and graduate students who meet the state’s residency definition and have served or are serving in the military may be eligible for this grant. It is supplemental funding to any other military benefits that they could receive. Students should apply at mn.gov/mdva/resources/education/minnesotagibill/.
Federal Direct Loan Programs

A Federal Direct Loan is a long-term, fixed rate loan for students. Eligibility for students is determined by completing the FAFSA. Students must be enrolled at least half-time to be eligible to receive a Federal Direct Loan. Half-time registration is defined as 6 credits per semester for undergraduate and 3 credits per semester for graduate students. Repayment begins six months after students graduate or drop below half-time enrollment.

Direct Subsidized Stafford Loan (Undergraduate Students)

This loan is awarded to undergraduate students who demonstrate financial need as determined by the FAFSA. The federal government pays interest on this loan while students are enrolled in school (at least half-time, pursuing a degree or certificate). The fixed interest rate of the loan is based on the date of the first disbursement.

Direct Unsubsidized Stafford Loan (Undergraduate & Graduate Students)

This loan is non-need based and students are responsible for the interest which accrues on the loan while enrolled and prior to repayment. Students can choose to make interest payments during the in-school period or capitalize the unpaid accrued interest when repayment begins.

Direct Plus Loans (Parent Loan for Dependent Students)

This loan is available to the parent of a dependent student; it’s the parent’s loan, not the student’s loan. The parental borrower must complete a Request Form and Master Promissory Note at studentaid.gov. Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents. The applicant’s credit history will be reviewed to determine eligibility.

Graduate Plus Loans (Graduate Students)

This loan is a federal loan that is only available to graduate students. Students must complete a Request Form and Master Promissory Note at studentaid.gov. Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents. The applicant’s credit history will be reviewed to determine eligibility.

Completion of Coursework

Federal and state funding sources expect students who receive financial aid to complete the coursework for which they have registered. Dropping, withdrawing, or adding a course may affect financial aid. In the event that financial aid recipients do not complete their coursework, Northwestern has received a directive by the Department of Education to check for any incomplete courses. If students receive an extension of time to complete their work, Northwestern will check to see that there is evidence that they have completed some portion of the coursework.

If financial aid recipients receive all failing (“F”) grades for their coursework or an “F” in their last modular course, Northwestern will check to see if they have attended or completed any assignments. If there is no evidence of attendance or academic activity, Northwestern will have to return all funds to the appropriate federal and state agencies.

Repeating a Course

The credit value of the course is considered in all semesters in determining students’ full-time or part-time status. However, the credits count only once toward minimum credit requirements for satisfactory academic progress. Students will be charged full tuition when repeating a course.

To receive financial aid for a repeated course, the following criteria apply:

1. A failed course can be repeated as many times as needed until passed.
2. If students pass a failed course, they can repeat the course one more time to try to achieve a higher grade.
3. A previously passed course can only be repeated once.
   - This includes even those courses where a higher grade is required for the major (e.g., minimum of “C” or better).
   - This does not include courses designated as repeatable (e.g., ensembles, workshops) as these are not restricted nor limited (unless designated otherwise) and, therefore, students can repeat these courses as often as needed.
Academic Year for Financial Aid

For all A&GS programs, an academic year consists of Fall, Spring, and Summer semesters. Semesters are 15–17 weeks for undergraduate and 12–16 weeks for graduate programs. A&GS programs are in a modular delivery system meaning that students take one course at a time.

Satisfactory Academic Progress

The Code of Federal Regulations, title 34, sections 668.34 requires that an institution establish, publish, and apply reasonable standards for measuring whether students are maintaining satisfactory academic progress (SAP) in their course of study in order for students to receive financial aid under a Title IV program of the Higher Education Act. Minnesota Statute 136A.101 Subd. 10 applies this federal SAP regulation to Minnesota financial aid programs. Northwestern applies this federal SAP regulation to institutionally-controlled financial aid programs.

Federal regulations require that all financial aid recipients progress at a reasonable rate (“make satisfactory progress”) toward achieving a certificate or degree. This requirement applies to all semesters regardless of whether or not students received financial aid. Progress is measured by (1) the cumulative grade point average, (2) the number of credits earned in relation to those attempted, and (3) the maximum time frame allowed to complete the academic program.

Cumulative Grade Point Average

Grade point average is calculated by the Registrar's Office. Students who drop below the following minimum cumulative GPA at the end of any semester or summer session will be placed on financial aid warning.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDITS</th>
<th>0–15</th>
<th>16–29</th>
<th>30–44</th>
<th>45–59</th>
<th>60+ (Graduate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED CUM GPA</td>
<td>1.60</td>
<td>1.70</td>
<td>1.80</td>
<td>1.90</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Cumulative Credits Earned

Students who fail to complete the required percent of credits as defined below will be placed on financial aid warning.

<table>
<thead>
<tr>
<th>ATTEMPTED CREDITS</th>
<th>All Attempted Credits (All Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED COMPLETION</td>
<td>67%</td>
</tr>
</tbody>
</table>

Maximum Time Frame

Students are expected to complete their program of study within the normal time for completion (150% of program length published in the catalog). However, there may be special circumstances that would prevent students from completing their program of study within the normal time frame.

To accommodate these special circumstances, students may continue to receive aid until one of the following occurs:
1. Complete graduation requirements for their program of study, or
2. Attempt 150% of the number of credits (including transfer credits, advanced placement, or CLEP credits) required for their program of study, or
3. Reach the point where they cannot earn the number of credits necessary to complete their program of study within 150% of required credits for the degree, whichever comes first.
Students become ineligible for financial aid at the time when it’s determined that they are unable to complete their degree within the maximum time frame as indicated below.

<table>
<thead>
<tr>
<th>DEGREE TYPE</th>
<th>Undergraduate Certificate (TRAD)</th>
<th>Associate</th>
<th>Bachelor</th>
<th>Graduate Certificate</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED CREDITS</td>
<td>30</td>
<td>60</td>
<td>125</td>
<td>14–16</td>
<td>30–76</td>
</tr>
<tr>
<td>MAX CREDITS ATTEMPTED</td>
<td>45</td>
<td>90</td>
<td>188</td>
<td>21–24</td>
<td>45–114</td>
</tr>
</tbody>
</table>

Treatment of Courses

The information below defines how specific courses are taken into account for the purpose of SAP standards.

WITHDRAWALS
Courses in which students withdraw are counted as attempted credits but not earned credits.

INCOMPLETES
Courses in which students receive an incomplete are counted as attempted credits but not earned credits. Once an incomplete is resolved, students can notify the Financial Aid Office to have their rate of completion reevaluated. It is the student’s responsibility to notify the Financial Aid Office of any changes to previously reported incomplete grades.

REPEATED COURSES
Courses that are repeated are counted as attempted credits. However, only the last reported grade will be included in the GPA.

AUDITED COURSES
Courses that are audited do not count as attempted credits or earned credits.

TRANSFER CREDITS
Transfer credits (including PSEO, AP, CLEP, and DSST) accepted from other schools are counted toward completion of the degree as both attempted credits and earned credits.

PSEO/PSOC COURSES
PSEO/PSOC courses taken at Northwestern are treated the same way as any course taken at the university, which means GPA and number of credits attempted and earned will be included for SAP once students have completed one semester beyond high school.

REMEDIAL COURSES
Remedial courses are counted as both attempted credits and earned credits.

SECOND DEGREE
Students may attempt up to 150% of the credits required for a subsequent program of study (188 credits for a baccalaureate degree, plus an additional 188 credits for a second baccalaureate degree). Students who already have a first baccalaureate degree are eligible for loans (not grants).

Failure to Maintain Satisfactory Academic Progress

Financial Aid Warning Status

Students who do not meet SAP during a given semester will be put on financial aid warning status for the following semester. Students may receive financial aid while on warning status, and an appeal is not necessary. Students will be notified in writing that their financial aid is now in a warning status and be instructed that they will have one additional semester to meet SAP standards.
Financial Aid Appeal Approved Status

After a semester of financial aid warning, if students have not reestablished eligibility based on the qualitative or quantitative standards previously mentioned, they will lose eligibility for financial aid. Students may submit an appeal to the Financial Aid Office. This appeal will be reviewed by the Financial Aid Office and, if approved, will allow students to be placed on approval status for one semester (if denied, see financial aid termination status). Students will be notified in writing that their financial aid is available along with any conditions associated with this status. If it is determined that students cannot regain eligibility after one semester on approval status, an academic plan may be established. Failure to adhere to the academic plan will result in students being placed on financial aid termination.

Financial Aid Termination Status

Students who are failing the SAP standards and do not appeal, had an appeal denied, or do not adhere to an academic plan (if necessary) as part of their approved appeal status, will be placed on financial aid termination. Students in termination status have lost eligibility for financial aid. Students will be notified in writing that their financial aid is now in termination status.

Reestablishing Financial Aid Eligibility

If students are denied aid due to not meeting SAP standards or reaching the 150% of normal completion time, they will be ineligible for financial aid. Eligibility can be regained by raising the completion rate of credits attempted to 67% and cumulative GPA to above 2.00 (unless the reason is ineligible for exceeding the 150% of normal completion time as verified by the A&GS Office). Students may reestablish their eligibility for financial aid at any point during the academic year and be given the same consideration for aid as other students who are maintaining SAP. If students have reestablished themselves during the academic year, they do not need to go through the appeal process.

Financial Aid Appeal Process

Students are able to appeal the loss of financial aid eligibility due to their failure to meet SAP standards after a semester on financial aid warning status. Students are also able to appeal the 150% rule if they feel there are extenuating circumstances that prevented them from completing their program of study within this defined limit. Circumstances that may warrant an appeal include, but are not limited to, the following: medical reasons, full-time employment, or being out of school for a long period of time. Previous non-receipt of federal financial aid funds does not qualify as an extenuating circumstance.

Appeals must provide a detailed explanation that includes (1) the specific reason(s) which contributed to why students failed to make SAP standards (submit supporting documentation such as a letter from doctor, therapist, academic advisor, employer, etc.), and (2) what has changed in their situation that will allow them to demonstrate SAP at the end of their next semester if reinstated. Appeals that fail to explain in detail or do not include supporting documentation will not be reviewed.

Appeals need to be submitted in writing and addressed to the Financial Aid Office. This office will be responsible for reviewing the appeals and either reinstating eligibility for financial aid via the financial aid approved appeal status, or placing students in financial aid termination status. Students will be notified in writing of the decision within two weeks from the date that the appeal was received, and the appeal decision is final.

Scholarships Available Through Northwestern

Application Process

An announcement will be made in the Daily Journal with application acceptance and deadline dates. Scholarships are applied for during the Spring semester for the subsequent academic year. Submit to financialaid@unwsp.edu a one-page typed essay explaining why you feel you should receive the scholarship and include your name, ID number, and the scholarship for which you are applying.

Undergraduate Scholarships

ADULT UNDERGRADUATE STUDENT SCHOLARSHIP

Criteria: Undergraduate student, minimum Northwestern cumulative GPA of 3.25.
NORTHWESTERN FOUNDATION GENERAL ENDOWED SCHOLARSHIP
Criteria: Undergraduate student, minimum Northwestern cumulative GPA of 3.25.

SPHERE SCHOLARSHIP
Criteria: Undergraduate student, minimum Northwestern cumulative GPA of 2.50, single or married parents.

TZEDAKAH SCHOLARSHIP
Criteria: Undergraduate student, resident of Minnesota, completed one year of education at Northwestern, and currently enrolled as a full-time student at Northwestern. Applicants shall also represent and demonstrate the high ideals of Northwestern. Applicants should have recommendation letters from a community leader, church leader, family member, or friend that show both the need for the assistance and the ability of potential recipients to influence their community through the education received.

For all of the above undergraduate scholarships, students must also meet the following criteria:
- Demonstrate financial need.
- Must represent and demonstrate the high ideals of Northwestern.
- Must have completed at least one full semester at Northwestern and be enrolled in a program for the subsequent academic year.

Graduate Scholarships

DONALD B. KRAUSE SCHOLARSHIP
Criteria: Graduate student accepted into the M.Div. program; minimum Northwestern cumulative GPA of 3.00; and displays merit, financial need, and a motivation to serve in Christian ministry as a chaplain in a hospital, extended care facility, hospice, or similar pastoral care. A personal interview may be included as part of the selection process. Contact CGOAL Admissions for more information.

Tuition Discounts

Students can only receive one discount. In the event that they receive full tuition funding from federal and state, Northwestern reserves the right to reduce any discounts given by the university. Students should contact CGOAL Financial Aid for more information.

Alumni Discount

This 20% discount is for students who have earned a previous degree from Northwestern in any venue (Traditional Undergraduate, Adult Undergraduate, or Graduate Studies).

Military Discount

This 15% discount is for students who are seeking an undergraduate or graduate degree and are currently serving in or were discharged/retired from any branch of the US Armed Forces.

Christian Worker’s Discount

This discount* is for students employed as full-time pastors, missionaries, chaplains, or teachers at Christian institutions.

Family Discount

This discount* is for families who have more than one student enrolled in an A&GS program at the same time. Both students must be seeking a degree or certificate through A&GS at Northwestern to qualify. There is also a discount for A&GS students who have a son or daughter attending the Traditional Undergraduate program. The parent(s) must be seeking a degree or certificate, and the Traditional Undergraduate student does not receive the discount. Students must reapply for this discount every academic year.

* NOTE: Christian Worker's and Family discounts are $250 per semester for full-time (12+ credits) undergraduate students. Christian Worker's and Family discounts are $220 per semester for full-time (6+ credits) graduate students. These discounts are prorated if students are enrolled less than full-time.
ACADEMIC INFORMATION & STANDARDS

Academic Advising

Student Academic Responsibility

Students are responsible to know and follow all of the policies, procedures, and content listed in the CGOAL Catalog. Academic Advisors are available to assist students with program planning and provide academic counsel throughout the duration of their program; however, the ultimate responsibility for meeting degree requirements rests with the student. Students are responsible for course registration to ensure they are not taking duplicate or unnecessary courses. To successfully progress through their program, students are expected to be in regular communication with their Academic Advisor.

Degree Audit & Academic Plans

Academic Advisors will provide students with an introduction to the Degree Audit tool. Ongoing access and tutorials are available via theROCK. Students can view their grades, GPA, progress with credits earned toward degree completion, courses in progress, and remaining degree requirements. In addition, the Degree Audit includes an Academic Plan constructed by an Academic Advisor which allows for previewing registration selections for future semesters.

Academic Calendar

The Registrar uses Northwestern approved principles to develop the annual academic calendar for the Traditional Undergraduate program. The Registrar also coordinates with the College of Graduate, Online & Adult Learning to have approved principles to develop the Office of Dual Enrollment and the Office of Adult & Graduate Studies academic calendars. Using these approved principles helps to ensure that consistent, accurate, and appropriate calendar information is available to students, faculty, staff, and the community.

Academic Catalog

Across all Northwestern venues, the Registrar coordinates with Academic Administrators, Deans, Department Chairs, Program Managers/Directors, and offices such as Admissions, Financial Aid, Student Life, Student Accounts, etc. that contribute to the production of University of Northwestern catalogs. This team effort helps to ensure that consistent, accurate, and appropriate catalog information is available to students, faculty, staff, and the community.

Academic Credit Hour

A credit/semester hour is an amount of work represented by specific learning outcomes and is verified by evidence of student achievement that is an established institutional policy that reasonably approximates not less than:

1. One hour (not fewer than 50 minutes) of in-class or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit. This accounts for approximately 700 minutes of in-class or direct faculty instruction and a minimum of 1400 minutes of out-of-class student work for a total of approximately 2100 minutes for one semester hour of credit; or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by Northwestern including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Attendance & Assignments

Attendance (Blended & Onsite)

Due to the accelerated nature of the curricula, students are expected to arrive promptly and attend every class session for the entire time period. Students must contact the faculty member in advance or as soon as possible if unable to attend all or part of a class session because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not attend a course and fail to withdraw from the course will receive a failing “F” grade.
Attendance (Online)

Due to the accelerated nature of the online curricula, students are expected to participate in all course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in course activities and fail to withdraw from the course will receive a failing “F” grade.

Late Assignments

Students should expect to have an assignment due during the first week of class, so accessing the course site early is important. All assignments are due as described in the course syllabus. Students are responsible for meeting assignment deadlines. Late assignments will be deducted one full letter grade (e.g., A to B) per day; late assignments will not be accepted for a grade beyond three calendar days past the original deadline. Forum discussion activities must be completed on time; late forum posts will not receive any credit. Students should contact the faculty member via email if an extenuating circumstance exists.

Class Location, Times & Cancellations

Location & Format Definitions

- **Campus Address**: 3003 Snelling Avenue North, St. Paul, Minnesota, 55113.
- **Blended Format**: Class instruction is conducted on campus and meeting times can vary by program (e.g., 6:00–8:30 p.m., 6:00–9:00 p.m., or 6:00–10:00 p.m.) once per week with additional instruction conducted online.
- **Onsite Format**: Class instruction is conducted on campus and meets from 6:00–10:00 p.m. once per week.
- **Online Format**: Class instruction is conducted exclusively online.

Class Cancellations Due to Inclement Weather

If for any reason classes need to be cancelled due to inclement weather, a determination will be made by the Senior Vice President for Academic Affairs by about 3:00 p.m. the day of the scheduled class. Students can listen to 98.5 FM radio or 830 AM radio, check theROCK, or call the A&GS Office after 3:00 p.m. for the latest information.

If a final assignment is due on a night when classes are cancelled, students should submit it in the manner previously requested by the faculty member. If a weekly assignment was due that cannot be submitted electronically on the course site or by email, students should turn it in at the next class session unless they hear differently. If a make-up session is to be scheduled, students will be notified accordingly.

Class Cancellations Due to Low Enrollment

The A&GS Office reserves the right to change the start date or to cancel any course/cohort if minimum enrollment has not been met or for other extenuating circumstances. As early as possible, the A&GS Office will notify students of the cancellation and will provide advising regarding other options (e.g., different modality, directed study, move to a cohort with adequate enrollment). The A&GS Office does not assume responsibility for any delay in the anticipated graduation date of individual students which might result from such cancellations.

Classification of Students

Student Status

- **Active Status**: Students who are registering for A&GS for-credit courses from semester-to-semester.
- **Inactive Status**: Students who have not registered for A&GS for-credit courses for two consecutive semesters and/or were administratively withdrawn (e.g., program withdrawal, academic suspension). Inactive students must follow the procedures for reenrollment.
Class Standing

Class standing is determined according to the following scale of credits completed:

- Freshman: 0–29 credits
- Sophomore: 30–59 credits
- Junior: 60–89 credits
- Senior: 90+ credits
- Graduate: ---------------------

Class standing for incoming transfer students is based on the number of transferable credits accumulated and is subject to the transfer requirements.

Course Load

<table>
<thead>
<tr>
<th>UNDERGRADUATE</th>
<th>GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19+ credits</td>
<td>Full-time but prior approval needed</td>
</tr>
<tr>
<td>12–18 credits</td>
<td>Full-time</td>
</tr>
<tr>
<td>9–11 credits</td>
<td>¾ time</td>
</tr>
<tr>
<td>6–8 credits</td>
<td>⅔ time</td>
</tr>
<tr>
<td>1–5 credits</td>
<td>Less than ½ time</td>
</tr>
<tr>
<td>13+ credits</td>
<td>Full-time but prior approval needed</td>
</tr>
<tr>
<td>6–12 credits</td>
<td>Full-time</td>
</tr>
<tr>
<td>4–5 credits</td>
<td>¾ time</td>
</tr>
<tr>
<td>3 credits</td>
<td>⅔ time</td>
</tr>
<tr>
<td>1–2 credits</td>
<td>Less than ½ time</td>
</tr>
</tbody>
</table>

Military Training Time

Since A&GS courses and programs are modular, non-standard in length, and in an accelerated format (1 credit is equal to 2 weeks), all military graduate students are considered full-time for the length of each course they are enrolled in. Military adult undergraduate students are considered ¾ time for the length of each course they are enrolled in. Overlapping courses can result in full-time enrollment. Exceptions to this policy include semester-length courses. Rate of pursuit as defined by the Department of Veteran Affairs is not associated with Federal Student Aid eligibility (see “Academic Information & Standards—Classification of Students”).

Course Registration

Course Offerings & Prerequisites

Offerings for individual and program courses can be found on theROCK.

Course prerequisites are listed with the catalog course descriptions and are subject to change. Students should contact the A&GS Office if they are unable to register for a course due to a prerequisite not being met.

Registration Deadlines & Expectations

Students can register for a course online via theROCK until 11:59 p.m. (CT) the day before the course start date or manually through the A&GS Office during normal business hours on the first calendar day of the course. Official course rosters do not update immediately, so students should check on theROCK regularly to verify their course registration. Students who register for a course and do not attend will not be automatically dropped/written from that course which may affect grades and/or financial aid eligibility. If students are unable to register online due to a hold, it is their responsibility to have the hold cleared by the appropriate office.

Students are expected to register within the first two weeks of registration for all of their courses within a semester to ensure the best selection and to provide the most accurate information regarding financial aid eligibility.

Course Drop

A course drop is when students unregister for a course online via theROCK up until 11:59 p.m. (CT) through the eighth calendar day of the course which includes weekends and holidays (see table for deadline regarding a semester-length course). There will be no transcript notation, an administrative fee is not assessed, and students will receive a full tuition refund. Prior to dropping a course, students should check with CGOAL Financial Aid regarding the potential impact on their financial aid eligibility. If students are unable to drop a course online due to a hold, they must contact their Academic Advisor.
Course Withdrawal

A course withdrawal is when students unregister for a course after the CourseDrop period by submitting a Course Withdrawal Form online via theROCK. Withdrawing will result in a transcript notation of “W” but the GPA is not affected, and an administrative fee is assessed for each course withdrawal. Prior to withdrawing from a course, students should check with CGOAL Financial Aid regarding the potential impact on their financial aid eligibility. Withdrawal deadlines vary based on the length of the course and are counted by calendar day which includes weekends and holidays.

<table>
<thead>
<tr>
<th>COURSE LENGTH</th>
<th>DROP 100% TUITION REFUND</th>
<th>WITHDRAWAL % TUITION REFUND</th>
<th>WITHDRAWAL “W” TRANSCRIPT NOTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 WEEKS</td>
<td>Days 1–8</td>
<td>Days 9–10 50% Refund</td>
<td>Days 11–15</td>
</tr>
<tr>
<td>6 WEEKS</td>
<td>Days 1–8</td>
<td>Days 9–12 50% Refund</td>
<td>Days 13–22</td>
</tr>
<tr>
<td>8 WEEKS</td>
<td>Days 1–8</td>
<td>Days 9–14 50% Refund</td>
<td>Days 15–29</td>
</tr>
<tr>
<td>SEMESTER</td>
<td>Weeks 1–2 70% Refund</td>
<td>Week 3 60% Refund</td>
<td>Week 4 40% Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 5 20% Refund</td>
<td>Week 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Weeks 7–10</td>
</tr>
</tbody>
</table>

Auditing a Course

Admitted students (including non-degree seeking) are eligible to audit a course by completing an Individual Course Registration Form acquired via their Academic Advisor. Audited courses are taken for no credit and cost 50% of the current for-credit tuition rate. Registration priority will be given to degree-seeking students, and undergraduate students are not permitted to audit graduate-level courses. Registration for more than three audited courses requires the approval of the Assistant Dean of GOAL who will consult with the appropriate Program Manager/Director. Class requirements beyond attendance and in-class activities are at the discretion of the faculty member.

Students who successfully complete an audited course will receive a grade of “AU” and those who do not meet the attendance requirements will receive a grade of “W.” Changes from audit to credit or credit to audit can be made through the eighth calendar day from the course start date by contacting their Academic Advisor. Students must have met all programmatic admission and attendance requirements and have completed all coursework up through the date of change for the request to be considered. If students choose to transition from audit to credit or repeat an audited course for credit, the standard tuition rates will apply.

Audited courses are not eligible for financial aid. In addition, see “Academic Information & Standards—Course Registration” for applicable deadlines, tuition refunds, transcript notation, and fees.

Only Registered Students Can Attend Class

Only registered students can attend class sessions. Students cannot bring children or other guests with them to class.

Repeating a Course

Any course can be repeated, but only the grade earned for the last attempt is used in the GPA calculation. However, the grades earned for previous attempts will remain on the transcript. Repeated courses were designated with an “R” on older transcripts instead of the original grade. Students on probation will find that repeating a course is the most effective way of raising their cumulative GPA. See “Financial Aid—Repeating a Course” regarding the impact on course load, academic progress, and loans.
Credit Alternatives

Transfer of Credit to Northwestern

The Registrar supervises the evaluation of all transfer credits and the awarding of credit by examination. This involves overseeing decisions made by all Northwestern transcript evaluators. Additionally, the Registrar confers with deans, department chairs/assistant deans, program managers/directors, and the Senior Vice President for Academic Affairs as needed in decisions pertaining to the approval of transfer credits.

Only courses taken from the following will be evaluated for the transfer of credits:
- Regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education).
- Foreign institutions that are recognized by their country’s ministry of education.
- Institutions with an established Credit Transfer Agreement with Northwestern.

Only degrees earned from regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education) or foreign degrees that are recognized by their country’s ministry of education will be considered for acceptance toward graduate-level programs.

All official transcripts from postsecondary institutions at which students were previously registered at must be submitted to the A&GS Office in order to evaluate the transfer of credit(s) and be awarded financial aid.

- Transfer credits (not grades) are accepted on a semester-hour basis and are subject to approval.
- Prior learning credits from other institutions are not accepted.
- Undergraduate-level courses transferred from other institutions must have a grade of “C-“ or better.
- For general education curriculum within the Bachelor’s degree, if a transfer course(s) satisfies the course intent of a particular category and is no more than 1.33 credits short of the required credits for that category, then no additional credits will be required in that category. The total number of credits required for graduation remains the same.
- Credits taken at other institutions considered to be upper level at Northwestern will be included in the 40-credit upper-level Bachelor’s degree requirement for graduation.
- Credits taken at other institutions cannot be applied to graduate certificates.
- Graduate-level courses transferred from other institutions must have a grade of “C” or better.
- Graduate-level credits from other institutions can be applied toward undergraduate work and is subject to approval from the Program Manager whose coursework is to be covered by the transfer credits. If students go on to pursue a graduate degree at Northwestern, they will not be able to apply that coursework to the graduate degree (the work cannot count toward two different degrees).

The transfer of Northwestern credits to other institutions is at the discretion of the receiving institution. Students are responsible to contact the receiving institution to determine if a course will apply toward a specific educational goal.

Adult Undergraduate to Graduate Credit Option

Adult undergraduate students have the opportunity to accelerate the completion of graduate courses; this option can save time and money because the credits will count toward both the undergraduate degree and a future graduate degree if a grade of “C” or better has been earned. Students can select up to 12 graduate credits to count toward electives in their undergraduate program; however, any Dual Degree program-specific option will supersede this policy. Upon completion of the undergraduate program, students must follow the admission process to be officially admitted to a graduate program.

The following criteria are applied when evaluating an adult undergraduate student’s eligibility for this credit option:
1. A minimum Northwestern cumulative GPA of 3.00.
2. A minimum of 100 undergraduate credits have been completed.
The following procedure is utilized for this credit option:

1. An Individual Course Registration (ICR) Form with the graduate course information is submitted by students no later than three weeks prior to the graduate course start date.
2. The ICR Form is reviewed and approved by an Academic Committee which may include the Dean, Assistant Dean, and graduate Program Director with input from an Academic Advisor.
3. If approved to take a graduate-level course(s), students are responsible to pay the graduate tuition rate, and they should check with CGOAL Financial Aid regarding the potential impact on their financial aid eligibility.
4. A minimum Northwestern cumulative GPA of 3.00 must be maintained to continue registering for graduate courses.
5. All graduate courses must be completed with a grade of “C” or better to satisfy graduate degree requirements and to continue registering for graduate courses.

Credit for Prior Learning

Prior learning refers to the acquisition of knowledge and skills based upon substantive experience which can be documented using the prior learning portfolio process. To be eligible to utilize this process, students must be seeking an undergraduate degree, have completed ENG1109 and ENG2209 (or equivalent courses) with a grade of “C-” or better, and have completed a minimum of 6 credits at Northwestern. Students who desire to earn credit must develop a detailed portfolio documenting their prior learning, pay any applicable fee(s), and adhere to all policies. The Prior Learning Guidebook assists students through the writing of their portfolio which is evaluated by a content expert who determines the number of awarded credits. See “Academic Information & Standards—Graduation Requirements & Commencement” for credit limits and contact the A&GS Office for more information.

Credit by Examination

Credit for selected courses may be secured by students who demonstrate competency by means of scores on standardized examinations such as Advanced Placement (AP), College Level Examination Program (CLEP), Dantes Subject Standardized Tests (DSST), or International Baccalaureate (IB). See “Academic Information & Standards—Graduation Requirements & Commencement” for credit limits and contact the A&GS Office for more information.

Internships

An internship is a structured out-of-class learning experience that takes place at an approved internship site that can be taken for credit (i.e., tuition and fees apply). The internship must be a new or substantive experience rather than a continuation or repeat of a current or previous work experience. It can take place in many settings: government, social organizations and agencies, churches, or business enterprises. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. Interested students should contact their Academic Advisor to discuss the viability of an internship within their program and instructions on how to proceed in securing an opportunity.

Directed Study

If a required course is no longer offered, students may be able to use a directed study to meet the requirement by course substitution. In extenuating circumstances and A&GS Office approval, students can request an exception that a course be taught as a directed study. However, a directed study is a privilege that Northwestern is under no obligation to provide. Contact the A&GS Office for more information.

Grade Information

Good Academic Standing

UNDERGRADUATE

Undergraduate students must maintain a minimum Northwestern cumulative GPA of 2.00 to remain in good academic standing.

GRADUATE

Graduate students must maintain a minimum Northwestern cumulative GPA of 3.00 to remain in good academic standing.
Grading System

Quality of work is determined according to the following scale of grades and grade points:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>GRADE POINTS</th>
<th>OTHER GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
<td>AU Audit</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
<td>I Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
<td>LP Low Pass</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
<td>NC No Credit</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
<td>P Pass</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
<td>PR Prior Learning Credit</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
<td>S Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
<td>T Transfer Credit</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
<td>U Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1.00</td>
<td>W Withdrawal</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** All graduate-level courses must be completed with a grade of “C” or better to satisfy degree requirements.

Grade Point Average

Courses with a grade of “A–F” contribute to the semester and cumulative grade point average (GPA) calculations. Courses with the following grades do not contribute to GPA calculations: “AU, I, LP, NC, P, PR, S, T, U, and W.” The GPA calculation is only based on the credits attempted at Northwestern.

Incomplete Grades

A grade of “I” (incomplete) is only given to students who are meeting attendance requirements and doing satisfactory work, but cannot complete the course for an extenuating circumstance (i.e., death, medical situation, military deployment). To request an incomplete, students must submit an Incomplete Request Form prior to the end of the course and include appropriate documentation. If approved, students have up to three weeks from the end of the course to submit the necessary coursework. Faculty then have one week to submit a final grade. If a grade is not received within four weeks from the end of the course, a default grade of “F” will be recorded on the transcript.

A grade of “I” affects the satisfactory academic progress that students must maintain when receiving financial aid, and students cannot graduate with an “I” recorded on their transcript.

Pass & No Credit Grades

A grade of “P” (pass) grants credit while a grade of “NC” (no credit) does not permit credit. For the purpose of transfer courses, a grade of “P” is equivalent to a “C-” or better, and a grade of “NC” is equivalent to an “F.”

Satisfactory & Unsatisfactory Grades

The grades of “S” (satisfactory) and “U” (unsatisfactory) are used for courses that are required but do not carry any credit.

Withdrawal Grades

A grade of “W” (withdrawal) is given to students who officially withdraw from a course or to auditing students who do not meet the attendance requirements.

Final Grades

Final grades are posted approximately two weeks after the end of each course and are viewable on theROCK or the Degree Audit. Grades filed with the A&GS Office are considered final. Students are advised to review their transcript carefully and promptly once each course has ended.
Grade Reports

Students requesting a grade report to be sent anywhere other than their university email should complete a Grade Report Request Form on theROCK. Students receiving employer reimbursement should reference “Student Accounts—Tuition Reimbursement.”

Transcripts

Northwestern has retained Credentials Solutions, LLC to provide online transcript ordering. All financial obligations to the institution must be resolved before a request can be processed. Visit unwsp.edu/resources/registrar/transcripts for more information.

- A paper transcript produced by Northwestern is official as long as it remains in its envelope and the seal is unbroken. This includes paper transcripts issued to students, with the envelope stamped “Issued to Student” on it.
- An electronic PDF transcript issued to the end recipient is official. An electronic transcript issued to students is unofficial. A printed copy of an electronic PDF transcript is unofficial.
- Paper transcript requests are processed Monday–Friday, during business hours. Electronic PDF transcripts are processed 24/7 based on Credentials hours of operation.

Student transcripts from previously attended institutions that were provided to Northwestern become the property of the university. Northwestern does not provide copies of transcripts from other institutions that are part of a Northwestern student’s education record. In order to obtain accurate, up-to-date information and assure that no protocol of the issuing institution is circumvented, students must contact the originating institution for a copy of that institution’s transcript.

By provision of the Family Educational Rights and Privacy Act of 1974, as amended, grades and transcripts cannot be issued to a third party without the written consent of students.

Graduation Requirements & Commencement

General Requirements

The ultimate responsibility for meeting graduation requirements rests with the student. All students must adhere to the following general graduation requirements:

1. Enrolled students must meet all graduation requirements in effect when the degree was started. These requirements will remain in effect for a period of seven academic years beginning with the semester of initial enrollment in the chosen degree.
2. Students who do not complete all graduation requirements within the seven academic year timeframe must reenroll and comply with the current degree requirements. See “Academic Information & Standards—Program Transitions—Reenrollment” for more information.
3. Students who change their major, minor, or graduate degree must comply with the current degree requirements. See “Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program” for more information.
4. Students who must reenroll or change their major(s) will have the option to meet current General Education requirements or can elect to keep the General Education requirements from their initial enrollment (no time limit).
5. Students must submit an Application for Graduation to the A&GS Office. Eligible students will receive the application with instructions from the Graduation Specialist.

Certificate Requirements

1. Successful completion of the required courses and credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00 for undergraduate certificates or a minimum Northwestern cumulative GPA of 3.00 for graduate certificates.
3. When a discipline offers both a certificate and a degree, students will not be awarded a certificate once the degree has already been awarded.
Associate of Arts (A.A.) Requirements

1. Successful completion of the required courses and 60 credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A maximum of 15 credits may be earned by examination (AP, CLEP, DSST, or IB).
5. A maximum of 15 credits may be earned by prior learning.

Bachelor of Science (B.S.) Requirements

1. Successful completion of the required courses and 125 credits as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 20 credits must be unique to each major to earn two academic majors.
4. A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
5. A minimum of 40 credits must be from upper-level (3000 and above) courses to comply with the Minnesota Office of Higher Education (MOHE) degree requirements.
6. A minimum of 50% of credits for each major and for each minor must be completed at Northwestern.
7. A minimum of 50% of credits for each minor must be unique to that minor when compared to a student’s major(s) or other minor(s).
8. A maximum of 5 credits may be earned by performance (choir, band, etc.).
9. A maximum of 32 credits may be earned by examination (AP, CLEP, DSST, or IB).
10. A maximum of 32 credits may be earned by prior learning of which:
   • Only 9 credits may be applied toward required major courses.
   • Only 4 credits may be applied toward required minor courses.
11. A maximum of 40 credits may be earned by technical credit.

Minor Requirements

Students who are pursuing a Bachelor’s degree can earn one or more academic minors in an area of study that is distinct from their academic major(s). Students who want to change or add a minor must follow the policies, procedures, and curriculum listed in the CGOAL Catalog (see “Academic Information & Standards—Program Transitions—Change/Add a Major/Minor or Program” and “Adult Undergraduate Program”). Additionally, students can earn minors through Northwestern’s Traditional Undergraduate program; contact the Registrar’s Office for more information.

Master’s Degree Requirements

1. Successful completion of the required courses and credits as listed in the CGOAL Catalog.
2. Successful completion of all graduate-level courses with a grade of “C” or better.
3. A minimum Northwestern cumulative GPA of 3.00.
4. A minimum of 75% of graduate-level program credits must be completed at Northwestern.
   • For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.
   • For the M.Div. degree, a maximum of 50% of program credits may be earned by transfer credit.
   • If a M.Div. student changes his/her program to a different degree (e.g., MATS, MAML, MOL), then a maximum of 25% of program credits may be kept as transfer credit.
6. A maximum of 12 common credits may be shared between degrees if students pursue a second Master’s degree; this does not apply to students who pursue the M.Div. degree.

Diplomas

Degrees are awarded throughout the academic year according to the date the degree requirements are fulfilled. Diplomas are mailed to students within 4–6 weeks upon completion of the following requirements:

• All graduation requirements have been fulfilled.
• Application for Graduation has been submitted.
• Graduation administrative fee has been paid.
• Student account is paid in full.
• Clearance received from the Berntsen Library.
• All required official transcripts are on file.

If a graduate’s diploma is lost or damaged, a replacement can be obtained (for a fee) by contacting the Registrar’s Office.
**Student Name on Diploma**

Graduating students of Northwestern have the option to select their legal, maiden, or a preferred name to be listed in the Northwestern student information system. This is the name that will be used for diploma purposes. No prefix or suffix relating to a title or credential is allowed to be printed on the diploma (e.g., Mr, Mrs, Miss, Dr, DMD, Esq). When requesting a new diploma after graduation due to a name change, a completed Name and Contact Information Change Form must be submitted along with appropriate documentation and any applicable fee(s) before a new diploma will be issued.

**Graduation Honors**

**UNDERGRADUATE**

Students who have completed 30–59 credits at Northwestern and whose final cumulative GPA is 3.90–4.00 will be recognized as “with distinction.”

Students who have completed 60+ credits at Northwestern and whose final cumulative GPA reflects excellence will be recognized with Latin honors as follows:

- **Summa Cum Laude** 3.90–4.00
- **Magna Cum Laude** 3.75–3.89
- **Cum Laude** 3.65–3.74

**GRADUATE**

Latin honors are not awarded for graduate-level degrees.

**Commencement Participation & Program**

Students are eligible to participate in the December commencement activities if all graduation requirements will be completed by the last day of that Fall semester. Students are eligible to participate in the May commencement activities if all graduation requirements will be completed by the last day of that Spring semester. All transfer courses must be approved and course registration(s) verified by an Academic Advisor and the Graduation Specialist prior to commencement.

Students can only have their name included in one commencement program unless a higher degree or a second major is earned.

**Program Transitions**

**Change/Add a Major/Minor or Program**

Non-degree seeking students who desire to enroll in a program must complete an Application for New Program, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account obligations. Undergraduate students who desire to change or add a major/minor and graduate students who desire to change their program must complete a Program Change Request on theROCK. The ability to enroll in a program or change one’s major, minor, or graduate program is not guaranteed. If accepted, students must comply with the current degree requirements.

**Change of Venue**

Students who desire to change from the Traditional Undergraduate (TRAD) or Dual Enrollment (DE) venues to the Adult Undergraduate venue must complete an Application for Admission, meet all current admission requirements, and fulfill any outstanding student account obligations. The ability to change venues is not guaranteed. If accepted, students must comply with the current degree requirements.

Students who are on probationary status in the TRAD/DE venue(s) will be subject to the same probationary status in the Adult Undergraduate venue. Students who are on academic suspension in the TRAD/DE venue(s) are not eligible to change venues for two consecutive semesters; if granted to change venues, students will be placed on academic probation.
Reenrollment

Inactive students who desire to reenroll must complete an application through Admissions, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account obligations. However, the ability to reenroll is not guaranteed. Northwestern will work with military students whose service obligations resulted in program inactivation to determine the best possible solutions. Students are eligible to complete their original degree requirements within seven academic years from when they first enrolled. Students eligible for reenrollment who were previously enrolled in programs that have since been discontinued or substantially revised may be required to comply with the current degree requirements. Students unable to complete their original degree requirements within seven academic years from when they first enrolled will be required to complete the full admissions process. See “Academic Information & Standards—Graduation Requirements & Commencement” for more information.

Students who leave under probationary status will be subject to the same probationary status upon returning to an A&GS program. Students who leave under academic suspension are not eligible for reenrollment for two consecutive semesters; if granted to reenroll, students will be placed on academic probation.

Program Withdrawal

A program withdrawal is when students terminate their enrollment at Northwestern. It is their responsibility to initiate the withdrawal online via theROCK. Withdrawing may jeopardize financial aid and may affect future A&GS program requirements. Prior to withdrawing from their program, students should contact their Academic Advisor. Students who withdraw from their program and desire to reenroll must follow the procedures for reenrollment.

Administrative Withdrawal

An administrative withdrawal is when Northwestern terminates a student’s enrollment in a course or program. Administrative withdrawals may include, but are not limited to, the following: not fulfilling admittance provisions, not registering for courses for two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, earning repetitive “F” grades and not making academic progress, disruptive behavior, violations of the community policies or academic integrity, and any conduct that undermines the values, ethos, or safety of the university community. Students who were administratively withdrawn from an A&GS program and desire to reenroll must follow the procedures for reenrollment.

ACADEMIC INTEGRITY & DISCIPLINARY PROCESS

Academic Warnings & Concerns

Academic Dishonesty

If it has been determined that students have been academically dishonest in a course (i.e., cheated, plagiarized), they may not drop or withdraw from the course.

If students drop or withdraw from a course before an academic dishonesty decision has been identified and/or a determination has taken place, and if they are subsequently found guilty of academic dishonesty, the course will be reinstated to allow for the decided disciplinary action to take place (i.e., failing grade, reduced grade).

Academic Probation

Students are placed on academic probation when one of the following occurs:
1. Failure to achieve good academic standing by the end of any semester.
2. Found to be in violation of any of the standards set forth in the “Academic Integrity & Disciplinary Process” section.
3. Admitted on a provisional basis due to inadequate GPA.

Students who do not meet good academic standing (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) for two consecutively registered semesters are immediately placed on academic suspension.
**Academic Suspension**

Students are placed on academic suspension when one of the following occurs:

1. Failure to achieve good academic standing for two consecutively registered semesters.
2. Failure to meet the requirements of their provisional admittance.
3. Failure to meet the stipulations of academic probation.
4. Failure to achieve a “C” or better after three attempts for any graduate-level course.
5. Earn three consecutive “F” or “W” grades for the same course.

Academic probation does not always precede academic suspension. Students who are academically suspended will be administratively withdrawn from their A&GS program, and they can apply for reenrollment after waiting two consecutive semesters.

**Academic Exceptions & Appeals**

To file an exception regarding an academic policy/requirements or to appeal a final grade/administrative decision, students must contact their Academic Advisor to obtain an Appeal Form. The completed form and appropriate documentation must be submitted to the A&GS Office within 30 days of the initial grade being entered or written notice of the decision in question. The Appeals Committee will review the exception/appeal and render a final judgment that will be communicated in writing. Once the committee’s decision is rendered, it is final and no further appeals may occur.

**Honesty & Integrity**

**Classroom Conduct**

Within the Northwestern community, a mutual commitment to personal integrity and honesty exists. All instances of dishonesty or distorting the truth to avoid negative academic or social consequences are grounds for a disciplinary response. Classroom conduct that has a detrimental effect upon academic progress and an environment conducive to learning will result in disciplinary action and may include dismissal from the program.

**Plagiarism**

Plagiarism is an act of fraud. It uses data, ideas, or language from someone else’s work without proper acknowledgment. Writing as if someone else’s work is one’s own is considered plagiarism whether it was intentional or unintentional. Incidents of plagiarism must be reported immediately to the A&GS Office.

The most common errors in handling written sources are:

- Failure to use quotation marks when quoting.
- Failure to make a thorough paraphrase when attempting to put the idea in one’s own words.
- Failure to give the source of the borrowed information for both quotations and paraphrases.

All course sites have resources on how to avoid plagiarism. Because plagiarism is a serious offense, students found plagiarizing are subject to discipline. The standard disciplinary response for substantial plagiarism is giving students an immediate “F” for the course and placing them on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, faculty may require the paper to be rewritten, while still giving an “F” for the assignment, in order for students to still pass the course.

The consequence may be increased to academic suspension:

- If students have repeatedly plagiarized at Northwestern.
- If the offense is a flagrant action of plagiarism, such as intentional lifting of large sections of text without documentation, or fabrication of sources.
- If students are proved to have been dishonest or uncooperative at any time during the investigation.
Cheating

Incidents of cheating must be reported immediately to the A&GS Office. Students cheating on coursework or examinations are subject to discipline. The standard disciplinary response for cheating is giving students an immediate “F” for the course and placing them on academic probation.

The consequence may be reduced to failure of the assignment:
- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, faculty may require the paper to be rewritten, test retaken, etc., while still giving an “F” for the assignment, in order for students to still pass the course.

The consequence may be increased to academic suspension:
- If students have repeatedly cheated at Northwestern.
- If the offense is a flagrant action of cheating (or helping others to cheat).
- If students are proved to have been dishonest or uncooperative at any time during the investigation.

Disciplinary Process & Student Rights

Disciplinary Process & Action

University of Northwestern may initiate disciplinary action against students for violations, which arise either on or off campus when students are in violation of federal, state, or local laws or if the violation materially or adversely affects the university or an individual's suitability to be a member of the Northwestern community.

Northwestern reserves the right to immediately remove students from a class or school as a whole for behavior which is determined to impede the academic success of the class or the safety of the community. In addition, Northwestern reserves the right to immediately remove students from school when any community guideline has been violated or any conditions agreed upon during disciplinary due process have been broken.

Furthermore, Northwestern reserves the right to report to or work with appropriate authorities in the case of a city, state, or federal violation. Students charged with or convicted of a criminal act off campus may be subject to disciplinary action by Northwestern and/or loss of institutional aid.

There are no set formulas or automatic sanctions for most violations. Students who violate university policy subject themselves to the full range of disciplinary sanctions including but not limited to expulsion. In reviewing each violation, the following variables will be considered: attitude, previous history, impact of the violation on the community, specific circumstances, severity, etc.

Northwestern may respond to behavioral violations with one or more of the following options:
- Restitution/Reconciliation: Students are required to initiate action to mend a relationship with an individual, a specific group, or the Northwestern community at large. That action may be through an apology, financial reimbursement, and/or service.
- Fines or Sanctions: Penalties deemed appropriate by the Dean of GOAL.
- Disciplinary Warning: A warning is communicated to students that their behavior and/or choices should change or cease. A warning may be issued when students are in jeopardy of further disciplinary action.
- Disciplinary Accountability: Accountability is an expectation, initiated by the university or student, to spend a period of time actively addressing matters of concern through accountability.
- Disciplinary Probation: Probation is an opportunity for students to actively address areas of concern through accountability when choices that have been made violate community guidelines. Continued violation of community guidelines will result in disciplinary suspension from Northwestern.

The purpose of disciplinary probation is to provide additional external discipline and counseling for students struggling to abide by Northwestern’s standards and policies. Conditions of probation may include, but are not limited to, the following: a contract stating behavior changes and expectations; weekly meetings with an assigned faculty/staff member; pledge of adherence to the Declaration of Christian Community; and completion of a topical assignment, seminar, or series addressing personal development. Students involved in co-curricular or extracurricular activities (i.e., athletics, music, drama, leadership roles) are subject to certain restrictions that would adjust levels of involvement for a determined period of time. Specific information on these restrictions is available from the A&GS Office.
• **Disciplinary Suspension**: A suspension is when students lose the privilege of continuing at Northwestern for a designated period of time. Disciplinary suspension may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern’s standards.

The purpose of disciplinary suspension is to allow students the time to reevaluate personal spirituality, values, and attitude toward Northwestern’s standards. Students placed on disciplinary suspension are restricted from Northwestern’s premises for the duration of the suspension. Requests for permission to be on campus must be processed in advance through the Director of Public Safety and/or the Dean of GOAL.

An Application for Admission must include a written account of this evaluation and a pledge to abide by Northwestern policies. Reenrollment requests are submitted to and approved by the A&GS Office. All students who are reenrolled return under disciplinary accountability or probation. In the rare case that students are subject to disciplinary suspension for a second time after being reenrolled, they will not be permitted to reenroll at Northwestern again.

• **Disciplinary Expulsion**: An expulsion is when students permanently lose the privilege of attending Northwestern. Expulsion may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern’s standards.

**Parent/Guardian Notification**

Whenever dependent students are involved in a violation of community guidelines, they will be encouraged to share the information with their parent(s)/guardian(s). If students violate the community guidelines, official notification to the parent(s)/guardian(s) is at the discretion of the A&GS Office. In the case of disciplinary suspension or expulsion, parent(s)/guardian(s) may be notified unless unusual circumstances exist. This policy assumes the status of unmarried students who are ‘dependent students’ as defined in section 152 of the Internal Revenue Code of 1986 (see Tax Form 1040).

**Student Rights**

Northwestern recognizes that respect for all individuals provides rights that uphold truth, fact, reason, and order. In cases where students are subject to the process of disciplinary action by the university, the following rights are protected:

- **Rumors**: Students have the right to be informed of any rumors about them that come to the attention of the university.
- **Innocence**: Students have the right to be presumed innocent until proven guilty.
- **Equality**: Students have the right to be assured university guidelines are applied equally to all students.
- **Notification**: Students have the right to be notified of any disciplinary action by the university in writing and/or in person.

Students may request a meeting with an academic administrator to explain the following disciplinary action:

- **Clarification**: Students have the right to be informed of non-confidential matters pertaining to the disciplinary action.
- **Access of Information**: Students have the right to read all non-confidential information contained in their records/files.
- **Testimony**: Students have the right to provide their side of the story. Students may choose to ask for testimony of others.
- **Advocacy**: Students have the right to request the presence of an advocate at any disciplinary meeting. That person must be a current member of the Northwestern community, and Academic Achievement is an office on campus that can be involved.
- **Appeal**: Students have the right to appeal a disciplinary action enacted on them by the university.
- **Release of Information**: Students have the right to confidentiality. Only administration, faculty, staff, students, or off-campus individuals or agencies with a legitimate “need to know” will be consulted concerning or informed of confidential information related to students. Beyond the aforementioned individuals, students must grant the university written permission before information is released to other administration, faculty, staff, students, or off-campus individuals and agencies.

**Student Concerns & Complaints**

Our desire is to provide the best experience possible for students as they pursue their education. We realize there may be an occasion where students have a concern or complaint. In such cases, we seek to provide an efficient response and resolution to students concerns and complaints. We have established several situation-specific processes for students to express their concerns and complaints. We strongly encourage you to attempt resolving the situation directly with the offending person/department prior to filing a concern/complaint. See theROCK > Student Home > Community > Student Concerns & Complaints for policy and procedure information.
If students have a general student concern or complaint that does not fit under one of the aforementioned categories, or if students have a question about filing a complaint, you may contact the Student Life Office at 651-631-5205, studentlife@unwsp.edu, or via the Student Complaint Form. The form must be submitted within 30 business days of the occurrence, and it is electronically delivered to the Vice President for Student Life. Upon receipt of the complaint, students will be contacted by a Student Life staff member within five business days to discuss and outline a plan to address the complaint.

Disciplinary Appeals

If students are the recipient of disciplinary action and wish to appeal the decision, a written request for an appeal must be filed with the Dean of GOAL within 30 days of receiving the disciplinary decision. An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

- The student, in fact, did not commit the act(s) that led to the disciplinary action.
- The disciplinary action is not appropriate for the act(s) committed.
- Specified procedures have not been followed in disciplining the student.

When a request for an appeal is made, the Dean of GOAL or designee will determine the appropriate response and may call for an appeals hearing. Contact the A&GS Office for more information.

COURSE LEVELS & SUBJECT PREFIXES

Course Levels

<table>
<thead>
<tr>
<th>Undergraduate Lower-Level</th>
<th>Undergraduate Upper-Level</th>
<th>Graduate Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000–1999 Freshman courses</td>
<td>3000–3999 Junior courses</td>
<td>5000–5999 Graduate courses</td>
</tr>
<tr>
<td>2000–2999 Sophomore courses</td>
<td>4000–4999 Senior courses</td>
<td>6000–6999 Graduate courses</td>
</tr>
</tbody>
</table>

Subject Prefixes

- ANT Anthropology
- ART Art
- BIA Biblical Arts
- BIB Bible
- BSM Business Management
- BUA Business Administration
- CMN Communication Studies
- DAL Data Analytics
- ECO Economics
- EDU Education
- ENG English
- ETH Ethics
- HIS History
- HMS Human Services
- LDR Leadership
- LIT Literature
- MAT Mathematics
- MIN Ministry
- MNS Ministries
- PHI Philosophy
- PYC Psychology
- SCI Science
- SOC Sociology
- SPE Speech
- STS Study Skills

ACADEMIC PROGRAMS SUMMARY

Undergraduate

- Associate of Arts (A.A.) .............................................. Page 42
- Business Management (B.S.) ........................................ Page 42
- Communication Studies (B.S.) .................................... Page 43
- Health Psychology (B.S.) ............................................ Page 43
- Ministry (B.S.)............................................................. Page 44
- Ministry/MAML Accelerated Graduate Track ............ Page 44
- Psychology (B.S.)....................................................... Page 45

Graduate

- Business Administration (MBA) .................................. Page 46
- Data Analytics (Graduate Certificate) ........................ Page 46
- Divinity (M.Div.) ..................................................... Page 46
- Education (MAED) .................................................... Page 48
- Human Services (MAHS) ............................................. Page 48
- Ministry Leadership (MAML) ..................................... Page 49
- Organizational Leadership (MOL) .............................. Page 50
- Leadership (Graduate Certificate) ............................. Page 50
- Theological Studies (MATS) ........................................ Page 50
- Christian Studies (Graduate Certificate) ...................... Page 50
ADULT UNDERGRADUATE PROGRAM

The Adult Undergraduate program offers a variety of degree options in an accelerated format designed for busy, working adults to complete their Associate of Arts (A.A.) or a Bachelor of Science (B.S.). Students complete a degree by taking one course at a time and by meeting one night per week onsite, online, or in a blended cohort structure. Depending on the number of credits transferred into the program, the A.A. degree takes approximately 32 months to complete, the B.S. degree for most majors takes 18–22 months to complete, and the B.S. in Accounting takes 30–34 months to complete.

GENERAL EDUCATION ........................................31 CREDITS

<table>
<thead>
<tr>
<th>Written Communication</th>
<th>6 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>3 cr</td>
</tr>
<tr>
<td>Research Writing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oral Communication</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

| Social Sciences (2 Areas) | 8 cr |

Humanities (2 Areas) ........................................ 6 cr
Science & Mathematics ........................................ 8 cr

Lab Science ................................................. 4 cr
Mathematics ................................................. 4 cr

BSM4050 or PYC4045 & PYC4046 can fulfill the mathematics requirement

Requirement to Take Upper-Level Major Courses

To be eligible to take upper-level major courses, students must have completed a minimum of 30 credits including ENG1109 Composition and Editing; ENG2209 Argumentative Research Writing; and SPE1079 Public Speaking and Communication Fundamentals (or equivalent courses).

Major Summary Chart

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>GENERAL EDUCATION</th>
<th>MAJOR CREDITS</th>
<th>ELECTIVE CREDITS</th>
<th>TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS MANAGEMENT</td>
<td>31</td>
<td>36</td>
<td>58</td>
<td>125</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>31</td>
<td>36</td>
<td>58</td>
<td>125</td>
</tr>
<tr>
<td>HEALTH PSYCHOLOGY</td>
<td>31</td>
<td>36</td>
<td>58</td>
<td>125</td>
</tr>
<tr>
<td>MINISTRY</td>
<td>31</td>
<td>46–48</td>
<td>46–48</td>
<td>125</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>31</td>
<td>36</td>
<td>58</td>
<td>125</td>
</tr>
</tbody>
</table>

- Elective credits can be in any area of collegiate coursework and can be earned through standardized examinations, prior learning, or other methods. Needed credits may be adjusted if general education curriculum or major credit changes occur during the year.

Minor Summary Chart

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MINOR CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS MANAGEMENT</td>
<td>18</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>18</td>
</tr>
<tr>
<td>HEALTH PSYCHOLOGY</td>
<td>18</td>
</tr>
<tr>
<td>MINISTRY</td>
<td>18</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>18</td>
</tr>
</tbody>
</table>
Associate of Arts

The Associate of Arts in General Studies is for students who have zero or minimal prior college credits. Students complete foundational coursework designed with a Christian worldview to help students integrate faith and learning. Graduates of this program are able to transition into one of the existing B.S. programs or pursue an undergraduate degree at another institution.

- The degree is granted upon successful completion of the required courses and 60 credits.

**GENERAL EDUCATION .......................... 45 CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6 cr</td>
</tr>
<tr>
<td>English Composition</td>
<td>3 cr</td>
</tr>
<tr>
<td>Research Writing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>Speech</td>
<td>3 cr</td>
</tr>
<tr>
<td>Social Sciences (2 Areas)</td>
<td>8 cr</td>
</tr>
<tr>
<td>Humanities (2 Areas)</td>
<td>6 cr</td>
</tr>
<tr>
<td>Science &amp; Mathematics</td>
<td>8 cr</td>
</tr>
<tr>
<td>Lab Science</td>
<td>4 cr</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 cr</td>
</tr>
<tr>
<td>Bible</td>
<td>14 cr</td>
</tr>
<tr>
<td>Old Testament</td>
<td>2 cr</td>
</tr>
<tr>
<td>New Testament</td>
<td>2 cr</td>
</tr>
<tr>
<td>Additional BIA or BIB Courses</td>
<td>8 cr</td>
</tr>
<tr>
<td><strong>ELECTIVES ........................................ 15 CREDITS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ............................................... 60 CREDITS</strong></td>
<td></td>
</tr>
</tbody>
</table>

Business Management

The Bachelor of Science in Business Management prepares students to provide leadership within businesses and organizations. Emphasis is on the role of leadership for business and organizational planning, effectiveness, and problem solving through the application of professional skills, management techniques, team building, and the formulation and implementation of business strategies. Attention is given to contract law, marketing, economics, and managerial accounting and finance. The major also contains courses that help students apply Christian values and ethics to situations in the business setting.

- The degree is granted upon successful completion of the required courses in general education curriculum, major/minor coursework, and electives (40 credits must be in upper-level courses) for a 125 total credits.

**REQUIRED MAJOR COURSES ....................... 36 CREDITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSM4007 Professional Skills in Business</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4025 Business Ethics</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4030 Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>BSM4032 Finance</td>
<td>3 cr</td>
</tr>
<tr>
<td>BSM4034 Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>BSM4043 International Business</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4050 Business Mathematics and Statistics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BSM4052 Macroeconomics</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4054 Microeconomics</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4061 Marketing</td>
<td>3 cr</td>
</tr>
<tr>
<td>BSM4063 Business Law and Contracts</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4065 Information Management</td>
<td>2 cr</td>
</tr>
<tr>
<td>BSM4067 Corporate Strategies</td>
<td>3 cr</td>
</tr>
<tr>
<td>ETH4021 Foundations for Ethics</td>
<td>2 cr</td>
</tr>
<tr>
<td>ETH4023 Worldview and Ethics</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

**REQUIRED MINOR COURSES ....................... 18 CREDITS**

BSM4034 plus any other courses selected from the Business Management major (except ETH4021, ETH4023)
Communication Studies

The Bachelor of Science in Communication Studies provides students with a conceptual knowledge of communication and develops skills in thinking, writing, speaking, conducting research, technology, conflict resolution, and public relations. The major promotes the effective and ethical practice of a Christian communicator in a civil and democratic society. Communication studies is an academic field that focuses on how people use messages to generate meanings within and across various contexts, cultures, and media.

- The degree is granted upon successful completion of the required courses in general education curriculum, major/minor coursework, and electives (40 credits must be in upper-level courses) for a 125 total credits.

REQUIRED MAJOR COURSES.......................... 36 CREDITS
CMN4015 Communication Theory and Practice ........ 4 cr
CMN4016 Intercultural Communication .................. 2 cr
CMN4017 Group Communication ........................ 2 cr
CMN4018 Interpersonal Communication ................ 2 cr
CMN4025 Communication Ethics ........................ 2 cr
CMN4031 Business Communication .................... 2 cr
CMN4032 Public Relations Principles and Writing ...... 2 cr
CMN4034 Public Relations Event Planning ............... 2 cr
CMN4039 Strategic Communication Planning .......... 4 cr
CMN4042 Advanced Speaking and Presentation ....... 2 cr
CMN4044 Technology and Communication ............. 2 cr
CMN4046 Communication and Conflict Resolution ..... 2 cr
CMN4049 Advanced Organizational Communication .... 2 cr
CMN4051 Methods of Communication Research ....... 2 cr
ETH4021 Foundations for Ethics ....................... 2 cr
ETH4023 Worldview and Ethics ........................ 2 cr

REQUIRED MINOR COURSES.......................... 18 CREDITS
CMN4015 plus any other courses selected from the Communication Studies major (except ETH4021, ETH4023)

Health Psychology

The Bachelor of Science in Health Psychology provides students with the theoretical background of how psychological, behavioral, cultural, and social factors influence health and wellness. Attention is given to the role of stress and lifestyle choices and how they affect our well-being. Interventions for stress and pain used in the helping professions, hospitals, and community education programs are addressed. The final capstone course allows students to integrate prior coursework and further their research in a specific area of interest.

- The degree is granted upon successful completion of the required courses in general education curriculum, major/minor coursework, and electives (40 credits must be in upper-level courses) for a 125 total credits.

REQUIRED MAJOR COURSES.......................... 36 CREDITS
ETH4021 Foundations for Ethics ....................... 2 cr
ETH4023 Worldview and Ethics ........................ 2 cr
PYC4005 Foundations of Health Psychology .......... 3 cr
PYC4025 Professional Ethics .......................... 2 cr
PYC4034 Health Promotion Through the Lifespan ..... 3 cr
PYC4042 Social Science Research Methods .......... 2 cr
PYC4045 Social Science Statistics I ..................... 3 cr
PYC4046 Social Science Statistics II .................... 3 cr
PYC4051 Principles of Counseling ..................... 3 cr
PYC4079 Abnormal Psychology ........................ 3 cr
PYC4081 Stress Management Strategies ................ 3 cr
PYC4083 Pain Management Strategies .................. 3 cr
PYC4855 Health Psychology Capstone ................ 4 cr

REQUIRED MINOR COURSES.......................... 18 CREDITS
PYC4005, PYC4034, PYC4081 plus any other courses selected from the Health Psychology major (except ETH4021, ETH4023, PYC4855)
## Ministry

The Bachelor of Science in Ministry with a concentration in *Christian Studies* prepares students to serve God in ministry. Whether called to be in a church, non-profit, or cross-cultural situation, students explore the knowledge, skills, and personal values that will prepare them biblically, relationally, practically, and incarnationally for service in God’s kingdom work.

- The degree is granted upon successful completion of the required courses in general education curriculum, major/minor coursework, and electives (40 credits must be in upper-level courses) for a 125 total credits.

### REQUIRED MAJOR COURSES ................................................. 36 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN1007A</td>
<td>Ministry Foundations</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN2016A</td>
<td>Biblical Interpretation for Study</td>
<td>2 cr</td>
</tr>
<tr>
<td>OR BIA2119</td>
<td></td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN2045A</td>
<td>Christian Formation for Ministry Practice</td>
<td>2 cr</td>
</tr>
<tr>
<td>OR BIA1005</td>
<td></td>
<td>2 cr</td>
</tr>
<tr>
<td>OR BIA1009</td>
<td></td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN3045A</td>
<td>Developmental Foundations for Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>OR PSY2108</td>
<td></td>
<td>4 cr</td>
</tr>
<tr>
<td>OR PYC4032</td>
<td></td>
<td>2 cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN3206A</td>
<td>Relationships</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN3207A</td>
<td>Ministry in a Globalized World</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN3216A</td>
<td>Leadership in Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN3218A</td>
<td>Teaching Methods for Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN3231A</td>
<td>Care and Counseling in Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN4855A</td>
<td>Capstone</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN4991A</td>
<td>Ministry Internship I</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN4992A</td>
<td>Ministry Internship II</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

*Students who have at least 3 years of professional ministry experience can petition to have MIN4991 & MIN4992 waived and their total major credits reduced to 42–44 credits*

### REQUIRED CONCENTRATION COURSES ............................ 10–12 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB1006</td>
<td>Old Testament History and Literature: Law and History</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB1007</td>
<td>Old Testament History and Literature: Poetry and Prophecy</td>
<td>2 cr</td>
</tr>
<tr>
<td>OR BIB1009</td>
<td>(2 cr instead of both BIB1006 &amp; BIB1007)</td>
<td></td>
</tr>
<tr>
<td>BIB2008</td>
<td>New Testament History and Literature</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB4460</td>
<td>Biblical Theology</td>
<td>4 cr</td>
</tr>
<tr>
<td>OR BIB4360</td>
<td>(4 cr)</td>
<td></td>
</tr>
<tr>
<td>PHI3057</td>
<td>Christian Apologetics</td>
<td>2 cr</td>
</tr>
<tr>
<td>OR ETH4023</td>
<td>(2 cr)</td>
<td></td>
</tr>
</tbody>
</table>

### Accelerated Graduate Track (Dual Degree) Option

Students can apply to the accelerated graduate track by submitting an application acquired via their Academic Advisor after completing a minimum of 45 undergraduate credits. If approved by the A&GS Office and Program Manager, students will take the listed graduate-level courses (graduate tuition and policies apply) instead of the listed undergraduate course. All graduate-level courses taken as an undergraduate student must be completed with a grade of “C” or better to satisfy graduate degree requirements. This option can save time and money because the credits will count toward both the Bachelor of Science in Ministry and the Master of Arts in Ministry Leadership (MAML). Upon completion of the undergraduate program, students must follow the admission process to be officially admitted to a graduate program.

### UNDERGRADUATE COURSES ............................................. 14 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB4460</td>
<td>Biblical Theology</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN2016A</td>
<td>Biblical Interpretation for Study</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN3207A</td>
<td>Ministry in a Globalized World</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN3216A</td>
<td>Leadership in Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>PHI3057</td>
<td>Christian Apologetics</td>
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### GRADUATE COURSES .................................................. 16 CREDITS

<table>
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<tr>
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<tbody>
<tr>
<td>BIB6312</td>
<td>Biblical Theology of the OT and NT</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIA5015</td>
<td>Biblical Hermeneutics</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5610</td>
<td>Ministering Culturally and Globally</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5210</td>
<td>Leading and Organizing Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIA5021</td>
<td>Apologetics</td>
<td>2 cr</td>
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### REQUIRED MINOR COURSES ......................................... 18 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN1007A</td>
<td>MNS Courses</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN2016A</td>
<td>(or BIA2119), MIN2045A (or BIA1005 or BIA1009), MIN3207A, plus the following:</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>MIN or MNS Courses</td>
<td>4 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>BIA, BIB, ICS, MIN, or MNS Courses</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

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*(Course codes and course titles are placeholders and may not reflect actual courses)*
Psychology

The Bachelor of Science in Psychology with a concentration in Marriage and Family provides students with a theoretical and applied understanding of psychological principles and specifically examines foundations for family communication, problem solving, and relationships; a systems perspective on family dynamics and their impact upon marital quality and the family; as well as counseling and intervention strategies. The major is designed to prepare students for graduate study in psychology, entry-level positions in the helping professions, or careers requiring a psychology background. Biblical coursework enables students to apply psychological principles from a Christian perspective.

- Students have the option of taking HMS-prefix courses instead of PYC-prefix courses in the concentration as part of their major, minor, or as electives for graduate credit (graduate tuition and policies apply). All graduate-level courses taken as an undergraduate student must be completed with a grade of “C” or better to satisfy graduate degree requirements. This option can save time and money because the credits will count toward both the Bachelor of Science in Psychology and the Master of Arts in Human Services (MAHS). Upon completion of the undergraduate program, students must follow the admission process to be officially admitted to a graduate program.

- The degree is granted upon successful completion of the required courses in general education curriculum, major/minor coursework, and electives (40 credits must be in upper-level courses) for a 125 total credits.

<table>
<thead>
<tr>
<th>REQUIRED MAJOR COURSES ....................... 24 CREDITS</th>
<th>REQUIRED CONCENTRATION COURSES ............. 12 CREDITS</th>
<th>Elective Course Option ........................................ 1–4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH4021 Foundations for Ethics .................................. 2 cr</td>
<td>PYC4054 Marriage and Family Dynamics .................. 3 cr</td>
<td>PYC4841 Research Practicum .................................. 1–4 cr</td>
</tr>
<tr>
<td>ETH4023 Worldview and Ethics .................................. 2 cr</td>
<td>PYC4055 Marriage and Family Counseling ................ 3 cr</td>
<td></td>
</tr>
<tr>
<td>PYC4025 Professional Ethics .................................. 2 cr</td>
<td>PYC4056 Family Communication and Relationships .... 3 cr</td>
<td></td>
</tr>
<tr>
<td>PYC4032 Child and Adolescent Development .................. 2 cr</td>
<td>PYC4058 Intervention Strategies with Families .......... 3 cr</td>
<td></td>
</tr>
<tr>
<td>PYC4036 Adult Development ..................................... 2 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PYC4042 Social Science Research Methods ..................... 2 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PYC4045 Social Science Statistics I .......................... 3 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PYC4046 Social Science Statistics II .......................... 3 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PYC4051 Principles of Counseling ................................ 3 cr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PYC4079 Abnormal Psychology .................................... 3 cr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED MINOR COURSES .......................... 18 CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PYC4051, PYC4079, either PYC4032 or PYC4036 plus any other courses selected from the Psychology major (except ETH4021, ETH4023, PYC4841)</td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE STUDIES PROGRAM

The Graduate Studies program offers a variety of degree options in an accelerated format designed for busy, working adults. Students complete a certificate or degree by taking one course at a time and by meeting one night per week onsite, online, or in a blended cohort structure. Depending on the number of credits transferred into the program, the certificates take approximately 8 months to complete; the MAED, MAHS, MAML, MOL, and MATS degrees take 18–22 months to complete; the MBA degree takes 22–26 months to complete; and the M.Div. degree takes 42–46 months to complete.

Graduate Core Competencies

The following core competencies should be reflected in all graduate-level coursework at Northwestern. Graduate students will:

1. Develop and demonstrate advanced skills in critical thinking and in written and verbal communication.
2. Develop advanced skills in evaluating material and effectively presenting their research in a variety of media.
3. Analyze key issues in their field of study through analysis and synthesis of significant field-specific research.
4. Explore their field of study through a biblical worldview.
5. Demonstrate sensitivity to cultural and ethnic diversity for building relationships and for communicating the Gospel in context.
Master of Business Administration

The Master of Business Administration (MBA) is designed for individuals who want to achieve greater levels of responsibility within their chosen profession. The program equips students to successfully address the sophisticated challenges of today’s global business environment through case analysis, discussion, and practical application while integrating a Christian perspective. Students are encouraged (though not required) to declare a concentration in one of the following areas: Data Analytics, Finance, or Management.

- The degree is granted upon successful completion of the required courses and 42 credits.

REQUIRED MBA COURSES .......................... 28 CREDITS
BUA5010 Managerial Leadership ........................................... 4 cr
BUA5314 Applied Economics .................................................. 4 cr
BUA5420 Business Leadership Ethics ....................................... 4 cr
BUA5510 Marketing for Managers ........................................... 4 cr
BUA5620 Data Analysis and Decision Making ......................... 2 cr
BUA5710 Financial Accounting ............................................... 4 cr
BUA5720 Managerial Finance ................................................. 2 cr
BUA5810 Strategic Management ............................................. 4 cr

REQUIRED CONCENTRATION/ELECTIVES .......................... 14 CREDITS

Students can declare a concentration or complete 14 credits of electives (BUA, DAL, or LDR course prefix). Related business/leadership transfer credits may be applied toward elective credits

Data Analytics Concentration ............................ 14 credits
DAL5625 Business Statistics and Analytics .............................. 4 cr
DAL5635 Trends in Data Analytics ........................................... 2 cr
DAL5655 Data Mining for Business Analytics ......................... 4 cr
DAL5675 Forecasting Economic Principles and Applications ........................ 4 cr

Finance Concentration ............................ 14 credits
BUA5712 Managerial Accounting ........................................... 4 cr
BUA5730 Investments and Corporate Finance .......................... 4 cr
DAL5675 Forecasting Economic Principles and Applications ........................ 4 cr
Elective BUA or DAL Course .............................................. 2 cr

Management Concentration ............................ 14 credits
BUA5110 Strategic Technology ............................................... 2 cr
BUA5210 Legal Aspects of Business ...................................... 2 cr
BUA5220 Human Resource Leadership ................................. 2 cr
LDR5308 Leading Organizational Change .............................. 3 cr
Electives BUA, DAL, or LDR Courses ................................. 5 cr

Graduate Certificate in Data Analytics ........... 14 credits
(PQ: C or better in BUA5620 for all DAL-prefix courses) DAL5625, DAL5635, DAL5655, DAL5675

Master of Divinity

The Master of Divinity (M.Div.) is designed for individuals who desire a comprehensive program which combines Bible exposition, theology, and Christian ministry. This prepares students with the knowledge and skills necessary to be successful pastors, ministers, chaplains, church planters, missionaries, or para-church leaders. Students develop biblical principles for spiritual formation and self-awareness, learn advanced principles of biblical interpretation, study the socio-historical worlds that gave rise to the Old and New Testaments, survey the history of Christianity, study various forms of and issues related to theology, and survey the historical setting and theological message of biblical books. Ministry courses consider the knowledge, character, and skill competencies needed for ministry. Areas of study include calling/vocation, ministry relationships, leadership, management, homiletics, worship, pastoral roles, and global ministry. Students are encouraged (though not required) to declare an emphasis in one of the following areas: Biblical Studies, Theological Studies, Clinical Pastoral Education, Organizational Leadership, Human Services, or Educational Studies. In addition, students will complete two years of required field experience including internships and/or ministry-based field projects.

- The degree is granted upon successful completion of the required courses and 76 credits.

M.DIV. PROGRAM PREREQUISITES .......................... 4 CREDITS

Students who do not meet the prerequisites can fulfill these requirements by completing BIBS120 & BIBS124 which may be applied toward elective credits

Undergraduate Old Testament Survey (or equivalent) .......... 2 cr
Undergraduate New Testament Survey (or equivalent) ........ 2 cr

REQUIRED BIBLE & THEOLOGY FOUNDATIONS .......................... 38 CREDITS

Biblical Studies ..................................................... 12 credits
BIB6211 Interpreting the Pentateuch .................................. 4 cr
BIB6214 Interpreting the Gospels ....................................... 2 cr
BIB6216 Interpreting the Pauline Epistles ............................. 2 cr
Electives BIB Courses .............................................. 4 cr
Hermeneutics .......................................................... 8 credits
BIA5015 Biblical Hermeneutics .................................... 4 cr
BIB6201 New Testament Greek for Biblical Study .......... 4 cr

Theological Studies .................................................. 18 credits
BIB6312 Biblical Theology of the Old and New Testaments ......................................................... 4 cr
BIB6313 Systematic Theology I .................................... 4 cr
BIB6314 Systematic Theology II ................................... 4 cr
HIS5019 History of Christianity .................................. 4 cr

Select one of the following (2 credits):
BIA5021 Apologetics .................................................. 2 cr
PHI5310 Ethics .......................................................... 2 cr

REQUIRED MINISTRY LEADERSHIP ......................... 26 CREDITS

Practical Ministry ..................................................... 20 credits
BIA5011 Spiritual Formation for Leadership .................. 2 cr
MIN5210 Leading and Organizing Ministry ................... 4 cr
MIN5310 Pastoral Ministries ........................................ 4 cr
MIN5410 Ministries of Word and Worship ..................... 4 cr
MIN5510 Ministry Relationships ................................... 2 cr
MIN5610 Ministering Culturally and Globally .................. 2 cr
MIN5710 Religious Heritage and Church Polity ............... 2 cr

Field Experience ....................................................... 6 credits

Students can substitute Clinical Pastoral Education coursework for the required graduate internship and/or graduate capstone project courses

MIN5993 Graduate Internship I (semester) ..................... 1 cr
MIN5994 Graduate Internship II (semester) ..................... 1 cr
MIN5995 Graduate Capstone Project I (semester) .......... 2 cr
MIN5996 Graduate Capstone Project II (semester) .......... 2 cr

REQUIRED EMPHASIS/ELECTIVES .......................... 12 CREDITS

Students can declare an emphasis or complete 12 credits of electives. Related transfer credits may be applied toward elective credits

Biblical Studies Emphasis ......................................... 12 credits
B.A./M.Div. Dual Degree students cannot declare this emphasis

BIA5017 Bible in Its World ........................................... 2 cr
BIB5120 Old Testament Survey .................................... 2 cr
BIB5124 New Testament Survey ................................... 2 cr
Electives BIA, BIB, or PHI Courses ............................. 6 cr

Theological Studies Emphasis ................................. 12 credits

Students may be eligible to receive the MATS degree in addition to their M.Div. degree with additional coursework

BIA5017 Bible in Its World ........................................... 2 cr
BIB6311 Theological Prolegomena ............................... 2 cr
BIB6315 Contemporary Issues in Theology .................... 2 cr
Electives BIA, BIB, or PHI Courses ............................. 6 cr

Clinical Pastoral Education ................................. 12 credits

Students interested in chaplaincy can pursue this option through a partnership with regional hospitals

MIN5999 Clinical Pastoral Education ............................ 12 cr

Organizational Leadership Emphasis ...................... 12 credits
BUA5010 Managerial Leadership ............................... 4 cr
LDR5308 Leading Organizational Change .................... 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses .......... 5 cr
BUA5420 is a recommended elective

Human Services Emphasis ................................. 12 credits
HM55112 Human Services Foundations and Systems .... 3 cr
HM55230 Multicultural/Diversity Issues in Human Services .............................................................. 3 cr
HM55316 Marriage and Family Dynamics .................... 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses .......... 3 cr

Educational Studies Emphasis ............................ 12 credits
EDUS5200 Worldview Perspectives on Professional Issues .............................................................. 3 cr
EDUS5230 Theoretical Principles and Applications for Learning and Teaching ......................................... 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses .......... 3 cr

Select one of the following (3 credits):
EDUS5211 Content in the Field ................................... 3 cr
EDUS5280 Instructional Media and Technology ............ 3 cr
Master of Arts in Education

The Master of Arts in Education (MAED) is designed for experienced and inexperienced educators. The rigorous curriculum is intended to enhance professional practice through advanced study in teaching and learning. The MAED program includes ten online courses with scaffolded instruction leading to a capstone research project. Students in this continuous-cohort program will choose one of two specialty areas for their MAED program including Curriculum and Instruction or Learning and Leading in the Field. If students select Learning and Leading in the Field, they can further focus their study on Culturally Responsive Teaching, Educational Technology, or Early Learning. The MAED program is uniquely designed to advance the professional knowledge, effectiveness, and skills of educators in P–16, Christian, corporate, career and technical, youth, adult, and other contexts.

- The degree is granted upon successful completion of the required courses and 30 credits.

**REQUIRED MAED COURSES ............................................ 18 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU5200</td>
<td>Worldview Perspectives on Professional Issues</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5220</td>
<td>Foundations of Educational Research</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5230</td>
<td>Theoretical Principles and Applications for Learning and Teaching</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5250</td>
<td>Educational Statistics: Collecting and Using Data for Educational Decisions</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5270</td>
<td>Learners and Learning in Diverse Communities</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5280</td>
<td>Instructional Media and Technology</td>
<td>3 cr</td>
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**REQUIRED SPECIALTY AREA COURSES .................. 12 CREDITS**

<table>
<thead>
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<tbody>
<tr>
<td>EDU5211</td>
<td>Content in the Field</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5242</td>
<td>Organizational Models of the Field</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU5263</td>
<td>Assessment in the Field</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDU6855</td>
<td>Capstone Project</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Master of Arts in Human Services

The Master of Arts in Human Services (MAHS) with a concentration in Family Studies is designed for individuals who want to combine their Christian faith with their work in private or public social services settings, as they assist people with a variety of needs. Students will develop an understanding of how to assist people experiencing complex, problematic situations, how research can facilitate understanding people and their needs, and how to design and evaluate human services programs. Students can select this program if they are interested in advancing in their human service-related career or continue with further graduate study in human services or social sciences programs.

- The degree is granted upon successful completion of the required courses and 36 credits.

**REQUIRED MAHS COURSES ........................................ 21 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS5110</td>
<td>Worldview, Leadership, and Human Services</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5112</td>
<td>Human Services Foundations and Systems</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5114</td>
<td>Theories of Human Development</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5210</td>
<td>Research Methods and Human Services</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5220</td>
<td>Ethics and Legal Issues in Human Services</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5230</td>
<td>Multicultural/Diversity Issues in Human Services</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5240</td>
<td>Interviewing and Assessment Skills</td>
<td>3 cr</td>
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**REQUIRED CONCENTRATION COURSES .................. 15 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS5310</td>
<td>Family Studies and Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5314</td>
<td>Parent Education</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5316</td>
<td>Marriage and Family Dynamics</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5318</td>
<td>Intervention Strategies with Families</td>
<td>3 cr</td>
</tr>
<tr>
<td>HMS5855</td>
<td>Capstone Project</td>
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</table>

**Elective Course Option ................................. 1–4 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS5841</td>
<td>Graduate Research Practicum</td>
<td>1–4 cr</td>
</tr>
</tbody>
</table>
Master of Arts in Ministry Leadership

The Master of Arts in Ministry Leadership (MAML) is designed to equip local church, non-profit, and parachurch leaders with core competencies in spiritual formation, biblical interpretation, and organizational leadership. Students are encouraged (though not required) to declare an emphasis in one of the following areas: Pastoral Leadership, Biblical Studies, Theological Studies, Clinical Pastoral Education, Organizational Leadership, Human Services, or Educational Studies. In addition, students will complete one year of required field experience in the form of internships.

- The degree is granted upon successful completion of the required courses and 36 credits.

**MAML PROGRAM PREREQUISITES .......................... 7 CREDITS**

Students who do not meet the prerequisites can fulfill these requirements by completing BIB5120, BIB5124, BIB6312, BIB6313, or BIB6314 which may be applied toward elective credits

Undergraduate Old Testament Survey (or equivalent) ........ 2 cr
Undergraduate New Testament Survey (or equivalent) ....... 2 cr
Undergraduate Biblical or Systematic Theology
(or equivalent) .............................................................. 3 cr

**REQUIRED MAML COURSES ...................... 24 CREDITS**

BIA5011 Spiritual Formation for Leadership .................. 2 cr
BIA5015 Biblical Hermeneutics .................................. 4 cr
LDR5202 Effective Communication and Leadership .......... 3 cr
MINS210 Leading and Organizing Ministry ................. 4 cr
MINS510 Ministry Relationships ................................. 2 cr
MINS610 Ministering Culturally and Globally ................ 2 cr
MINS930 Graduate Internship I (semester) ................. 1 cr
MINS994 Graduate Internship II (semester) ................. 1 cr

Select one of the following (2 credits):
BIA5021 Apologetics ............................................... 2 cr
PHI5310 Ethics ....................................................... 2 cr

Select one of the following (3 credits):
LDR5200 Strategic Leadership .................................. 3 cr
LDR5306 Leading for Organizational Success .............. 3 cr
LDR5308 Leading Organizational Change* .................. 3 cr

* Students cannot select LDR5308 if they want to pursue the Organizational Leadership emphasis

**REQUIRED EMPHASIS/ELECTIVES ........................ 12 CREDITS**

Students can declare an emphasis or complete 12 credits of electives. Related transfer credits may be applied toward elective credits

Pastoral Leadership Emphasis ................................. 12 credits
MINS310 Pastoral Ministries .................................... 4 cr
MINS410 Ministries of Word and Worship ................... 4 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses .......... 4 cr

**Biblical Studies Emphasis ................................. 12 credits**

Students who have completed Undergraduate OT/NT
Survey courses can request to take BIB electives*

BIA5017 Bible in Its World ...................................... 2 cr
BIB5120 Old Testament Survey* ............................... 2 cr
BIB5124 New Testament Survey* .............................. 2 cr
Electives BIA, BIB, HIS, or PHI Courses .................... 6 cr

**Theological Studies Emphasis ............................. 12 credits**

BIB6313 Systematic Theology I .................. ............... 4 cr
BIB6314 Systematic Theology II ...................... ............. 4 cr
Electives BIA, BIB, HIS, or PHI Courses .................... 4 cr

**Clinical Pastoral Education ............................... 12 credits**

Students interested in chaplaincy can pursue this option through a partnership with regional hospitals

MINS999 Clinical Pastoral Education ......................... 12 cr

**Organizational Leadership Emphasis .......................... 12 credits**

BUA5010 Managerial Leadership ............................... 4 cr
LDR5308 Leading Organizational Change .................. 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses ....... 5 cr
BUA5420 is a recommended elective

**Human Services Emphasis ................................. 12 credits**

HMS5112 Human Services Foundations and Systems .... 3 cr
HMS5230 Multicultural/Diversity Issues in Human Services ........................................ 3 cr
HMS5316 Marriage and Family Dynamics .................. 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses ........ 3 cr

**Educational Studies Emphasis .............................. 12 credits**

EDU5200 Worldview Perspectives on Professional Issues ........................................ 3 cr
EDU5230 Theoretical Principles and Applications for Learning and Teaching .......... 3 cr
Electives BUA, EDU, HMS, LDR, or MIN Courses ....... 3 cr

Select one of the following (3 credits):
EDU5211 Content in the Field .................................. 3 cr
EDU5280 Instructional Media and Technology ............ 3 cr
Master of Organizational Leadership

The Master of Organizational Leadership (MOL) is designed for individuals who want to integrate a Christian perspective into the context of leadership. Organizations are recognizing the need for leaders who possess relevant knowledge and skills necessary to effectively navigate increasingly complex environments. Learners will be equipped with the principles needed to be effective leaders in public and private organizations. Coursework is designed to be relevant and immediately applicable to professional work.

- The degree is granted upon successful completion of the required courses and 36 credits.

**REQUIRED MOL COURSES............................................ 36 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA5010</td>
<td>Managerial Leadership</td>
<td>4 cr</td>
</tr>
<tr>
<td>BUA5220</td>
<td>Human Resource Leadership</td>
<td>2 cr</td>
</tr>
<tr>
<td>BUA5420</td>
<td>Business Leadership Ethics</td>
<td>4 cr</td>
</tr>
<tr>
<td>BUA5620</td>
<td>Data Analysis and Decision Making</td>
<td>2 cr</td>
</tr>
<tr>
<td>LDR5100</td>
<td>Personal Growth for Effective Leadership</td>
<td>3 cr</td>
</tr>
<tr>
<td>LDR5200</td>
<td>Strategic Leadership</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Graduate Certificate in Leadership .................. 15 credits**

BUA5010, BUA5420 plus any other courses selected from the MOL program (except LDR5300, LDR5855)

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Master of Arts in Theological Studies

The Master of Arts in Theological Studies (MATS) is designed for individuals who desire to study the Word of God and ground their faith in the rich theological truths found within its pages. This degree will prepare students in any profession who would like to increase their biblical knowledge and bring a Christian worldview to their profession. It is geared toward those who feel called to lay leadership and professional ministry, or those who have the desire to pursue a teaching ministry, whether in ecclesiastical or academic settings. Students develop biblical principles for spiritual formation and self-awareness, learn advanced principles of biblical interpretation, study the socio-historical worlds that gave rise to the Old and New Testaments, survey the history of Christianity, and study various forms of and issues related to theology.

- The degree is granted upon successful completion of the required courses and 36 credits.

**REQUIRED MATS COURSES............................................ 32 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIA5011</td>
<td>Spiritual Formation for Leadership</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIA5015</td>
<td>Biblical Hermeneutics</td>
<td>4 cr</td>
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<tr>
<td>BIA5017</td>
<td>Bible in Its World</td>
<td>2 cr</td>
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<tr>
<td>BIA5021</td>
<td>Apologetics</td>
<td>2 cr</td>
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<tr>
<td>BIB6311</td>
<td>Theological Prolegomena</td>
<td>2 cr</td>
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<tr>
<td>BIB6312</td>
<td>Biblical Theology of the Old and New Testaments</td>
<td>4 cr</td>
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<tr>
<td>BIB6313</td>
<td>Systematic Theology I</td>
<td>4 cr</td>
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<tr>
<td>BIB6314</td>
<td>Systematic Theology II</td>
<td>4 cr</td>
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<tr>
<td>BIB6315</td>
<td>Contemporary Issues in Theology</td>
<td>2 cr</td>
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<tr>
<td>HIS5019</td>
<td>History of Christianity</td>
<td>4 cr</td>
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<tr>
<td>PHI5310</td>
<td>Ethics</td>
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**SELECTIVE MATS COURSES............................................ 4 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIB5120</td>
<td>Old Testament Survey</td>
<td>2 cr</td>
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<tr>
<td>BIB5124</td>
<td>New Testament Survey</td>
<td>2 cr</td>
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</tbody>
</table>

At the discretion of the Program Director, students who have taken undergraduate courses similar to BIB5120 & BIB5124 can select from the following:

- Electives
- BIA or BIB Courses                  4 cr
- BIB6892  Thesis Research II          2 cr

**Graduate Certificate in Christian Studies ....... 16 credits**

BIA5011, BIA5015 plus other courses selected from the following:

| Select one | Elective MATS Course                           | 2 cr    |
| Select from| BIB6312, BIB6313, BIB6314, BIB6315            | 4 cr    |

Select from BIA5017, BIB5120, BIB5124, BIB6311, HIS5019 4 cr
COURSE DESCRIPTIONS

Legend

# ........................................................... Traditional Undergraduate course offered through Dual Enrollment venue
A suffix ........................................................... Traditional Undergraduate course offered through Adult Undergraduate venue
Cr......................................................................................................................... Credits
EQ......................................................................................................................... Equivalent (see Traditional Undergraduate Catalog)
PQ......................................................................................................................... Prerequisite

Undergraduate Courses

Biblical Arts

BIA1005 Spiritual Formation\* .................................................. 2 cr
This course explores spiritual formation by examining the Scriptures, historic spiritual practices of the Christian faith, and contemporary Christian writings. In doing so, the course provides a foundation for growth in personal discipleship through intellectual engagement and practical application (EQ: BIA1009).

BIA1009 Spiritual Living and Discipleship......................... 2 cr
A study of spiritual formation and the role of discipleship in the believer's transformation toward Christ-likeness. Attention is given to the disciplines of spiritual living and the process of discipleship (EQ: BIA1005).

BIA2119 Bible Study Methods ........................................ 2 cr
Development of inductive Bible study skills. Attention is given to historical and cultural factors of the text that relate to understanding biblical passages as well as to methods for application of biblical principles (EQ: MIN2016).

BIA2129 World Evangelism Theory and Methods ........... 2 cr
This course lays a biblical foundation for the examination of personal evangelism and world missions. Attention is given to the roles of the individual, the ministry organization, and the local church in evangelism and missions. Strategies for organizing outreach are considered (EQ: BIA2125).

Bible

BIB1006 Old Testament History and Literature: Law and History\* .......................................................... 2 cr
A synthetic study of the overall purpose and message of the Old Testament (OT) Law and History and how each part fits into the whole. Each book in the Pentateuch and Historical sections of the OT is examined: their authorship, date, historical setting, message, genre, literary structure, and theology (EQ: Credit from BIB1009 can substitute for BIB1006 or BIB1007).

BIB1007 Old Testament History and Literature: Poetry and Prophecy\* .......................................................... 2 cr
A continuation of BIB1006 as a synthetic study of the overall purpose and message of the Old Testament (OT) Poetry and Prophets and how each part fits into the whole. Each book in the Poetic and Prophetic sections of the OT is examined: their authorship, date, historical setting, message, genre, literary structure, and theology (EQ: Credit from BIB1009 can substitute for BIB1006 or BIB1007).

BIB1009 Old Testament Studies ........................................... 2 cr
A survey of critical passages of the Old Testament that tie together God's plan as manifested through the covenants. Attention is given to the role of Israel as God's agent on earth and the prophetic references to Jesus Christ as the fulfillment of God's plan. Important principles for ministry and Christian living are identified (EQ: BIB1006 or BIB1007 can substitute).

BIB1019 New Testament Studies ........................................... 2 cr
A survey of critical passages of the New Testament, focusing on the work of Christ and showing the place of the church and Israel in God's plan. Attention is given to the extension of Christ's work through the Apostles and local churches as a basis for formulating biblical principles of ministry (EQ: BIB2008).

BIB2008 New Testament History and Literature\* ............. 2 cr
A synthetic study of the purpose and message of the New Testament (NT) and how each part of the testament contributes to the whole. All 27 NT books are examined: their authorship, date, historical setting, message, literary structure, and distinctives (EQ: BIB1019).

BIB2229 Jesus in the Gospels .................................................. 4 cr
A study of the socio-historical background of the gospels, the various interpretative methods applied to the gospels, the portraits of Jesus found in the four gospels, and a survey of the life of Christ (NOTE: Credit from BIB3020 cannot substitute).

BIB4360 Systematic Theology\* ............................................. 4 cr
(PQ: Junior standing or consent of instructor) The study of theology that summarizes and organizes the teaching of Scripture by relevant categories: God's revelation in Scripture, the trinitarian God, God's creation and redemption through Christ, the purpose of the church and the consummation of God's plan.

BIB4460 Biblical Theology\* ................................................... 4 cr
(PQ: Junior standing or consent of instructor) The study of theology that identifies the themes emerging from the various books of the Bible and explains their contribution to the progress of divine revelation.

General Education

ANT2049 Anthropology ....................................................... 3 cr
A study of selected individual societies ranging from bands to states, representing a wide range of geographical environments. Students conduct an in-depth study of one particular society (EQ: ANT2045).
ART1009 Art Appreciation ................................................................. 3 cr
An introductory study in the field of art, covering the elements and principles of design and representational and creative expression. The course is designed to develop the student’s appreciation of art (EQ: ART1005).

ECO2209 Concepts of Economics ............................................... 3 cr
This course provides a general overview of macroeconomics and microeconomics. Topics covered include product markets, resource markets, environmental problems, unemployment, inflation, fiscal policy, monetary policy, international trade, and economic growth (EQ: Credit from both ECO2201 and ECO2202 can substitute).

ENG1109 Composition and Editing ............................................. 3 cr
(PQ: Writing Lab) A writing course designed to prepare students for college-level thinking and writing. Emphasis will be placed on the writing process, including editing skills (EQ: ENG1105).

ENG2209 Argumentative Research Writing .................................. 3 cr
(PQ: C- or better in ENG1109) A writing course designed to improve students’ skills in source analysis, critical thinking, and argumentation as they create research papers. Students will develop skills in research by using reference materials, journals, and databases used by scholars in their disciplines (EQ: ENG2205).

HIS1009 History of the Western World ......................................... 4 cr
A study of world civilization with emphasis upon the development of Western cultural traditions from ancient to modern times. Special attention is given to the Bible as a historical document and to the concepts of institutional development and cultural diffusion. Emphasis is on the interaction of Western institutions and ideas with the forces of absolutism, enlightenment, revolution, industrialism, nationalism, liberalism, imperialism, Darwinism, and materialism (EQ: HIS1005).

LIT1109 Introduction to Literary Genres ...................................... 3 cr
A study of the literary genres of fiction, poetry, and drama. Emphasis is placed on literary conventions and textual analysis (EQ: LIT1100).

MAT1009 Liberal Arts Mathematics............................................. 4 cr
A course designed for non-mathematics majors to spark interest in everyday mathematics and develop the mathematics needed to thrive in society. Contemporary topics may be chosen from mathematical fields such as: voting theory, apportionment, fair division, graph theory, scheduling, sequences, geometry, growth models, personal finance, probability, statistics, fractals, and cryptography (EQ: MAT1005).

PHI2009 Survey of Philosophy .................................................... 3 cr
A survey of the principal problems and systems in Western philosophy. Attention is given to methodology, ethics, terminology, and the leading figures in philosophy (EQ: PHI2005).

PHI3057 Christian Apologetics .................................................. 2 cr
This course takes a theological and philosophical approach to Christian apologetics and explores topics such as the myth of neutrality, the existence of God, the reliability of Scripture, miracles, the problem of evil, science and the Bible, and secular ideologies. Students will be introduced to those approaches to apologetics that are most often endorsed by evangelical apologists, and they will learn how advocates of those approaches conceive of the relationship between apologetics and the genesis of saving faith.

PSY1009 General Psychology .................................................... 4 cr
A study of human behavior. Attention is given to methodology and concepts in the areas of learning, motivation, emotions, perception, intelligence, and personality (EQ: PSY1005).

PSY2108 Lifespan Psychology ................................................... 4 cr
A study of the nature and implications of development from conception through death. Emphasis is upon cognitive, moral, spiritual, emotional, interpersonal, and self-development. Topics to be addressed include stages of development from birth through adolescence; maturation during the college years; critical periods of adulthood; marriage and parenting; ageism and physiological processes of aging; death and dying.

SCI1029 Environmental Science ............................................... 4 cr
The focus of this course is the interrelationship between organisms and the environment. Course topics include the role of science in understanding the background of many issues, such as global warming, water pollution, and energy resources, that confront Americans and the global community. Various strategies for natural resource management will be discussed, including Christian stewardship of God’s creation. Laboratory activities will also be included (EQ: Credit from SCI1010 can substitute).

SOC1039 Sociology ................................................................. 4 cr
A scientific study of the relationship between society, social groups, and human behavior. Consideration is given to the sociological perspective, socialization and group dynamics, deviance, inequality, social change, and various social institutions (EQ: SOC1035).

SPE1079 Public Speaking and Communication Fundamentals ................. 3 cr
An introductory study and analysis of basic principles of effective communication with emphasis on public address, interpersonal communication, and group communication. Class activities provide opportunities to develop skills in speech preparation and delivery and in interpersonal and group communication (EQ: SPE1075).

STS1019 Adult Learner Success Strategies ................................. 2 cr
This course provides students with skills for managing their lives as they pursue an academic degree and future goals. Students will study time management strategies, learning styles, techniques for studying, and experiential learning as a framework for a possible future prior learning portfolio.

Business Management

BSM4007 Professional Skills in Business .................................... 2 cr
Students study professional skills with a strong emphasis on written and oral communication used in the business setting.

BSM4025 Business Ethics ....................................................... 2 cr
Students will learn how to apply biblical principles and standards to ethical problems within business. Additionally, students will gain experience and confidence in making ethical decisions through a structured decision-making process. Knowledge and practical skills will be obtained through text readings, case studies, biblical research, supplemental business articles, video studies, and class discussions.
BSM4030 Accounting ........................................3 cr
(PQ: BSM4050) Students study business records and financial
statements, plant and equipment, payroll accounting, and
partnership and corporate accounting. An introduction is also
provided to cost accounting. Emphasis is placed on understanding
the basic components of an accounting system used in businesses with
application toward best financial decisions.

BSM4032 Finance ................................................3 cr
(PQ: BSM4030 and BSM4050) Students continue the analysis of
financial statements and exploration of present value topics.
Corporate debt and equity financing, investments, risk, breakeven
analysis, and budgeting are explored. Emphasis is placed on analysis
of financial decision alternatives, including risk and opportunity, as
important to financial structure and overall financial policy.

BSM4034 Management ........................................3 cr
Students apply management principles and theory from a Christian
worldview. The course focuses on organizational theory, the shift
from hierarchical management structures, quantitative methods for
problem-solving, hiring, appraisals, outplacement, and other
management concepts. Organizational behavior and international
business topics are also explored.

BSM4043 International Business .........................2 cr
Students examine the impact of the global community and develop a
greater understanding of the international market, managing a
diverse work force, and the cross-cultural and financial issues
associated with international operations.

BSM4050 Business Mathematics and Statistics ........3 cr
This course covers the practical business application of quantitative
analysis and elementary statistics. Students solve business problems
using critical thinking, spreadsheets, mathematical models, percent
change, and the mathematics of finance. Students practice basic
statistical skills such as representation, description, and predictive
interpretation of data including sampling, validity, normal
distribution, correlation, and regression.

BSM4052 Macroeconomics ................................2 cr
Students review economic history, tracing the development of
capitalism and communism through the current international
economy; marginal analysis; demand, supply, and full employment;
and fiscal and monetary policies are discussed.

BSM4054 Microeconomics ..................................2 cr
Students study production and cost, household behavior, and
markets and pricing. An analysis is done on the American economic
system, savings, investment, employment, and pricing.

BSM4061 Marketing ...........................................3 cr
Students explore the structure, function, and behavior of marketing
systems. They explore market-driven and consumer-centered
marketing principles. Emphasis is placed on decision-making in
the marketing process as a marketing plan is developed and applying
learned principles to examine/evaluate in-market case studies.

BSM4063 Business Law and Contracts ..................2 cr
Students examine the legal framework and issues that arise from
general principles of law applicable to common business situations.
Emphasis is placed on contracts, torts, business organizations, general
employment law, and related contemporary issues affecting business
transactions.

BSM4065 Information Management .....................2 cr
This course introduces students to the complex function of
information management and presents the definition, deployment,
and utilization of information technology that gives business
organizations a competitive advantage in the marketplace.

BSM4067 Corporate Strategies ..........................3 cr
(PQ: BSM4032) Students explore case studies and readings centered
on strategic management in a business case group discussion format.
Students apply skills acquired throughout the course to analyze and
create strategies for businesses they are interested in, which are
summarized in a presentation and a formal written report.

Communication Studies

CMN4015 Communication Theory and Practice ..........4 cr
An examination of the theories of human communication, beginning
with its origins in classical rhetorical theory and progressing through
the wide variety of communication theories developed during the
20th century.

CMN4016 Intercultural Communication ..................2 cr
An introduction to intercultural communication through a
combination of readings, observation, simulations, and application.
Both effective practices and potential barriers to intercultural
communication will be explored. Course assignments and discussions
are designed for application for everyday encounters with individuals
from other cultures.

CMN4017 Group Communication ..........................2 cr
This course provides students with strategies for using theory and
contemporary research findings to enhance group communication,
group productivity, and member satisfaction. Using balance as a
framework for looking at how groups work and “how to” work in
groups, this course imparts students with tools for successful
communication in groups with the ability to relate group
communication theories, methods, and tools to group goals and
member needs.

CMN4018 Interpersonal Communication ..................2 cr
Increasing our understanding of interpersonal communication can
help us realize who we are and why we are that way and who we are
in relation to God and other people. This course will give practical
suggestions and skills that will help you communicate more
effectively with family, friends, and co-workers.

CMN4025 Communication Ethics ..........................2 cr
Students address ethical issues, cases, and values from a Christian
perspective. Accountability in media business, government
regulation, and human rights is covered in readings, classroom
discussion, and debates.

CMN4031 Business Communication ........................2 cr
This course examines the mechanics of business communications,
including the study of grammar fundamentals, sentence structure,
punctuation, vocabulary, and spelling. Basic writing, proofreading
skills, and clear business English are stressed. Students are taught to
draft and evaluate a variety of letters, emails, memos, and reports, as
well as demonstrate oral presentation skills using PowerPoint.
CMN4032 Public Relations Principles and Writing .......................... 2 cr
An overview of the role of the public relations function with practical emphasis on developing proficiency in producing the basic communication materials used by public relations professionals.

CMN4034 Public Relations Event Planning................................. 2 cr
This course is designed to help students utilize principles and techniques of public relations to create, script, execute, and evaluate successful PR events. The class will emphasize both theory and practice, which will serve both the classroom experience and the world beyond the classroom.

CMN4039 Strategic Communication Planning............................. 4 cr
This course is designed to develop advanced skills in the workplace by building on the knowledge of organizational communication speaking and writing skills. Students will critically analyze case studies, conduct research, and solve problems to provide effective workplace productivity.

CMN4042 Advanced Speaking and Presentation ............................. 2 cr (PQ: SPE1079) Students will build upon fundamental principles of effective speech preparation and delivery. Using various methods, strategies and tools, students will develop presentations for various professional scenarios, including speech writing.

CMN4044 Technology and Communication ................................. 2 cr
An introduction to the technologies used to create and deliver communications in today's workplace such as social media, blogs, mobile messaging, web conferencing, online chat, etc., and their impact upon the quality and process of communication.

CMN4046 Communication and Conflict Resolution .......................... 2 cr
A theoretical and practical overview of interpersonal conflict, with an emphasis on communication-based resolution strategies, including mediation.

CMN4049 Advanced Organizational Communication....................... 2 cr
This course is designed to develop advanced skills in the workplace by building on the knowledge of organizational communication speaking and writing skills. Students will critically analyze case studies, conduct research, and solve problems to provide effective workplace productivity.

CMN4051 Methods of Communication Research ............................. 2 cr
A survey and analysis of the most commonly used methods of social science inquiry relating to the communication discipline. Both qualitative and quantitative methods are examined.

Ethics

ETH4021 Foundations for Ethics .............................................. 2 cr
Students construct a value system for making ethical decisions based upon biblical principles. Attention is given to methods of interpretation and the application of biblical concepts.

ETH4023 Worldview and Ethics ................................................ 2 cr
Students continue to develop their value systems with greater emphasis on the philosophical and theological foundations for ethics. Attention is given to the application of ethical principles to economic and political ideologies.

Ministry

MIN1007A Ministry Foundations.................................................. 4 cr
This course addresses theological, philosophical, and historic foundations for Christian ministry. Students will be introduced to various fields of ministry, explore giftedness and call, discover the purpose of the church, and wrestle with cultural implications for ministry practice. The student will connect with a local ministry and begin to formulate a personal theology and philosophy of ministry during this course. (NOTE: This course is offered exclusively online).

MIN2016A Biblical Interpretation for Study .................................... 2 cr
The student will be trained to study the Bible and help others learn how to study the Bible. It is designed to train students in the practice of Biblical interpretation and application to everyday lives and for ministry in the world. It will provide a foundation for understanding the unity of God's narrative and Kingdom work (EQ: BIA2119). (NOTE: This course is offered exclusively online).

MIN2045A Christian Formation for Ministry Practice ...................... 2 cr
This course explores Christian formation by examining the biblical text, historic Christian spiritual practices, theories of faith formation, and contemporary Christian formation texts. This course addresses balancing personal growth and ministry practice alongside discipleship, intellectual engagement, and practical application. (NOTE: This course is offered exclusively online).

MIN3045A Developmental Foundations for Ministry ...................... 4 cr
This course provides an overview of theories related to educational psychology and human development across the lifespan. Specific application to ministry contexts in the local church and other ministry-based agencies is examined. Students complete research-based projects in their area of ministry interest. (NOTE: This course is offered exclusively online).

MIN3106A Relationships ............................................................ 4 cr
This course will examine biblical and theological foundations, social science research, and relationship models for healthy relationships. Focus will be given to the process of relationships: identity formation, friendship, dating, courtship, engagement, and marriage. Additional issues including singleness, intimacy, forgiveness, gender issues, communication skills, conflict resolution, relational integrity, cultural awareness, and financial planning will be addressed. Research projects and other assignments will include exegetical work in relevant scriptural passages. (NOTE: This course is offered exclusively online).

MIN3207A Ministry in a Globalized World .................................... 2 cr
This course prepares students to understand the impact of globalization on present day ministry. Students will be equipped to investigate diverse social and cultural contexts and develop strategies to minister effectively in an era of cultural, religious, and ethical diversity. (NOTE: This course is offered exclusively online).

MIN3216A Leadership in Ministry .............................................. 4 cr
A study of the principles and practices of leadership in the local church and other Christian ministry settings. The course includes a study of Biblical leaders, leadership styles, management principles, staff relationships, utilization of lay leadership, training techniques, spiritual gifts, man and woman in ministry, perils in leadership, and change and conflict, with special attention to the effect of culture on the selection and practice of Christian leadership. (NOTE: This course requires a $40 fee and is offered exclusively online).
MIN3218A Teaching Methods in Ministry .................................. 4 cr
(PQ: C- or better in MIN1007A and MIN2016A) A theoretical and practical approach to giving students experience in the development and practice of teaching biblical lessons. The course will address contemporary methods, scope and sequence, and curriculum analysis and evaluation, with special attention to the effect of gender and culture on the teaching/learning process. (NOTE: This course is offered exclusively online).

MIN3231A Care and Counseling in Ministry .................................. 4 cr
This course provides a foundation and overview of counseling techniques, practices, and typical counseling situations which are faced in both church and parachurch ministry settings. Emphasis is placed on methods and techniques for effectively counseling people in crisis from all age groups. Guidance is given in the counseling of lay leadership, families in crisis, and the handling of abuse cases. Consideration is given to the legal, ethical, and practical implications of Christian counseling. (NOTE: This course requires a $95 fee and is offered exclusively online).

MIN4855A Capstone ................................................................. 2 cr
(PQ: MIN3045A, MIN3216A, and MIN4991A) During the final semester, in conjunction with an internship or otherwise involved in a ministry setting, students will discuss and evaluate their ministry preparedness, areas of gifting, and calling. Students will revisit and revise the personal theology and philosophy of ministry created during MIN1007A and complete a ministry portfolio to prepare and guide them in future ministry. (NOTE: This course is offered exclusively online).

MIN4991A Ministry Internship I ................................................. 2 cr
(PQ: MIN3216A or can be taken concurrently, consent of Program Manager, and completed internship registration form) Supervised experience in ministry locally or abroad which focuses upon leadership and counseling. Internship requires 50 hours of ministry per credit. (NOTE: This course is offered exclusively online).

MIN4992A Ministry Internship II ................................................. 2 cr
(PQ: MIN3216A, consent of Program Manager, and completed internship registration form) Supervised experience in ministry locally or abroad which focuses upon leadership and counseling. Internship requires 50 hours of ministry per credit. (NOTE: This course is offered exclusively online).

Psychology

PYC4005 Foundations of Health Psychology .................................. 3 cr
An overview of the field of health psychology. Attention is given to the psychological factors related to the diagnosis, treatment, and prevention of disease and illness. The psychosocial factors that contribute to health and disease, health promotion, mind-body relationships, and various approaches to the prevention and treatment of physical illness will be examined. A Christian perspective on health and wellness is developed.

PYC4025 Professional Ethics ...................................................... 2 cr
Students examine ethical standards for the profession of psychology. Attention is given to biblical principles and how these relate to legal and ethical decisions in counseling.

PYC4032 Child and Adolescent Development ............................... 2 cr
An overview of child and adolescent development, including the major theories/theorists of human development and the major topics in cognitive, social, and physical development across the stages of childhood and adolescence.

PYC4034 Health Promotion Through the Lifespan.......................... 3 cr
An overview of development from birth to late adulthood, with special attention given to concepts of health promotion throughout the lifespan. Various theories of human development are reviewed and discussed as they relate to specific developmental tasks. Content and concepts are examined from a Christian perspective while biblical principles for health throughout the lifespan are presented.

PYC4036 Adult Development ..................................................... 2 cr
An overview of adult development, including the major theories/theorists of human development and the major topics in cognitive, social, and physical development across the stages of adulthood.

PYC4042 Social Science Research Methods ................................... 2 cr
(PQ: PYC4045 and PYC4046) Experimental and non-experimental methods are compared and contrasted. Issues related to reliability and validity are addressed. Philosophical assumptions related to quantitative and qualitative approaches to research are examined.
PYC4045 Social Science Statistics I ................................................. 3 cr
An overview of univariate and bivariate descriptive statistics. Attention is given to measures of central tendency, measures of dispersion, Z-score transformations, percentile ranks, correlation, and simple linear regression. Applications of SPSS software are demonstrated.

PYC4046 Social Science Statistics II .............................................. 3 cr
(PQ: PYC4045) An overview of parametric and nonparametric inferential statistics. Attention is given to specific inferential tests appropriate for various research designs, hypothesis testing, and probability. Students demonstrate knowledge by interpreting statistical results in research studies. Applications of SPSS software are demonstrated.

PYC4051 Principles of Counseling .............................................. 3 cr
Students examine principles and methods of various schools of counseling. Interviewing skills related to assessment, diagnosis, and treatment planning are discussed. Attention is given to the application of biblical concepts.

PYC4054 Marriage and Family Dynamics .................................... 3 cr
This course examines the nature of marriage and family dynamics from a systems perspective. Sexuality and the role of marital quality upon the family unit are considered. Biblical principles for developing positive marriage and family dynamics are addressed.

PYC4055 Marriage and Family Counseling .................................. 3 cr
Students examine theories and intervention techniques in marriage and family counseling. Methods of assessment are addressed. Specific issues facing couples and families are considered.

PYC4056 Family Communication and Relationships .................. 3 cr
This course focuses on the psychosocial and spiritual foundations for healthy communication and interpersonal relationships within families. Strategies for developing appropriate problem solving and communication patterns are discussed.

PYC4058 Intervention Strategies with Families ............................. 3 cr
This course is an examination of effective methods for addressing problems within families. Forms of neglect and abuse are examined and crisis intervention techniques are also considered. Case studies are used to apply interventions from a Christian worldview.

PYC4079 Abnormal Psychology .................................................. 3 cr
An introduction to the field of abnormal psychology by examining abnormality within historical, social, and cultural contexts. Attention is given to the definition and classification of abnormality. Each major disorder, its etiology, symptoms, and preferred treatment strategy will be examined. Research issues as they relate to both the causal factors of disorders and the efficacy of current treatments will be considered. Evaluation of abnormality will occur in the context of a Christian worldview.

PYC4081 Stress Management Strategies ..................................... 3 cr
Practical stress management techniques are addressed along with the relationships among stress, lifestyle, and chronic illness. A Christian worldview is explored as a foundation for stress management.

PYC4083 Pain Management Strategies ...................................... 3 cr
Pain theories and interventions are explored through the biopsychosocial model and a Christian worldview. Various causes of pain are examined in relation to personality characteristics as well physiological and psychological dimensions.

PYC4841 Research Practicum ....................................................... 1–4 cr
Students identify an empirical research topic, conduct a literature review, develop a methodology, obtain IRB approval, and collect and analyze data. Experimental or non-experimental methods may be used depending upon the purpose of the research. Students will complete a research report based on their findings. (NOTE: This practicum can be repeated for a maximum of 4 credits total).

PYC4855 Health Psychology Capstone ...................................... 4 cr
(PQ: All program courses) Students complete a culminating project addressing an aspect of health psychology. Projects are presented using appropriate visual media such as VoiceThread or PowerPoint.

Graduate Courses

Biblical Arts

BIA5011 Spiritual Formation for Leadership ............................... 2 cr
A study of biblical principles for the spiritual growth of self and others. This course includes the study of worldviews, Christianity and culture, and the life of the mind.

BIA5015 Biblical Hermeneutics .................................................. 4 cr
An advanced course in hermeneutics in which students will learn about the formation of the Bible, the history of biblical interpretation, modern critical methods, and current challenges to biblical interpretation.

BIA5017 Bible in Its World ....................................................... 2 cr
An introduction to the history and thought-world of the Old and New Testaments. Emphasis is on the study of primary sources, principally the literature of the surrounding world, and the intersection of the ideas of those writings with those of the Bible.

BIA5021 Apologetics ............................................................... 2 cr
A study of apologetics, the defense of the Christian faith, with emphasis on critical thinking, theistic arguments, and the problem of evil. Students will also be introduced to Christian approaches to ethics and ethical issues.

Bible

BIB5120 Old Testament Survey ................................................. 2 cr
An overview of the Old Testament, introducing students to key events, genres, characters, and themes. Special attention will be given to how the Old Testament provides a foundation for the New Testament.

BIB5124 New Testament Survey ................................................. 2 cr
An overview of the New Testament, focusing on content and structure. Additional topics include authorship and historicity, genres, and continuity with the Old Testament.
BIB6201 New Testament Greek for Biblical Study ..................... 4 cr
An introduction to New Testament Greek with the goal of being able to utilize electronic resources and read exegetical commentaries.

BIB6211 Interpreting the Pentateuch ................................. 4 cr
An exposition of the first five books of the Old Testament, emphasizing the historical setting and theological message.

BIB6212 Old Testament Prophets ..................................... 2 cr
A close reading of Old Testament prophetic writings, emphasizing their ancient life settings and literary and theological distinctiveness, with a view to ministry formation for today.

BIB6213 Old Testament Writings .................................... 2 cr
An exposition of the Old Testament writings, including the poetic books and wisdom literature. Emphasis will be on the historical setting and theological message of these writings.

BIB6214 Interpreting the Gospels .................................... 2 cr
A study of the historical, theological, and exegetical issues in the four gospels. The application and assessment of critical methods are emphasized.

BIB6215 Interpreting Acts ............................................. 2 cr
An exposition of Acts that emphasizes the historical setting and theological message.

BIB6216 Interpreting the Pauline Epistles .......................... 2 cr
A study of the historical, theological, and exegetical issues in each of Paul’s letters. Special attention is given to interpretive problems and contemporary discussions related to the study of Pauline literature.

BIB6217 Hebrews to Revelation ...................................... 2 cr
An exposition of Hebrews, the General Epistles, and Revelation. Emphasis will be on the historical setting and theological message of these writings.

BIB6311 Theological Prolegomena .................................. 2 cr
A study of the methods used in systematic theology, especially the use of the Bible for the development of theological systems. Students will also be introduced to theological approaches of covenant theology and dispensationalism.

BIB6312 Biblical Theology of the Old and New Testaments ...... 4 cr
(PQ: C or better in BIA5011 and BIA5015) A study of current methods and issues in the field of Biblical Theology, with emphasis on application to Old and New Testament books. Students will develop theological categories from the text and identify the variety and unity of theological themes.

BIB6313 Systematic Theology I ...................................... 4 cr
(PQ: C or better in BIA5011 and BIA5015) The advanced study of the doctrines of bibliology, theology (proper), angelology, anthropology, and hamartiology.

BIB6314 Systematic Theology II .................................... 4 cr
(PQ: C or better in BIA5011 and BIA5015) The advanced study of the doctrines of Christology, soteriology, pneumatology, ecclesiology, and eschatology.

BIB6315 Contemporary Issues in Theology .......................... 2 cr
(PQ: C or better in BIA5011 and BIA5015) A study of a contemporary theological issue relevant to Evangelical theology, with a focus on analysis and assessment.

BIB6891 Thesis Research I ........................................... 2 cr
(PQ: Approval from MATS Program Director) Students will work with a Thesis Advisor during the course of one semester to narrow the focus of study and to develop a working title and thesis statement. Students will also create an annotated bibliography of sources relevant to the thesis topic. Finally, students will assess the various positions that emerge from their studies. (NOTE: This course is offered exclusively online).

BIB6892 Thesis Research II .......................................... 2 cr
(PQ: Approval from MATS Program Director and BIB6891) Students will work with a Thesis Advisor during the course of one semester to distinguish their position from other viewpoints on the thesis topic. Students will also prepare an outline of the thesis paper. Finally, students will begin to write the chapters of the thesis paper. (NOTE: This course is offered exclusively online).

Business Administration

BUA5010 Managerial Leadership ..................................... 4 cr
Leadership is a key competency for today’s competitive business. This course provides a foundational overview of predominant leadership theories and the impact of those theories on organizational management from both Christian and secular perspectives. Students will provide critical analyses of contemporary approaches to organizational leadership and management in the context of structure, organizational culture, and organizational change.

BUA5110 Strategic Technology ...................................... 2 cr
This course is designed to help the student develop techniques and methods for making strategic decisions on technology innovation in light of an organization’s business needs. Topics include identifying technology; interacting with customers and suppliers; projecting future growth of the organization; the impact of innovation through the Internet, e-Commerce and m-Commerce on the traditional business model; and the effect of technology on employees and on a manager’s ability to make ethical choices. (NOTE: This course is offered exclusively online).

BUA5210 Legal Aspects of Business ................................. 2 cr
Businesses must be aware of the legal boundaries within which they operate. A business with high ethical standards needs to comply with the letter and the spirit of the law. This course analyzes the predominant bodies of law that guide the firm. Augmented with legal precedents, four principal areas of law are examined: operating laws (fair business competition, consumer protection, and employee protection), contract laws, intellectual property laws, and bankruptcy laws. Students are challenged to examine the spirit of these laws and determine the ethical boundaries that will govern their relationship with and respect for the legal aspects of business. (NOTE: This course is offered exclusively online).
BUA5220 Human Resource Leadership ........................................... 2 cr
Examines the role of the human resource management as a strategic component in managing and developing today's organizations. This course provides a strategic overview of the key concepts and principles of each human resource function, along with their practical implications for organizational effectiveness in various types of organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of current issues such as diversity training, total rewards, and employee engagement are analyzed. (NOTE: This course is offered exclusively online).

BUA5314 Applied Economics ..................................................... 4 cr
This course applies the fundamentals of economics and supply and demand, reviewing data such as GDP, growth, employment and inflation, and emphasizing the practical applications of this information. Students will also understand the roles of marginal analysis in organizational decisions. The key roles of legal structures, pricing, elasticity, costs, revenues, and long-term return on investment and efficiencies will be the tools used to aid in planning and analysis. Students will apply research and comparative analysis skills to understand the conflicts inherent with fiscal, monetary, supply-side, expectations, and behavioral economic policies. The roles of government, the Federal Reserve System, public policy, and the free market will be analyzed and discussed in relation to causes and solutions to recessions and growth. Global economic topics include trade policy, export/import dynamics, and the understanding of trade flows and currency valuation. Students will apply course content to the real-world problem of assisting underdeveloped nations to rise above levels of poverty and inefficiencies. Discussions and analysis of economic forces and results will include a Christian perspective.

BUA5420 Business Leadership Ethics ........................................... 4 cr
This course provides a well-rounded comprehensive study of industry and personal ethical dilemmas, integrating biblical principles and perspectives. Using industry case studies, students will engage in background research, alternative analyses comparisons, consequence evaluation, faith integration, and decision justifications. Additional topics include business and personal ethics integration, personal and business ethical leadership, biblical short/long-term consequences evaluations, profit/loss implications, and senior management implementation considerations.

BUA5510 Marketing for Managers ............................................. 4 cr
This course focuses on the application of marketing theory to actual daily business marketing situations. Topics include graduate level market segmentation; targeting, positioning, distribution of goods and services; the relationship between price and demand; brand management; and marketing plans and strategy. The Harvard Case study method is used, in which students will analyze causal factors of complex marketing problems, hypothesize alternative courses of action, and determine a set of recommendations.

BUA5620 Data Analysis and Decision Making .............................. 2 cr
This course is designed to equip organizational leaders to make use of qualitative and quantitative data analysis for effective decision making within various types of organizations. Students explore and practice the use of quantitative techniques, such as simple and higher level statistics, probability, investment analysis, and financial statement trend analysis. These techniques and the presentation of results are applied in real-world business situations through business cases.

BUA5710 Financial Accounting ................................................ 4 cr
In this course, students will be exposed to comprehensive financial statement analysis and valuation framework that combines strategy, financial reporting, financial analysis and valuation. For their final projects, students will perform a comprehensive review, analysis, and valuation of an organization's financial statement. They will evaluate the managerial decisions underlying various ratios and trends and provide strategic recommendations and forecasts that will lead to optimized future financial performance.

BUA5712 Managerial Accounting ............................................. 4 cr
(PQ: C or better in BUA5710) While financial accounting reports a firm's performance to external stakeholders, internal managers require a deeper quantification of performance to measure results and direct needed improvement. This course is designed to give students an understanding of how a firm's financial performance is the result of internal performance and the measure thereof, including cost, margin, and investment. Particular attention is given to cost allocation including Activity-Based-Costing, contribution margin analysis, budgeting, and performance evaluation. Ethical aspects of managerial accounting are examined throughout the course. (NOTE: This course is offered exclusively online).

BUA5720 Managerial Finance .................................................. 2 cr
(PQ: C or better in BUA5710) This course is a study of the economic and financial structures of firms, their impact on the financial and operational requirements of firms, and effective decision making using financial data. Topics include financial environment, stock and bond valuation, time value of money, capital budgeting, risk and rate of return, analysis of financial statements, project cash flows, cost of capital, financial planning, working capital policy, and managing short-term assets and liabilities.

BUA5730 Investments and Corporate Finance ............................ 4 cr
(PQ: C or better in BUA5720) This course examines the investment arena from two perspectives: (1) an investor seeking a return from debt, private equity, or public equity and (2) an analyst evaluating the short and long-term value of investment instruments. The risk-reward relationships of these instruments are compared, and students use various tools to assess risk-reward. Special attention is given to portfolio theory, emerging investment instruments, and current events in investing. (NOTE: This course is offered exclusively online).

BUA5810 Strategic Management ............................................. 4 cr
(PQ: C or better in BUA5710 and BUA5720) This course is designed to place the student in the senior leadership team of a company to address strategic challenges and plan how to overcome them. Students will engage in several approaches that companies use to develop strategies to achieve a competitive advantage and deliver above average returns.

Data Analytics

DAL5625 Business Statistics and Analytics ............................... 4 cr
(PQ: C or better in BUA5620) This course will expose students to business statistics, the interpretation of data and results, and the ability to plan and execute statistical tests. Emphasis will be placed on applying the appropriate parameter and non-parametric analysis methods to investigate, test, and summarize data into business intelligence. The course will introduce business case materials, data discovery projects, analysis methods, and best practices in presenting technical results. (NOTE: This course requires a $200 fee and is offered exclusively online).
DAL563S Trends in Data Analytics ........................................... 2 cr
(PQ: C or better in BUA5620) This course explores the topics of using analytics to identify fraud and data visualization applications. The fraud topic will address identifying patterns, trends, and scenarios under which fraud may take place. Fraud and security analytics play an important role in integrating data and various sources, and public records will be integrated into a model. The data visualization topic will introduce students to the key skill that data scientists/analysts have in developing technical reports that turn basic information into a compelling story. Tableau will be used to explore data; develop tables, charts, and graphs; and compile and organizing information into visualizing interactive dashboards. The task of knowledge discovery is then outlined as a higher-level for business applications, statistics, and some modeling. Familiarity with statistics, modeling techniques, and using business data is expected. (NOTE: This course requires a $200 fee and is offered exclusively online).

DAL5655 Data Mining for Business Analytics .............................. 4 cr
(PQ: C or better in BUA5620) The aim of this course is to develop modeling techniques to go beyond basic descriptive statistics and introduce students to a variety of methods that are informative and technically advanced and provide learners with the knowledge, skills, and abilities necessary to examine data in a variety of applications and settings. The course will provide a theoretical background but the primary focus will be on the application of data mining algorithms. Data mining algorithms techniques will include logistic regression, decision trees (Bootstrap Forests and Boosted Tree), artificial neural networks, deep neural networks, ensemble models, principal component analysis, and explore machine learning and artificial intelligence applications. Course materials will encompass a wide selection of industries, and students will be introduced to leading commercial analytical software tools that include JMP, SAS Studio, Tableau, and BayesiaLab. (NOTE: This course requires a $200 fee and is offered exclusively online).

DAL5675 Forecasting Economic Principles and Applications ........................................... 4 cr
(PQ: C or better in BUA5620) This course will present a comprehensive overview to time series forecasting models, interpretations, and methods to assess model accuracy, comparisons, and understand when models decay. Students will be introduced to a vast array of industry and organizational data to highlight applications and real business case situations. Course materials will focus on documenting and the development of effective technical/applied presentations. Students will use leading commercial analytical software tools that include JMP, SAS Studio, Tableau, and BayesiaLab. (NOTE: This course requires a $200 fee and is offered exclusively online).

Education

EDU5200 Worldview Perspectives on Professional Issues............. 3 cr
This course provides a foundation for students to examine professional issues through the lens of biblical and other worldview perspectives. Knowledge (truth) claims held by particular worldviews will be explored. Students will employ critical thinking strategies to identify, explore, and contextualize professional issues within their area of specialization.

EDU5211 Content in the Field............................................. 3 cr
(PQ: C or better in EDU5200) This course examines historical perspectives, current effective practices, and future trends in education. Following an overview of frameworks that have been used to inform teaching and learning practices, students will consider issues related to, and the impact of, these perspectives, practices, and trends. Students will then engage in focused study of the historical perspectives, current effective practices, and future trends in education specifically related to their identified area of specialization.

EDU5220 Foundations of Educational Research....................... 3 cr
(PQ: C or better in EDU5200) This course is an introduction to the foundations of research. After initially discussing the nature and roles of research, the majority of the course will involve increasing student awareness of the foundations, elements, and practical application of findings from quantitative, qualitative, mixed methods, and action research.

EDU5230 Theoretical Principles and Applications for Learning and Teaching........................................... 3 cr
(PQ: C or better in EDU5200) This course provides a strong foundation for understanding learning theory and its implications for curriculum design, instruction, and assessment. A historical perspective on learning theory as well as recent research is explored. Special emphasis is placed on the application of the theory to educational practice.

EDU5242 Organizational Models of the Field......................... 3 cr
(PQ: C or better in EDU5200) This course examines organizational models of the field, how these models are chosen, and how they inform our current practice. Attention is given to the philosophies that guide organizational models and how such philosophies inform, support, and challenge direction in the field. Emphasis is also placed on the research, policy, and outcomes of particular organizational models related to the student’s identified area of specialization.

EDU5250 Educational Statistics: Collecting and Using Data for Educational Decisions................................. 3 cr
(PQ: C or better in EDU5200) This course develops a knowledge base of educational statistics necessary for understanding research methods as well as assessment and evaluation in educational contexts. The alignment of curriculum, instruction, and assessment is explored with an emphasis on applying methodologies and tools which support this alignment. The use of data to inform research and/or instructional decisions, to monitor progress, and to improve practice is discussed with an emphasis on applications to the student’s identified area of specialization.

EDU5263 Assessment in the Field................................. 3 cr
(PQ: C or better in EDU5200) Students will examine organizing frameworks for effective assessment practices and consider assessment models of self and professional progress, as well as assessment of students/clients. Assessment of educational programs will also be examined. Following an overview of assessment models and the educational objectives and research that inform them, students will engage in focused study of assessment of self and professional progress, assessment of students/clients, and assessment of programs specifically related to their identified area of specialization.
EDU5270 Learners and Learning in Diverse Communities .......... 3 cr
(PQ: C or better in EDU5200) This course explores learning theories that guide student learning in today's diverse educational environments. Research-based practices are presented and discussed. Differentiated Learning and Universal Design models are explored with an emphasis on developing teacher competency in designing instruction responsive to the learning needs of all students.

EDU5280 Instructional Media and Technology ................. 3 cr
(PQ: C or better in EDU5200) This course surveys emerging media and technology for teaching and learning. It prepares students to effectively integrate media and technology for engaging their learners and improving instructional practice.

EDU6855 Capstone Project ................................................. 3 cr
(PQ: C or better in all program courses) This is the final course in the MAED program. Students complete and present an approved capstone project that focuses upon a topic from their area of specialization. The project may take a variety of forms including a research thesis or journal article, policy paper, comprehensive literature review, curriculum, instruction, multimedia products, learning object(s), evaluation report, computer program, or a computer application. Students must demonstrate effective oral and written communication, use of technology, integration of worldview concepts and educational decision making, critical thinking, and an in-depth understanding of the topic and area of specialization in the project and final presentation.

History

HIS5019 History of Christianity ........................................ 4 cr
In this course, students will survey the history of the church from its birth in the first century AD to its current manifestations in the 21st century. Attention will be given to the people and events that contributed to the growth and development of Christianity.

Human Services

HMS5110 Worldview, Leadership, and Human Services .......... 3 cr
This course examines the biblical foundations for leadership in the human services. Various leadership styles are examined in the light of biblical principles. Attention is given to team building and staff development.

HMS5112 Human Services Foundations and Systems ............. 3 cr
This course is an overview of the field of human services, focusing upon administrative and management skills and abilities needed to be successful. Attention is given to the role of community support, case management, crisis intervention, and psycho-social rehabilitation best practices to meet the demands for community-based outreach, prevention, and treatment programs.

HMS5114 Theories of Human Development .......................... 3 cr
This course is an overview of the major theories of human development with specific application to the human services. Taking a lifespan perspective and ecological systems approach will enable students to evaluate the importance of developmental stages and tasks. These approaches will also facilitate addressing issues which are the focus of human service interventions.

HMS5210 Research Methods and Human Services ................ 3 cr
(PQ: C or better in all program courses except HMS5855) This course reviews experimental and non-experimental approaches for conducting program evaluation. Students evaluate human service research and design a research project to evaluate a human service program. Quantitative and qualitative data analysis methods are introduced. (NOTE: This course is offered exclusively online).

HMS5220 Ethics and Legal Issues in Human Services ............. 3 cr
This course examines ethical and legal issues in human service settings. Attention is given to several professional human services organizations' codes of ethics, including the American Psychological Association and National Association of Social Workers. Case studies are used to apply legal and ethical principles.

HMS5230 Multicultural/Diversity Issues in Human Services ..... 3 cr
This course reviews the roles of gender, race, ethnicity, cultural background, and various personal challenges in providing human service intervention. Attention is given to the different needs and services that may be required by various clients. Students consider the interaction of their own characteristics and how these might impact their ability to deal with individual differences and clients from diverse backgrounds.

HMS5240 Interviewing and Assessment Skills ..................... 3 cr
This course reviews and expands skills needed for interacting with clients and acquiring basic information. Attention is given to the application of information for making appropriate assessments.

HMS5310 Family Studies and Education ............................. 3 cr
This course examines the impact of various stressors (e.g., resource management, work/family balance, children, aging parents) and societal changes on family life. Attention is given to the role of the family life educator in assisting families to identify effective coping mechanisms and healthy problem solving strategies.

HMS5314 Parent Education ............................................. 3 cr
This course examines parent-child styles of interaction and how various styles impact development across the life span. Attention is given to parenting as a process and styles that are informed by and supportive of development.

HMS5316 Marriage and Family Dynamics ............................ 3 cr
This course examines the nature of marriage and family dynamics from a systems perspective. Sexuality and the role of marital quality upon the family unit are considered. Biblical principles for developing positive marriage and family dynamics are addressed.

HMS5318 Intervention Strategies with Families .................... 3 cr
This course is an examination of effective methods for addressing problems within families. Forms of neglect and abuse are examined and crisis intervention techniques are also considered. Case studies are used to apply interventions from a Christian worldview.

HMS5841 Graduate Research Practicum ............................. 1–4 cr
Students identify an empirical research topic, conduct a literature review, develop a methodology, obtain IRB approval, and collect and analyze data. Experimental or non-experimental methods may be used depending upon the purpose of the research. Students will complete a research report based on their findings. (NOTE: This practicum can be repeated for a maximum of 4 credits total).
Leadership

LDRS100 Personal Growth for Effective Leadership 3 cr
Examines theories of leadership style and the personal and spiritual dimensions of leadership that are related to effectiveness. Emphasis is placed on the identification and development of personal and spiritual disciplines. Attention is given to methods for assessing and analyzing personal strengths and weaknesses of leaders and assisting others in developing leadership qualities.

LDRS200 Strategic Leadership 3 cr
Investigates the theories related to the use of mission and vision statements using strategic planning in relation to an organization's purposes and goals. Processes and frameworks for developing and executing strategic planning are examined as well as the problems and concerns associated with implementation of a planning process. This course helps students to understand the place and role of leadership in creating and implementing a strategic plan.

LDRS202 Effective Communication and Leadership 3 cr
Examines the dynamic role of communication in creating a productive, quality organization. The responsibility of leadership in helping to maintain an effective system of internal and external communication is considered. Subjects include these dynamics of organizational life: organizational culture and climate, internal communication to build morale, communication with the external environment, direction and effectiveness of communication flow, methods of decision making and communicating effectively in groups and teams. Attention will also be given to communication diagnosis through a communication audit.

LDRS300 Applied Research Methods 3 cr
(PQ: C or better in all program courses except LDRS855) This course focuses on research strategies for investigating organizational problems and on methods for performing research and analysis. Relevant research design and statistical concepts are also introduced as they pertain to data gathering and analysis that will be performed as part of the capstone project. (NOTE: This course is offered exclusively online).

LDRS304 Leading in the Knowledge Economy 3 cr
Students learn to lead in a knowledge economy in which knowledge and information are considered the most valuable assets. The course investigates methods for building leadership throughout all levels of an organization, achieving better results through knowledge management and teamwork, harnessing current and emerging technologies to manage global information, spurring innovation, and leading an organization that can effectively perform while maintaining the flexibility to change.

LDRS306 Leading for Organizational Success 3 cr
This course focuses on methods for building healthy, functioning global organizations through processes that leverage organizational strengths and effective communication. Students will learn leadership methods that promote trust, integrity, reliability, fairness, caring, competence, loyalty, open communications, and ethical behavior. Students will investigate the quantifiable value of these organizational assets.

LDRS308 Leading Organizational Change 3 cr
Students learn the tools used to implement change more smoothly as they develop an understanding of how change is initiated, nurtured, and managed in an organization. This course emphasizes the importance of communication in a leader’s creating and casting a vision for the organization, choosing and exercising the appropriate leadership style, using power and authority within the organization, motivating organization members, and creating the organizational culture that is desired. The biblical role of a leader in conflict resolution is also explored.

LDRS855 Capstone Project 3 cr
(PQ: C or better in all program courses) This course provides students the opportunity to add data analysis/results and recommendation/conclusion sections to the proposal that was started in LDRS300 to complete the Capstone Project. (NOTE: This course is offered exclusively online).

Ministry

MIN5210 Leading and Organizing Ministry 4 cr
This course considers the leadership development of the whole person: knowledge, character, and skill. Practice of leadership and management for the church and for Christian nonprofit organizations will be studied. Students will examine God's vision for their lives, leading and organizing a ministry to accomplish a mission, and how to develop leaders who equip other leaders.

MIN5310 Pastoral Ministries 4 cr
This course examines the theological foundations and practice of pastoral ministry. Consideration is given to personal discipleship, pastoral care, biblical counseling, the ordinances, relational skills, and leading a healthy church.

MIN5410 Ministries of Word and Worship 4 cr
This course will focus on the public delivery of God's Word and on the creation and leadership of corporate worship.

MIN5510 Ministry Relationships 2 cr
This course examines the servant leader's relationship with God, self, family, and others. Special attention is given to issues of personal accountability, life margins, practicing the presence of God, and balancing family and ministry.

MIN5610 Ministering Culturally and Globally 2 cr
This course prepares students to investigate social and cultural contexts in order to communicate and minister effectively in a diverse and globalized society. This course also applies theological and philosophical principles related to the global and local mission of the church.
**MIN5710 Religious Heritage and Church Polity** ........................................... 2 cr
This course examines the relationship between the mission of the church, religious heritage, and church polity. Students investigate ecclesial traditions with which they are closely affiliated in order to understand the influence of theological distinctives and ecclesial structure on contemporary church practice.

**MIN5993 Graduate Internship I** ................................................................. 1 cr
(PQ: C or better in 18 applicable M.Div. credits) Students complete at least 50 hours of ministry field experience during the course of one semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to test your vocational calling through field experience. (NOTE: This course is offered exclusively online).

**MIN5994 Graduate Internship II** ............................................................... 1 cr
(PQ: C or better in MIN5993) Students complete at least 50 hours of ministry field experience during the course of one semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to further refine one’s vocational calling. (NOTE: This course is offered exclusively online).

**MIN5995 Graduate Capstone Project I** .................................................... 2 cr
(PQ: C or better in MIN5994 and 48 applicable M.Div. credits) Students complete a supervised ministry experience or a practical ministry project that is designed in consultation with a mentor during the course of one semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to complete a self-awareness in ministry project. (NOTE: This course is offered exclusively online).

**MIN5996 Graduate Capstone Project II** ..................................................... 2 cr
(PQ: C or better in MIN5995) Students complete a supervised ministry experience or a practical ministry project that is designed in consultation with a mentor during the course of one semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to develop a plan for life-long learning. (NOTE: This course is offered exclusively online).

**MIN5999 Clinical Pastoral Education** ....................................................... 1–3 cr
Students complete one unit of Clinical Pastoral Education (CPE) at an accredited CPE center. Students independently apply and are accepted into a qualified CPE program to complete the 400-hour supervised experience (usually in a hospital). A passing grade will be assigned once a notarized copy of the ACPE Certificate of Completion has been received. (NOTE: This course can be repeated for a maximum of 12 credits total; CPE center fees may be assessed for participation in addition to the tuition paid to Northwestern for assigned credits).

**Philosophy**

**PHI5310 Ethics** ...................................................................................... 2 cr
An overview of approaches to ethics, including major theories of obligation and a Christian approach to morality. Special attention will be given to issues in applied ethics and contemporary society.
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