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GREETING FROM THE DEAN

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 adult undergraduate or graduate degree that you have selected, all of our courses are 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

Todd Harmening
Dean of GOAL

Denise Hudson
Registration Specialist

Denise Narloch
Graduation Specialist

Caitlin Querio
Lead Academic Advisor

Kari 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
Business Management
MBA & MOL

Ying Shen, Ph.D.
MAED

Bradley Sickler, Ph.D.
MATS

Christa Rhodes
Academic Support & Assessment Coordinator

Ann Sorenson, MFA
Communication Studies

Other Campus Offices

Financial Aid
651-631-5212

Student Accounts
651-631-5177

Public Safety
651-631-5310
ACADEMIC CALENDAR

Fall 2021
August 25, 2021 – December 19, 2021

Spring 2022
January 10, 2022 – May 15, 2022

Summer 2022
May 16, 2022 – August 23, 2022

Important Dates

September 6 Labor Day – UNW CLOSED
November 15 Spring 2022 Registration Opens
25 Thanksgiving Day – UNW CLOSED
26 Post Thanksgiving Day – UNW CLOSED
December 17 Fall 2021 Commencement
23 Christmas Eve (obs) – UNW CLOSED
24 Christmas Day (obs) – UNW CLOSED
January 3 New Year’s Day (obs) – UNW CLOSED
17 Martin L. King Jr. Day – UNW CLOSED
April 11 Summer 2022 Registration Opens
15 Good Friday – UNW CLOSED
May 14 Spring 2022 Commencement
30 Memorial Day – UNW CLOSED
July 4 Independence Day – UNW CLOSED
11 Fall 2022 Registration Opens

NOTE: A&GS semester dates may differ from TRAD and DE semester dates. A detailed calendar is located on theROCK > Student Academics > Academic Calendar.

Online A&GS courses are not affected by Monday holidays (e.g., Labor Day, MLK Jr. Day, Memorial Day).

DISCLOSURE INFORMATION

Annual Safety Report

In compliance with the Clery Act (effective 1990), students may access Northwestern’s most recent Annual Security & Fire Safety Report by visiting unwsp.edu/resources/public-safety/campus-safety/. Printed copies may also be obtained 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:

- 2015 = 72%
- 2016 = 68%
- 2017 = 79%
- 2018 = 65%
- 2019 = 50%

The three-year graduation rate for adult undergraduate students who started in 2017 = 36%.

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:

- 2015 = 77%
- 2016 = 75%
- 2017 = 77%
- 2018 = 75%
- 2019 = 81%

The three-year graduation rate for graduate students who started in 2017 = 63%.

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

The Philosophy of Education may be found in its entirety at unwsp.edu/about-us/christian-values/philosophy-of-education/.

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 State of Minnesota Department of Veteran Affairs for the training of veterans as well as survivors and 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 International Network for Christian Higher Education (INCHE).
• 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 National Council for State Authorization Reciprocity Agreements (NC-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 National Religious Broadcasters (NRB).
• 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 Northwestern’s accreditation and licensure documents should contact the Office of 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.

Visit [unwsp.edu/about-us/university-leadership/president/about-the-president/](unwsp.edu/about-us/university-leadership/president/about-the-president/) for more information about Dr. Cureton.
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 Statements

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.

Graduate Studies Program

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

Foundational Pillars

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

COMMUNITY POLICIES

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

Declaration of Christian Community

The Declaration of Christian Community may be found in its entirety at unwsp.edu/about-us/christian-values/declaration-of-christian-community/.

Doctrinal Statement

The Doctrinal Statement may be found in its entirety at unwsp.edu/about-us/christian-values/doctrinal-statement/.

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

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: pferrin@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 may 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/academics/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 to the Department of Defense, military services, and other related federal agencies for the purpose of recruitment and manpower fulfillment: student’s name, address, telephone listing, age (or year of birth), place of birth (not currently collected or available), 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

The Statement of Unity may be found in its entirety at unwsp.edu/about-us/diversity/.

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. Call 651-628-3316 or email 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. Call 651-631-5265 or email 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 may 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

The Berntsen Library serves the Northwestern community through information resources and expertise, in order to advance the university’s educational mission and to enrich the student learning experience. It also houses the Archives which contain, among other things, the scrapbooks, sermons, and other writings of William B. Riley, the first president of Northwestern. There are 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.

The library provides book, reference, periodical, and audiovisual collections in a variety of formats in order to assist with learning. Access to online databases will greatly enhance and expedite the research process. The library is a member of the MnPALS Consortium, which provides resource sharing with partner libraries across Minnesota, and works with other library networks to share resources regionally and nationally. Research librarians and support staff are available in person or by phone (including toll-free), email, or online chat. Visit unwsp.edu/location/berntsen-library/ for access to library hours and more information.
Public Safety

All blended/onsite students are issued an identification (ID) card (online students may 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 may be obtained (for a fee). Vehicles are required to have a parking permit while on campus. Permits for A&GS students are free of charge and may be obtained on theROCK.

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 Relations (651-631-5236, alumni@unwsp.edu) or Parent Relations (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 who want to participate in intercollegiate sports 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 call 651-628-3241 or email 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 Bachelor’s degree was awarded 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 may be made by the Dean of GOAL in consultation with Admissions.

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 awarded 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 awarded 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 awarded 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 may be made.

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria may 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 awarded 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 CGOAL 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 may not apply to the MATS or MAML program). In addition to the regular graduate admission criteria except having a Bachelor’s degree awarded, students must meet the following requirements to be considered for this exception.

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 CGOAL Admissions will be considered for admission on a provisional basis. These students may not be awarded the Master of Arts in Theological Studies (MATS) or Master of Arts in Ministry Leadership (MAML). 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 may 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 may 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 may apply for reenrollment after waiting two consecutive semesters.

STUDENT ACCOUNTS

Tuition & Fees

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Withdrawal Processing</td>
<td>$55</td>
</tr>
<tr>
<td>Data Analytics (per DAL-prefix course)</td>
<td>$200</td>
</tr>
<tr>
<td>Diploma Replacement</td>
<td>$10</td>
</tr>
<tr>
<td>Directed Study Processing</td>
<td>$50</td>
</tr>
<tr>
<td>DSS Administration</td>
<td>$40</td>
</tr>
<tr>
<td>Graduation Administration (Undergraduate)</td>
<td>$75</td>
</tr>
<tr>
<td>Graduation Administration (Graduate)</td>
<td>$100</td>
</tr>
<tr>
<td>Internship Processing</td>
<td>$50</td>
</tr>
<tr>
<td>Late Course Registration Processing</td>
<td>$50</td>
</tr>
<tr>
<td>Ministry (some MIN-prefix courses)</td>
<td>Varies</td>
</tr>
<tr>
<td>Payment Plan Enrollment</td>
<td>$30</td>
</tr>
<tr>
<td>Prior Learning Submission (one-time)</td>
<td>$100</td>
</tr>
<tr>
<td>Prior Learning Evaluation (per credit sought)</td>
<td>$65</td>
</tr>
<tr>
<td>Replacement of ID Card</td>
<td>$25</td>
</tr>
</tbody>
</table>

**NOTE:** Fees are nonrefundable and are subject to change.
Billing Notifications

Since billing is electronic, students are responsible to check their student account activity and view their online billing statement on a monthly basis. New eBills are generated the first week of every month, and billing notifications are sent to the student’s university email if a balance is due by the last day of the month. Students should not receive a bill with any late fees or accrued interest until after the start date of their first course. Call 651-631-5177 or email cgoalstudentaccounts@unwsp.edu for more information.

Payment of Accounts

Students may 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 may 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) on any unpaid balance by the last day of each month.

2. Monthly Payments
   Students may 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. If an installment is missed or is late, a 0.65% late fee is assessed on the outstanding balance. Students must reenroll in a payment plan each 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 may select 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 may 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 may also be made on theROCK using Visa, MasterCard, American Express, or Discover; however, there is a processing fee of $3.00 or 2.85% of the transaction amount, whichever is greater 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 pay their student account balance 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 cgoalstudentaccounts@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.

Credit Balances

Refunds are processed within 14 days after a credit balance has been generated. Students may select to have refunds automatically deposited into a personal savings or checking account. Enrollment is available on theROCK > Student Home > Adult & Graduate Student Services > Student Accounts. If not enrolled, a paper check 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 by the last day of each month to avoid a late fee. Students are not eligible to register for the next semester, receive official transcripts, or obtain their diploma until their student account balance is paid in full or their payment plan is made current. Delinquent account balances will be transferred to ECSI for future monthly billing for nonregistered students.

Historically, University of Northwestern has had minimal difficulty receiving total payment on student accounts as the university makes every effort to work with students to resolve any difficulties they may have in paying their balance in full. It is Northwestern’s policy to pursue the collection of all funds due. In the event a student account is past due, the university will send the account to a collection agency. If the collection of the past due account is unsuccessful, the university will pursue legal action. While these actions are not taken lightly, it is Northwestern’s obligation to its other students and supporters, as a good financial steward, to pursue the collection of all student accounts.

FINANCIAL AID

How to Apply

Students begin the financial aid process by completing a Free Application for Federal Student Aid (FAFSA) at studentaid.gov/h/apply-for-aid/fafsa for the appropriate academic year (e.g., if planning to start in Fall 2021, Spring 2022, or Summer 2022, complete the 2021–22 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. Call 651-631-5212 or email 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 may 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/.

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.

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 may select to make interest payments during the in-school period or capitalize the unpaid accrued interest when repayment begins.

Direct Plus Loan (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 an Application Form and Master Promissory Note at studentaid.gov/plus-app/parent/landing. Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents.
Graduate Plus Loans (Graduate Students)

This loan is a federal loan that is only available to graduate students. Students must complete an Application Form and Master Promissory Note at studentaid.gov/plus-app/grad/landing. Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents.

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 may be repeated as many times as needed until passed.
2. If students pass a failed course, they may repeat the course one more time to try to achieve a higher grade.
3. A previously passed course may 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 may repeat these courses as often as needed.

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⁺</th>
<th>6⁺ (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>
<td>3.00</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 may 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 may 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 appeal approved 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 may 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 a previous degree awarded 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 may 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.

For all A&GS programs, an academic year consists of Fall, Spring, and Summer semesters. A&GS programs are accelerated in nature and delivered in a modular system, which means that students take one course at a time.
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 Format & Cancellations

Class Format Definitions

- **Onsite Format**: Instruction is conducted on campus once per week and meets from 6:00–10:00 p.m.
- **Blended Format**: Instruction is conducted on campus once per week and meeting times may vary by program (e.g., 6:00–8:30 p.m. or 6:00–9:00 p.m.) with additional instruction conducted asynchronously online.
- **Virtual Format**: Instruction is conducted synchronously (at the same time) online once per week and meeting times may vary by program (e.g., 6:00–8:30 p.m. or 6:00–9:00 p.m.) with additional instruction conducted asynchronously online.
- **Online Format**: Instruction is conducted asynchronously online, but faculty may incorporate some virtual synchronous elements.
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 Provost | Senior Vice President for Academic Affairs by about 3:00 p.m. the day of the scheduled class. Students may listen to 98.5 FM radio or 830 AM radio, check the ROCK, 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 may not 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:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29 credits</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30–59 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>90+ credits</td>
</tr>
<tr>
<td>Graduate</td>
<td>--------------</td>
</tr>
</tbody>
</table>

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

Military Training Time

Since A&GS courses and programs are modular, non-standard in length, and in an accelerated format (usually 1 credit equals 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 ¼ time for the length of each course they are enrolled in. Overlapping courses may 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 may 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 may 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/withdrawn 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 occurs 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 occurs when students unregister for a course after the Course Drop 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</td>
<td>Week 3 70% Refund</td>
<td>Week 7–10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 4 60% Refund</td>
<td>Week 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 5 40% Refund</td>
<td>Week 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Week 6 20% Refund</td>
<td>Week 6</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 may 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 select 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 May Attend Class

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

Repeating a Course

Any course may 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 Provost | 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.
- Non-accredited or non-recognized institutions with an established Credit Transfer Agreement with Northwestern.

Only degrees awarded 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 subject to approval and, if accepted, are on a semester-hour basis.
- 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.
• Graduate-level courses transferred from other institutions must have a grade of “C” or better.
• Graduate-level credits from other institutions may apply toward undergraduate requirements but are subject to approval from the Program Manager whose coursework will be covered by the transfer credits. If students go on to pursue a graduate degree at Northwestern, they may not apply those same credits to the graduate degree (the work may not 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.

Articulation Agreement with Southeast Technical Institute

University of Northwestern has established an articulation agreement with Southeast Technical Institute to facilitate the transfer of credit 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/admissions/adult-undergraduate/ for more information.

Adult Undergraduate to Graduate Credit Option

Adult undergraduate students have the opportunity to accelerate the completion of graduate courses; this option will save time and money because the credits may apply toward both the undergraduate degree and a future graduate degree if a grade of “C” or better has been earned. Students may select up to 14 graduate credits to apply toward electives (or a concentration for specific majors) in their undergraduate degree; however, any Dual Degree program-specific option will supersede this policy. Upon completion of the undergraduate degree, 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 may 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 credits that may be earned. See “Academic Information & Standards—Graduation Requirements & Commencement” for credit limits and contact the A&GS Office for more information.
Credit by Competency

Students (including graduate students who need to meet program prerequisites) may demonstrate Bible competency by scoring 71% or above on a departmental examination that may only be taken one time. A successfully completed examination results in undergraduate credit for the course. For graduate students, this option satisfies the graduate program prerequisite, but examinations do not replace or earn graduate credit.

Northwestern offers (for a fee) the following examinations:

- BIB2005 Survey of the Old Testament
  - Part 1 = Old Testament History and Literature: Law and History (2 credits)
  - Part 2 = Old Testament History and Literature: Poetry and Prophecy (2 credits)
  
  Until the OT examination has been revised and consolidated into one test, graduate students only need to successfully complete Part 1 (preferred) OR Part 2 to satisfy the graduate program OT prerequisite.


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 may 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 may 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 may 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.

NOTE: For both undergraduate and graduate students, repeated failure to complete a course (earning “F” or “W” grades) will result in academic suspension. See “Academic Integrity & Disciplinary Process—Academic Warnings & Concerns—Academic Suspension” for more information.
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>IIncomplete</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
<td>LP Low Pass (equivalent to D-, D, D+)</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
<td>NC No Credit (equivalent to F)</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
<td>P Pass (equivalent to C- or better)</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
<td>PR Prior Learning Credit</td>
</tr>
<tr>
<td>C</td>
<td></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>Unsatisfactory</td>
<td>1.33</td>
<td>U Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td></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 may not 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 (student account balance) must be paid in full before transcripts may be released. Visit unwsp.edu/academics/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 may not 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 may 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.

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 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 50% of credits for each major and for each minor must be completed at Northwestern.
6. 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).
7. A maximum of 5 credits may be earned by performance (e.g., choir, band).
8. A maximum of 32 credits may be earned by examination (AP, CLEP, DSST, or IB).
9. A maximum of 32 credits may be earned by prior learning of which:
   • Only 9 credits may apply toward required major courses.
   • Only 4 credits may apply toward required minor courses.
10. A maximum of 40 credits may be earned by technical credit.
11. Students who are pursuing a Bachelor’s degree and take graduate-level courses of a concentration that is also offered as a graduate certificate will earn the concentration (or electives if not pursuing the related major).
12. To comply with the Minnesota Office of Higher Education (MOHE) degree requirements, a minimum of 30 credits must be in general education curriculum, a minimum of 30 credits must be in major-specific coursework, and a minimum of 40 credits must be from upper-level (3000 and above) courses.
13. To comply with Higher Learning Commission policy, a maximum of 50% of graduate degree credits, which includes graduate certificates, may be earned as an undergraduate student.

Minor Requirements

Students who are pursuing a Bachelor’s degree may 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 may earn minors through Northwestern’s Traditional Undergraduate program; contact the Registrar’s Office for more information.

Graduate Certificate 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 program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.
6. When an academic discipline offers both a graduate certificate and a Master’s degree:
   • Students may not pursue the graduate certificate and the Master’s degree at the same time; the graduate certificate is a stand-alone program, and it should be pursued first.
   • Students who have been awarded a graduate certificate may apply all of the credits toward a subsequent Master’s degree.
   • Students will not be awarded a graduate certificate once the Master’s degree has already been awarded.
   • Students who have already been awarded a Master’s degree and subsequently return to pursue an additional concentration that is also offered as a graduate certificate must comply with the current requirements but may declare either the concentration or the graduate certificate.

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 program credits must be completed at Northwestern.
   • For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.

REQUIREMENTS CONTINUED ON THE NEXT PAGE
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 minimum of 50% of credits for each concentration must be unique to that concentration when compared to a student’s other concentration(s), and the non-elective courses for each concentration must be taken.

7. Students who are pursuing a Master’s degree which requires a concentration that is also offered as a graduate certificate will earn the concentration.

8. 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 after the semester has ended upon completion of the following requirements:

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

If a graduate’s diploma is lost or damaged, a replacement may 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 may 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 financial 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 financial 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 financial 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 occurs 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. Within a month after withdrawing from their program, students will receive a bill or a refund check. A student account balance that is not paid in full within sixty days will be transferred to ECSI for future monthly billing. Students who withdraw from their program and desire to reenroll must follow the procedures for reenrollment.

Administrative Withdrawal

An administrative withdrawal occurs 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 may 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 occurs 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 occurs 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), and 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 dependent status of unmarried students less than 24 years of age, unless the university is otherwise notified.
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 ask for the 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 may 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, call 651-631-5205 or email studentlife@unwsp.edu for assistance. 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

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### ADULT UNDERGRADUATE PROGRAM

The Adult Undergraduate program offers a variety of degree options designed for busy, working adults. Students complete an Associate of Arts (A.A.) or a Bachelor of Science (B.S.) by taking one accelerated course at a time (see “Academic Information & Standards—Class Format & Cancellations—Class Format Definitions”).

#### 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. A.A. graduates are able to transition into one of the existing B.S. programs or pursue an undergraduate degree at another institution.

- The A.A. degree is granted upon successful completion of the required courses and 60 credits.
GENERAL EDUCATION ........................................... 45 CREDITS
Oral Communication ........................................... 3 cr
   Speech ......................................................... 3 cr
Written Communication ......................................... 6 cr
   English Composition ........................................ 3 cr
   Research Writing ........................................... 3 cr
Humanities (2 Areas) ........................................... 6 cr
   Select from ART, LIT, or PHI
Social Science (2 Areas) ........................................ 8 cr
   Select from ANT, ECO, HIS, PSY, or SOC
   
NOTE: Additional course prefixes may satisfy the Humanities and Social Science requirements. Students should contact their Academic Advisor for more information.

Bachelor of Science Programs

General Education Requirements

GENERAL EDUCATION ........................................... 31 CREDITS
Oral Communication ........................................... 3 cr
   Speech ......................................................... 3 cr
Written Communication ......................................... 6 cr
   English Composition ........................................ 3 cr
   Research Writing ........................................... 3 cr
Humanities (2 Areas) ........................................... 6 cr
   Select from ART, LIT, or PHI
Social Science (2 Areas) ........................................ 8 cr
   Select from ANT, ECO, HIS, PSY, or SOC
   
NOTE: Additional course prefixes may satisfy the Humanities and Social Science requirements. Students should contact their Academic Advisor for more information.

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 & Minor Summary Chart

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>GENERAL EDUCATION</th>
<th>MAJOR CREDITS</th>
<th>MINOR AVAILABLE</th>
<th>ELECTIVE CREDITS</th>
<th>TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS MANAGEMENT</td>
<td>31</td>
<td>36</td>
<td>Yes (18 cr)</td>
<td>58</td>
<td>125</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>31</td>
<td>36</td>
<td>Yes (18 cr)</td>
<td>58</td>
<td>125</td>
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<tr>
<td>HEALTH PSYCHOLOGY</td>
<td>31</td>
<td>36</td>
<td>Yes (18 cr)</td>
<td>58</td>
<td>125</td>
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<tr>
<td>MINISTRY</td>
<td>31</td>
<td>46–48</td>
<td>Yes (18 cr)</td>
<td>46–48</td>
<td>125</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>31</td>
<td>36</td>
<td>Yes (18 cr)</td>
<td>58</td>
<td>125</td>
</tr>
</tbody>
</table>

NOTE: Elective credits may be in any area of collegiate coursework and may be earned through standardized examinations, prior learning, or other methods. Elective credits required may be adjusted if general education or major credit changes occur.
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 B.S. 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**

BSM4007  Professional Skills in Business......................... 2 cr
BSM4025  Business Ethics........................................ 2 cr
BSM4030  Accounting............................................. 3 cr
BSM4032  Finance.................................................. 3 cr
BSM4034  Management............................................. 3 cr
BSM4043  International Business............................... 2 cr
BSM4050  Business Mathematics and Statistics............. 3 cr

See general education note on page 40

BSM4052  Macroeconomics....................................... 2 cr
BSM4054  Microeconomics........................................ 2 cr
BSM4061  Marketing............................................... 3 cr
BSM4063  Business Law and Contracts......................... 2 cr

BSM4065  Information Management.............................. 2 cr
BSM4067  Corporate Strategies.................................... 3 cr
ETH4021  Foundations for Ethics................................. 2 cr
ETH4023  Worldview and Ethics.................................. 2 cr

**OPTIONAL CONCENTRATION/ELECTIVES**

Healthcare Management Concentration ...................... 14 credits

HCM4080  Strategic Management in Healthcare.............. 4 cr
HCM4085  Healthcare Leadership................................. 4 cr
HCM4087  Healthcare Law and Ethics............................ 2 cr
HCM4089  Finance Systems in Healthcare...................... 4 cr

**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 civic 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 B.S. 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 capstone course allows students to integrate prior coursework and further their research in an area of interest.

- The B.S. 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>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETH4021</td>
<td>Foundations for Ethics</td>
<td>2 cr</td>
</tr>
<tr>
<td>ETH4023</td>
<td>Worldview and Ethics</td>
<td>2 cr</td>
</tr>
<tr>
<td>PYC4005</td>
<td>Foundations of Health Psychology</td>
<td>3 cr</td>
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<td>PYC4025</td>
<td>Professional Ethics</td>
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<tr>
<td>PYC4034</td>
<td>Health Promotion Through the Lifespan</td>
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<tr>
<td>PYC4042</td>
<td>Social Science Research Methods</td>
<td>2 cr</td>
</tr>
<tr>
<td>PYC4045</td>
<td>Social Science Statistics I</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

See general education note on page 40

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 B.S. 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>
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<tr>
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<td>MIN2016</td>
<td>Biblical Interpretation for Study</td>
<td>2 cr</td>
</tr>
<tr>
<td></td>
<td>OR BIA2119 (2 cr)</td>
<td></td>
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<tr>
<td>MIN2045</td>
<td>Christian Formation for Ministry Practice</td>
<td>2 cr</td>
</tr>
<tr>
<td></td>
<td>OR BIA1005 (2 cr)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR BIA1009 (2 cr)</td>
<td></td>
</tr>
<tr>
<td>MIN3045</td>
<td>Developmental Foundations for Ministry</td>
<td>4 cr</td>
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<td>OR PSY2108 (4 cr)</td>
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</tr>
<tr>
<td></td>
<td>OR PYC4032 (2 cr) &amp; PYC4036 (2 cr)</td>
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</tbody>
</table>

See general education note on page 40

MIN3206  Relationships                                   | 4 cr    |
MIN3207  Ministry in a Globalized World                  | 2 cr    |
MIN3216  Leadership in Ministry                         | 4 cr    |
MIN3218  Teaching Methods for Ministry                  | 4 cr    |
MIN3231  Care and Counseling in Ministry                | 4 cr    |
MIN4855  Capstone ........................................... 2 cr
MIN4991  Ministry Internship I                           | 2 cr    |
MIN4992  Ministry Internship II                          | 2 cr    |

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

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

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>BIB1007</td>
<td>Old Testament History and Literature: Poetry and Prophecy</td>
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<td>BIB2008</td>
<td>New Testament History and Literature</td>
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<tr>
<td>BIB4460</td>
<td>Biblical Theology</td>
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<tr>
<td>PHI3057</td>
<td>Christian Apologetics</td>
<td>2 cr</td>
</tr>
<tr>
<td>GED</td>
<td>OR ETH4023 (2 cr)</td>
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</tbody>
</table>

See general education note on page 40
Accelerated Graduate Track (Dual Degree) Option

Students may 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 courses. 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 will save time and money because the credits may apply toward both the Bachelor of Science in Ministry and the Master of Arts in Ministry Leadership (MAML). Upon completion of the undergraduate degree, students must follow the admission process to be officially admitted to a graduate program.

### UNDERGRADUATE COURSES ........................................ 14 CREDITS
- BIB4460  Biblical Theology ........................................ 4 cr
- MIN2016  Biblical Interpretation for Study .......................... 2 cr
- MIN3207  Ministry in a Globalized World .......................... 2 cr
- MIN3216  Leadership in Ministry .................................... 4 cr
- PHI3057  Christian Apologetics ...................................... 2 cr

### GRADUATE COURSES ............................................. 16 CREDITS
- BIB6312  Biblical Theology of the OT and NT ................... 4 cr
- BIA5015  Biblical Hermeneutics .................................... 4 cr
- MIN5610  Ministering Culturally and Globally .................... 2 cr
- MIN5210  Leading and Organizing Ministry ....................... 4 cr
- BIA5021  Apologetics ................................................. 2 cr

### REQUIRED MINOR COURSES ..................................... 18 CREDITS
- MIN1007, MIN2016 (or BIA1119), MIN2045 (or BIA1005 or BIA1009), MIN3207, plus the following:
  - Electives  MIN Courses ............................................. 4 cr
  - Electives  BIA, BIB, ICS, or MIN Courses ......................... 4 cr

### 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.

- The B.S. 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 .................................... 24 CREDITS
- ETH4021  Foundations for Ethics .................................... 2 cr
- ETH4023  Worldview and Ethics ..................................... 2 cr
- PYC4025  Professional Ethics ...................................... 2 cr
- PYC4032  Child and Adolescent Development .................... 2 cr
- PYC4036  Adult Development ....................................... 2 cr
- PYC4042  Social Science Research Methods ....................... 2 cr
- PYC4045  Social Science Statistics I .............................. 3 cr
  
  *See general education note on page 40*
- PYC4046  Social Science Statistics II ............................. 3 cr
  
  *See general education note on page 40*
- PYC4051  Principles of Counseling .................................. 3 cr
- PYC4079  Abnormal Psychology ..................................... 3 cr

### REQUIRED CONCENTRATION COURSES ........................ 12 CREDITS
- PYC4054  Marriage and Family Dynamics ......................... 3 cr
- PYC4055  Marriage and Family Counseling ....................... 3 cr
- PYC4056  Family Communication and Relationships .......... 3 cr
- PYC4058  Intervention Strategies with Families ................ 3 cr
  
  *OR HMS5318 (3 cr)*

### ELECTIVE COURSE
- PYC4841  Research Practicum ...................................... 1–4 cr

### REQUIRED MINOR COURSES ..................................... 18 CREDITS
- PYC4051, PYC4079, either PYC4032 or PYC4036 plus any other courses selected from the Psychology major *(except ETH4021, ETH4023, PYC4841)*
GRADUATE STUDIES PROGRAM

The Graduate Studies program offers a variety of degree options designed for busy, working adults. Students complete a graduate certificate or a Master’s degree by taking one accelerated course at a time (see “Academic Information & Standards—Class Format & Cancellations—Class Format Definitions”).

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.

Graduate Certificates

Graduate certificates are designed for individuals who want to build expertise in a specialized field to update their professional profile, advance their career, or expand their knowledge. Certificate programs take about one year to complete, are cost effective, and all of the graduate credits may apply toward a subsequent Master’s degree if students want to continue their studies.

Graduate Certificate in Christian Studies

**REQUIRED COURSES** .................................................. 16 CREDITS
Select from BIA5015, BIA5017, BIB5120, or BIB5124 ........ 4 cr
Select from BIB6312, BIB6313, or BIB6314......................... 8 cr

**Electives** BIA, BIB, HIS, or PHI Courses ....................... 4 cr

Graduate Certificate in Data Analytics

**REQUIRED COURSES** .................................................. 14 CREDITS

- PQ: C or better in BU5620 for all DAL courses
- 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

Graduate Certificate in Healthcare Management

**REQUIRED COURSES** .................................................. 14 CREDITS

Students may not take these courses if they already took the UNW undergraduate HCM courses
- HCM5080 Healthcare Policy and Management .................. 4 cr
- HCM5085 Leadership in Healthcare ............................... 4 cr
- HCM5087 Law and Ethics in Healthcare ......................... 2 cr
- HCM5089 Healthcare Financial Systems ......................... 4 cr

Graduate Certificate in Leadership

**REQUIRED COURSES** .................................................. 16 CREDITS

- BUA5010 Managerial Leadership ................................. 4 cr
- BUA5420 Business Leadership Ethics .......................... 4 cr
- Select from Remaining MOL Core Course (except LDR5855), LDR5200, or LDR5308......................... 8 cr
Graduate Certificate in Ministry Leadership

REQUIRED COURSES ..................................... 16 CREDITS
MINS011 Spiritual Formation for Leadership .................. 2 cr
MINS510 Ministry Relationships .................................. 2 cr
MIN6510 Ministering Culturally and Globally ................. 2 cr
Select from MINS210, MINS310, or MINS410 .................. 4 cr
Electives BUA, BIB, BUA, EDU, HCM, HIS, LDR, MIN, PHI .................. 6 cr

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.

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

REQUIRED MBA COURSES .................................... 28 CREDITS
BUA5010 Managerial Leadership ................................. 4 cr
BUA5110 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
Finance Concentration .......................................... 14 credits
BUA5210 Legal Aspects of Business ............................... 2 cr
BUA5712 Managerial Accounting ................................. 4 cr
BUA5730 Investments and Corporate Finance ................... 4 cr
DAL5675 Forecasting Economic Principles and Applications ........................................ 4 cr

Healthcare Management Concentration .................... 14 credits
Students may not take these courses or declare this concentration if they already took the UNW undergraduate HCM courses
HCM5080 Healthcare Policy and Management ................. 4 cr
HCM5085 Leadership in Healthcare .................. 4 cr
HCM5087 Law and Ethics in Healthcare ...................... 4 cr
HCM5089 Healthcare Financial Systems ...................... 4 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 ...................... 4 cr
Electives BUA, DAL, HCM, or LDR Courses ................. 4 cr

REQUIRED CONCENTRATION/ELECTIVES ............. 14 CREDITS
Students may declare a concentration or complete 14 credits of electives (BUA, DAL, HCM, or LDR). Related transfer credits may apply 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

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, 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 a concentration. In addition, students will complete two years of required field experience including internships and/or ministry-based field projects.

- The M.Div. is granted upon successful completion of the required courses and 76 credits.
M.DIV. PROGRAM PREREQUISITES
- Undergraduate Old Testament Survey
- Undergraduate New Testament Survey

Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120 & BIB5124 that will apply toward elective credits. ETH4021 (Adult UG) satisfies both the OT & NT prerequisites.

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIB6211</td>
<td>Interpreting the Pentateuch</td>
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<tr>
<td>BIB6214</td>
<td>Interpreting the Gospels</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB6216</td>
<td>Interpreting the Pauline Epistles</td>
<td>2 cr</td>
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**Hermeneutics** ........................................... 8 credits

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>BIA5015</td>
<td>Biblical Hermeneutics</td>
<td>4 cr</td>
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<tr>
<td>BIB6201</td>
<td>New Testament Greek for Biblical Study</td>
<td>4 cr</td>
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**Theological Studies** .................................. 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIB6312</td>
<td>Biblical Theology of the Old and New Testaments</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIB6313</td>
<td>Systematic Theology I</td>
<td>4 cr</td>
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<td>BIB6314</td>
<td>Systematic Theology II</td>
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</tr>
<tr>
<td>HIS5019</td>
<td>History of Christianity</td>
<td>4 cr</td>
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Select one of the following (2 credits):

- BIA5021 Apologetics .................................. 2 cr
- PHIS310 Ethics ........................................ 2 cr

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

**Practical Ministry** ................................... 20 credits

<table>
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<th>Course Code</th>
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<tr>
<td>MIN5011</td>
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<td>2 cr</td>
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<td>MIN5210</td>
<td>Leading and Organizing Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5310</td>
<td>Pastoral Ministries</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5410</td>
<td>Ministries of Word and Worship</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5510</td>
<td>Ministry Relationships</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5610</td>
<td>Ministering Culturally and Globally</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5710</td>
<td>Religious Heritage and Church Polity</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Graduate Internship II</td>
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<td>MIN5995</td>
<td>Graduate Capstone Project</td>
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<td>MIN5996</td>
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REQUIRED CONCENTRATION/ELECTIVES  .............. 12 CREDITS

Students may declare a concentration or complete 12 credits of electives. Related transfer credits may apply toward elective credits.

**Biblical Studies Concentration** ................... 12 credits

<table>
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<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIA5017</td>
<td>Bible in Its World</td>
<td>2 cr</td>
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<tr>
<td>BIB5120</td>
<td>Old Testament Survey</td>
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<tr>
<td>BIB5124</td>
<td>New Testament Survey</td>
<td>2 cr</td>
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**Clinical Pastoral Education** .................... 12 credits

*Students interested in chaplaincy may pursue this option through a partnership with a regional hospital.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MIN5999</td>
<td>Clinical Pastoral Education</td>
<td>12 cr</td>
</tr>
</tbody>
</table>

**Educational Studies Concentration** ............ 12 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUS5200</td>
<td>Worldview Perspectives on Professional Issues</td>
<td>3 cr</td>
</tr>
<tr>
<td>EDUS5230</td>
<td>Theoretical Principles and Applications for Learning and Teaching</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Human Services Concentration** .................. 12 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS5112</td>
<td>Human Services Foundations and Systems</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>HMS5316</td>
<td>Family Dynamics</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

**Organizational Leadership Concentration** ...... 12 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>LDR5308</td>
<td>Leading Organizational Change</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

**Practical Theology Concentration** ............. 12 credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5017</td>
<td>Bible in Its World</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIA5203</td>
<td>Science and Christianity</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIA5301</td>
<td>Theology of Gender and Sexuality</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

**Electives**

- BIA, BIB, or MIN Courses ................................ 6 cr

Select the course that was not taken in the Core (2 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5021</td>
<td>Apologetics</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHIS310</td>
<td>Ethics</td>
<td>2 cr</td>
</tr>
</tbody>
</table>
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 select 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 may 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 MAED is granted upon successful completion of the required courses and 30 credits.

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

- EDUS200 Worldview Perspectives on Professional Issues .......................................................... 3 cr
- EDUS220 Foundations of Educational Research ................................................................. 3 cr
- EDUS230 Theoretical Principles and Applications for Learning and Teaching .................. 3 cr
- EDUS250 Educational Statistics: Collecting and Using Data for Educational Decisions .... 3 cr
- EDUS270 Learners and Learning in Diverse Communities ................................................. 3 cr
- EDUS280 Instructional Media and Technology ................................................................. 3 cr

**REQUIRED SPECIALTY AREA COURSES .......................... 12 CREDITS**

- EDUS211 Content in the Field ................................................................................................. 3 cr
- EDUS242 Organizational Models of the Field ......................................................................... 3 cr
- EDUS263 Assessment in the Field ......................................................................................... 3 cr
- EDUS6855 Capstone Project .................................................................................................. 3 cr

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 may 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. Please note that this program does not lead to licensure.

- The MAHS is granted upon successful completion of the required courses and 34 credits.

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

- HMS5110 Worldview, Leadership, and Human Services ...................................................... 3 cr
- HMS5112 Human Services Foundations and Systems .......................................................... 3 cr
- HMS5114 Theories of Human Development ........................................................................ 3 cr
- HMS5210 Research Methods and Human Services ............................................................. 3 cr
- HMS5220 Ethics and Legal Issues in Human Services .......................................................... 3 cr
- HMS5230 Multicultural/Diversity Issues in Human Services ............................................... 3 cr
- HMS5240 Interviewing and Assessment Skills ................................................................. 3 cr

**REQUIRED CONCENTRATION COURSES .......................... 13 CREDITS**

- HMS5310 Family Studies and Education ............................................................................. 2 cr
- HMS5314 Parent Education .................................................................................................. 3 cr
- HMS5316 Family Dynamics ................................................................................................. 2 cr
- HMS5318 Family Interventions and Support ......................................................................... 3 cr
- HMS5585 Capstone Project .................................................................................................. 3 cr

**ELECTIVE COURSE**

- HMS5841 Graduate Research Practicum ............................................................................. 1–4 cr
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 a concentration. In addition, students will complete one year of required field experience in the form of internships.

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

MAML PROGRAM PREREQUISITES

- Undergraduate Old Testament Survey
- Undergraduate New Testament Survey
- Undergraduate Biblical or Systematic Theology

Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120, BIB5124, BIB6312, BIB6313, or BIB6314 that will apply toward elective credits. ETH4021 (Adult UG) satisfies both the OT & NT and ETH4023 (Adult UG) satisfies the theology prerequisites.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5015</td>
<td>Biblical Hermeneutics</td>
<td>4 cr</td>
</tr>
<tr>
<td>LDR5202</td>
<td>Effective Communication and Leadership</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5011</td>
<td>Spiritual Formation for Leadership</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5210</td>
<td>Leading and Organizing Ministry</td>
<td>4 cr</td>
</tr>
<tr>
<td>MIN5510</td>
<td>Ministry Relationships</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5610</td>
<td>Ministering Culturally and Globally</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5993</td>
<td>Graduate Internship I</td>
<td>1 cr</td>
</tr>
<tr>
<td>MIN5994</td>
<td>Graduate Internship II</td>
<td>1 cr</td>
</tr>
</tbody>
</table>

Select one of the following (2 credits):

- BIA5021 Apologetics ............................................................................. 2 cr
- PHIS310 Ethics ...................................................................................... 2 cr

Select one of the following (2 credits):

- BUA5220 Human Resource Leadership .................................................. 2 cr
- LDR5304 Leading in the Knowledge Economy .......................................... 2 cr
- MIN5710 Religious Heritage and Church Polity ....................................... 2 cr
- LDR5308 Leading Organizational Change ................................................ 4 cr
- MIN5310 Pastoral Ministries .................................................................. 4 cr

Students who are pursuing the Organizational Leadership concentration may not select LDR5308. Students who are pursuing the Pastoral Leadership concentration may not select MIN5310. The additional 2 credits will apply toward required elective credits.

REQUIRED CONCENTRATION/ELECTIVES .......... 12 CREDITS

Students may declare a concentration or complete 12 credits of electives. Related transfer credits may apply toward elective credits.

Biblical Studies Concentration ................................ 12 credits

Students who have completed Undergraduate OT/NT Survey courses may request to take additional BIB electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5017</td>
<td>Bible in Its World</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB5120</td>
<td>Old Testament Survey</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB5124</td>
<td>New Testament Survey</td>
<td>2 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>BIA, BIB, HIS, or PHI Courses</td>
<td>6 cr</td>
</tr>
</tbody>
</table>

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

Students interested in chaplaincy may pursue this option through a partnership with a regional hospital.

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

Cultural Engagement Concentration ............... 12 credits

- BIA5203 Science and Christianity .................................................... 2 cr
- BIA5301 Theology of Gender and Sexuality ......................................... 2 cr
- Electives BIA, BIB, or MIN Courses .................................................. 6 cr

Select the course that was not taken in the Core (2 credits):

- BIA5021 Apologetics ............................................................................. 2 cr
- PHIS310 Ethics ...................................................................................... 2 cr

Educational Studies Concentration .................. 12 credits

- EDU5200 Worldview Perspectives on Professional Issues ..................... 3 cr
- EDU5230 Theoretical Principles and Applications for Learning and Teaching | 3 cr
- Electives BUA, EDU, HCM, HMS, LDR, 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

Human Services Concentration ........................... 12 credits

- HMS5512 Human Services Foundations and Systems .................................... 3 cr
- HMS5530 Multicultural/Diversity Issues in Human Services ..................... 3 cr
- HMS5316 Family Dynamics ..................................................................... 2 cr
- Electives BUA, EDU, HCM, HMS, LDR, MIN Courses ................................ 4 cr

Organizational Leadership Concentration ........... 12 credits

- BUA5010 Managerial Leadership ........................................................... 4 cr
- LDR5308 Leading Organizational Change ................................................ 4 cr
- Electives BUA, EDU, HCM, HMS, LDR, MIN Courses ............................... 4 cr

Pastoral Leadership Concentration .................... 12 credits

- MIN5310 Pastoral Ministries ................................................................. 4 cr
- MIN5410 Ministries of Word and Worship .............................................. 4 cr
- Electives BUA, EDU, HCM, HMS, LDR, MIN Courses ................................ 4 cr

Theological Studies Concentration ..................... 12 credits

- BIB6313 Systematic Theology I ............................................................. 4 cr
- BIB6314 Systematic Theology II ............................................................ 4 cr
- Electives BIA, BIB, HIS, or PHI Courses .............................................. 4 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. Students will be equipped with relevant knowledge and skills to navigate complex environments and effectively lead in public or private organizations. Coursework is designed to be relevant and immediately applicable to professional work. Students are encouraged (though not required) to declare a concentration.

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

**REQUIRED MOL COURSES................................. 22 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>LDR5202</td>
<td>Effective Communication and Leadership</td>
<td>4 cr</td>
</tr>
<tr>
<td>LDR5304</td>
<td>Leading in the Knowledge Economy</td>
<td>2 cr</td>
</tr>
<tr>
<td>LDR5855</td>
<td>Capstone Practicum</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

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

*Students may declare a concentration or complete 14 credits of electives (BUA, DAL, HCM, or LDR). Related transfer credits may apply toward elective credits.*

**Data Analytics Concentration ...................... 14 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAL5625</td>
<td>Business Statistics and Analytics</td>
<td>4 cr</td>
</tr>
<tr>
<td>DAL5635</td>
<td>Trends in Data Analytics</td>
<td>2 cr</td>
</tr>
<tr>
<td>DAL5655</td>
<td>Data Mining for Business Analytics</td>
<td>4 cr</td>
</tr>
<tr>
<td>DAL5675</td>
<td>Forecasting Economic Principles and Applications</td>
<td>4 cr</td>
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</tbody>
</table>

**Healthcare Management Concentration ........... 14 credits**

*Students may not take these courses or declare this concentration if they already took the UNW undergraduate HCM courses.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HCM5080</td>
<td>Healthcare Policy and Management</td>
<td>4 cr</td>
</tr>
<tr>
<td>HCM5085</td>
<td>Leadership in Healthcare</td>
<td>4 cr</td>
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<tr>
<td>HCM5087</td>
<td>Law and Ethics in Healthcare</td>
<td>2 cr</td>
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<tr>
<td>HCM5089</td>
<td>Healthcare Financial Systems</td>
<td>4 cr</td>
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</table>

**Management Concentration ......................... 14 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA5110</td>
<td>Strategic Technology</td>
<td>2 cr</td>
</tr>
<tr>
<td>BUA5210</td>
<td>Legal Aspects of Business</td>
<td>2 cr</td>
</tr>
<tr>
<td>LDR5200</td>
<td>Strategic Leadership</td>
<td>2 cr</td>
</tr>
<tr>
<td>LDR5308</td>
<td>Leading Organizational Change</td>
<td>4 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>BUA, DAL, HCM, or LDR Courses</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

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Master of Arts in Theological Studies

The Master of Arts in Theological Studies (MATS) is designed for individuals who want to deeply study the Word of God and ground their faith in the rich theological truths found within its pages. Students will increase their biblical and theological knowledge and be able to bring a Christian worldview to their profession. Students are encouraged (though not required) to declare a concentration.

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

**MATS PROGRAM PREREQUISITES**

- Undergraduate Old Testament Survey
- Undergraduate New Testament Survey

*Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120 & BIB5124 that will apply toward elective credits. ETH4021 (Adult UG) satisfies both the OT & NT prerequisites.*

**REQUIRED MATS COURSES ......................... 24 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5015</td>
<td>Biblical Hermeneutics</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIA5017</td>
<td>Bible in Its World</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIA5021</td>
<td>Apologetics</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB6312</td>
<td>Biblical Theology of the Old and New Testaments</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIB6313</td>
<td>Systematic Theology I</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIB6314</td>
<td>Systematic Theology II</td>
<td>4 cr</td>
</tr>
<tr>
<td>HIS5019</td>
<td>History of Christianity</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

**REQUIRED CONCENTRATION/ELECTIVES ............ 12 CREDITS**

*Students may declare a concentration or complete 12 credits of electives (BIA, BIB, MIN, or PHI). Related transfer credits may apply toward elective credits.*

**Biblical Studies Concentration .................. 12 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB6201</td>
<td>New Testament Greek for Biblical Study</td>
<td>4 cr</td>
</tr>
<tr>
<td>BIB6214</td>
<td>Interpreting the Gospels</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIB6216</td>
<td>Interpreting the Pauline Epistles</td>
<td>2 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>BIA, BIB, or PHI Courses</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

**Cultural Engagement Concentration ............. 12 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIA5203</td>
<td>Science and Christianity</td>
<td>2 cr</td>
</tr>
<tr>
<td>BIA5301</td>
<td>Theology of Gender and Sexuality</td>
<td>2 cr</td>
</tr>
<tr>
<td>MIN5610</td>
<td>Ministering Culturally and Globally</td>
<td>2 cr</td>
</tr>
<tr>
<td>PHI5310</td>
<td>Ethics</td>
<td>2 cr</td>
</tr>
<tr>
<td>Electives</td>
<td>BIA, BIB, or MIN Courses</td>
<td>4 cr</td>
</tr>
</tbody>
</table>

CONTINUED ON THE NEXT PAGE
Ministry Leadership Concentration .................................. 12 credits
MIN5011 Spiritual Formation for Leadership......................... 2 cr
MIN5210 Leading and Organizing Ministry.......................... 2 cr
MIN5610 Ministry Relationships ...................................... 2 cr
MIN Electives BIA, BIB, LDR, MIN, or PHI Courses.................. 4 cr
Select one of the following (2 credits):
MIN5510 Ministry Relationships ...................................... 2 cr
MIN5610 Ministrying Culturally and Globally ....................... 2 cr

ELECTIVE COURSES
BIB6891 Thesis Research I............................................. 2 cr
BIB6892 Thesis Research II............................................ 2 cr

COURSE DESCRIPTIONS

Legend
#
 course only offered online
EQ.................................................................Equivalent (see Traditional Undergraduate Catalog)
PQ.................................................................Prerequisite

Undergraduate Courses

Biblical Arts

BIA1005 Spiritual Formation## ............................................. 2 cr
(Dual Enrollment course) 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
(Dual Enrollment course) A synthetic study of the overall purpose and message of the OT Law and History sections and how each part fits into the whole. Each book is examined: their authorship, date, historical setting, message, genre, literary structure, and theology (EQ: Credit from BIB1009 may substitute for BIB1006 or BIB1007).

BIB1007 Old Testament History and Literature:
Poetry and Prophecy## ................................................... 2 cr
(Dual Enrollment course) A synthetic study of the overall purpose and message of the OT Poetry and Prophet sections and how each part fits into the whole. Each book is examined: their authorship, date, historical setting, message, genre, literary structure, and theology (EQ: Credit from BIB1009 may 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 may 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
(Dual Enrollment course) A synthetic study of the purpose of and message of the NT and how each part contributes to the whole. All 27 NT books are examined: their authorship, date, historical setting, message, literary structure, and distinctive (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 may not substitute).

BIB4360 Systematic Theology## ......................................... 4 cr
(Dual Enrollment course, PQ: Junior standing or instructor consent) 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
(Dual Enrollment course, PQ: Junior standing or instructor consent)
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 may 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
(Dual Enrollment course) 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
(Dual Enrollment course) 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 may substitute).

SPE1075 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.

Communications 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. We will discuss communication in the workplace, the family, and in our relationships with others. This course will cover communication skills and techniques that can be applied to 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
Students learn the process of planning a communication campaign using award-winning, real-world examples for inspiration. Beginning with an organization’s goals, needs, and opportunities, a communication plan is created. Based on current best practices in business communication, students learn to set measurable objectives, create key messages for a specific audience, layout specific delivery channels and timing, and anticipate required resources to execute the plan.

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
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.

Healthcare Management

HCM4080 Strategic Management in Healthcare® .......................... 4 cr
This course builds foundational understanding of the use of management systems in healthcare deliveries. Students will determine what management systems best align with an organization’s mission. Application studies on both Lean and TQM management styles will be completed. This course also requires students to explore how managers build teams in highly regulated environments and ensure the processes for completing work are practical, compliant, and efficient.

HCM4085 Healthcare Leadership® ......................................... 4 cr
Students will learn strategies for building high-quality, high context teams centered on quality healthcare delivery. An assessment of how existing organizations integrate vision and values in to their care menu and delivery modalities will be required. This course is designed to help students formulate and articulate their own healthcare leadership principles, in both the stewardship of resources and the management of staff. Information interviews will create a platform for experiential and market-place relevant learning in this course.

HCM4087 Healthcare Law and Ethics® .................................... 2 cr
This course is designed to give students an understanding of the common legal and ethical issues in healthcare delivery. Students will evaluate cases to better their understanding of informed consent, as it relates to existing conditions, risks, and cost. Students will learn and assess various risk mitigation techniques for human resource, technology, and malpractice liabilities. The positive and negative aspects of corporate governance, community, state, and federal accountability systems in healthcare will be explored.

HCM4089 Finance Systems in Healthcare® ............................. 4 cr
This course will explore the unique and complex systems of healthcare reimbursement. Students will gain an understanding of how insurance reimbursement systems intersect with delivery and how providers use analytics to determine cost, cost sharing, and pricing. Students will also learn how hospital systems operate financially and how those systems comply with corporate governance and operational requirements. Students will use information interviews to build context for class content.
Ministry

MIN1007 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.

MIN2016 Biblical Interpretation for Study\(\#\#\) .......................... 2 cr
An introduction to biblical interpretation and application as a foundational tool for equipping students to grow spiritually, teach faithfully, and lead effectively in the Christian community. Special emphasis will be given to helping others learn how to study the Bible (EQ: BIA2119).

MIN2045 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.

MIN3045 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.

MIN3206 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.

MIN3207 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.

MIN3216 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: Requires a $40 fee).

MIN3218 Teaching Methods in Ministry\(\#\#\) .............................. 4 cr
(PQ: C: or better in MIN1007 and MIN2016) 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.

MIN3231 Care and Counseling in Ministry\(\#\#\) .......................... 4 cr
This course provides a foundation and overview of counseling techniques, practices, and typical counseling situations that 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: Requires a $95 fee).

MIN4855 Capstone\(\#\#\) ....................................................... 2 cr
(PQ: MIN3045, MIN3216, and MIN4991) 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 MIN1007 and complete a ministry portfolio to prepare and guide them in future ministry.

MIN4991 Ministry Internship I\(\#\#\#\) ..................................... 2 cr
(PQ: MIN3216 or may be taken concurrently, Program Manager consent, 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.

MIN4992 Ministry Internship II\(\#\#\#\) .................................... 2 cr
(PQ: MIN3216, Program Manager consent, 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.

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 as 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: May 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

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, ethic arguments, and the problem of evil. Students will also be introduced to Christian approaches to ethics and ethical issues.

BIA5203 Science and Christianity........................................... 2 cr
This course will include an analysis of the history and philosophy of science and the Christian faith, including an examination of models of interaction between the two disciplines. Students will also investigate a theistic metaphysics of nature and scientific mechanisms as a form of God’s divine action as mandated in the Scriptures. Relevance of theology to contemporary questions and discussions of science both inside and outside of the church will be discussed.

BIA5301 Theology of Gender and Sexuality................................. 2 cr
A biblical and theological analysis of matters related to gender and sexuality, including careful assessment of key passages of Scripture and study of relevant history, philosophy, science, and social 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.

BIB6312 Biblical Theology of the Old and New Testaments .......... 4 cr
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
The advanced study of the doctrines of bibliology, theology (proper), angelology, anthropology, and hermeneutics.

BIB6314 Systematic Theology II ............................................ 4 cr
The advanced study of the doctrines of Christology, soteriology, pneumatology, ecclesiology, and eschatology.

BIB6891 Thesis Research I .................................................... 2 cr
(PQ: MATS Program Director approval) 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.

BIB6892 Thesis Research II .................................................. 2 cr
(PQ: BIB6891 and MATS Program Director approval) 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.

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.
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.

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.

BUA5314 Applied Economics.......................................... 4 cr
This course applies the fundamentals of economics and supply and demand; reviews data such as GDP, growth, employment and inflation; and emphasizes 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/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 varying 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.

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.

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

DAL562S Business Statistics and Analytics# ......................... 4 cr
(PQ: C or better in BUAS620) 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: Requires a $200 fee).

DAL563S Trends in Data Analytics# ......................... 2 cr
(PQ: C or better in BUAS620) This course explores current and upcoming trends and rapid changes in data analysis and data science, such as the integration of Analytics and Artificial Intelligence (AI) and the ways analytical algorithms are transforming organizations and society. Students will examine potential disruptive or transformational opportunities in the application of analytics and discover new prospects in an industry, organization, or career field familiar to them. Familiarity with statistics, modeling techniques, and using business data, is recommended (NOTE: Requires a $200 fee).

DAL565S Data Mining for Business Analytics# ......................... 4 cr
(PQ: C or better in BUAS620) 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: Requires a $200 fee).

DAL567S Forecasting Economic Principles and Applications# ......................... 4 cr
(PQ: C or better in BUAS620) 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: Requires a $200 fee).

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.

Education

EDUS200 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.
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 objects(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.

Healthcare Management

HCM5080 Healthcare Policy and Management** ...................... 4 cr  
This course explores the management of healthcare operations within the constraints of regulation and policy. Students will assess the advantages and disadvantages of operating under non-profit and for-profit guidelines. Additionally, students will explore how mission and vision intersect with effective management of teams. Case study and practicum will allow students to analyze managerial systems, such as TQM and Lean, to formulate recommendations for improvement of both internal and external operations.

HCM5085 Leadership in Healthcare** .................................. 4 cr  
This course is designed to create a foundation for students to create strategies in casting vision and articulating missions that develop cultures centered on competency, compliance, quality, and sounds ethics. This is an application heavy class in which corporate leaders in local healthcare organizations will address the challenges in building healthcare organizations that deliver high quality care and maintain attractive cultures. Students will be required to analyze the healthcare philosophies of current leaders and develop their own philosophy of healthcare delivery, management, and leadership in a capstone Professional Values Statement.

HCM5087 Law and Ethics in Healthcare** ............................. 2 cr  
This course explores the legal and ethical constraints in healthcare management. Students will critical analyze cases to identify areas of potential liability and problem solve to mitigate threats. Students will develop of understanding of applying legal policy to improve quality and facilitate good stewardship of financial and operational resources. Students will apply critical thinking to ethical cases to better understand how healthcare organizations must balance ethical behavior with other obligations, such as corporate governance and social responsibility.

HCM5089 Healthcare Financial Systems** ............................. 4 cr  
This course provides an overview of the key concepts of the financial systems and operational requirements for sound financial decision making in healthcare organizations. Students will explore reimbursement types, capital allocation process, pricing and cost determination, corporate governance requirements, and operational impacts on financial management decisions.

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.

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.................... 2 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 Family Dynamics............................... 2 cr
This course examines the nature of family dynamics from a systems perspective. Biblical principles for developing positive family dynamics are addressed.

HMS5318 Family Interventions and Support............. 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: May be repeated for a maximum of 4 credits total).

HMS5855 Capstone Project............................... 3 cr
(PQ: C or better in all program courses) Students complete their research/evaluation project begun in HMS5210. The capstone project concentrates on inferential data analysis methods and prepares students to analyze data collected using statistical software. Conclusions and recommendations are finalized and added to the previous sections begun in HMS5210.

LDR5202 Effective Communication and Leadership......... 4 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.

LDR5304 Leading in the Knowledge Economy............. 2 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.

LDR5308 Leading Organizational Change.................... 4 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.

LDR5855 Capstone Practicum................................. 4 cr
(PQ: C or better in all MOL Core courses) This course provides a practicum-based, holistic analysis of corporate functions, as they relate to leadership development, change management, human resource management, and strategic planning.

Ministry

MIN5011 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.

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.

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.

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.

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.

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: May 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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