



COLLEGE OF  
GRADUATE, ONLINE  
& ADULT LEARNING

# 2023-24 CATALOG





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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 (AU) and the Graduate Studies (GS) 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!



Randy Nelson, Ph.D.  
Interim Dean  
College of Graduate, Online & Adult Learning

## IMPORTANT OFFICES & STAFF

### Office of Adult & Graduate Studies

651-628-3400

<b>Randy Nelson</b> Interim Dean of GOAL	<b>Sarah Arthur</b> Assistant Dean of GOAL	<b>Caitlin Querio</b> Lead Academic Advisor	<b>Kari Wilson</b> Academic Advisor	<b>Brandee Gransee</b> Registration Specialist	<b>Denise Narloch</b> Acad Records & Graduation Spec
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### Program Managers/Directors & Support

**Don Johnson, Ph.D.**  
AU Psychology

**Randy Nelson, Ph.D.**  
Master of Arts in Theological Studies (MATS)

**Jessa Nelson, MOL**  
AU Business & Healthcare Management  
Master of Business Administration (MBA)  
Master of Organizational Leadership (MOL)

**Dale Lemke, Ph.D.**  
AU Ministry  
Master of Divinity (MDIV)  
Master of Arts in Ministry Leadership (MAML)

**Christa Rhodes**  
Academic Support & Assessment Coordinator

### Other Campus Offices

**Financial Aid**  
651-631-5212

**Student Accounts**  
651-631-5177

**Public Safety**  
651-631-5310

ACADEMIC CALENDAR

Fall 2023

August 30, 2023 – December 21, 2023

Spring 2024

January 16, 2024 – May 16, 2024

Summer 2024

May 20, 2024 – August 27, 2024

**NOTE:** Online A&GS courses are **not** affected by Monday holidays (e.g., Labor Day, MLK Jr. Day, Memorial Day). A detailed calendar is located on myUNW.

Important Dates

September	4	Labor Day – <b>UNW CLOSED</b>
November	13	Spring 2024 Registration Opens
	23	Thanksgiving Day – <b>UNW CLOSED</b>
	24	Post Thanksgiving Day – <b>UNW CLOSED</b>
December	22	Fall 2023 Commencement
	22–31	Christmas Recess – <b>NO CLASSES &amp; UNW CLOSED ON SPECIFIC DAYS</b>
January	1–14	Semester Recess – <b>NO CLASSES &amp; UNW CLOSED ON SPECIFIC DAYS</b>
	15	Martin L. King Jr. Day – <b>UNW CLOSED</b>
March	29	Good Friday – <b>UNW CLOSED</b>
April	8	Summer 2024 Registration Opens
May	18	Spring 2024 Commencement
	27	Memorial Day – <b>UNW CLOSED</b>
June	19	Juneteenth – <b>UNW CLOSED</b>
July	4	Independence Day – <b>UNW CLOSED</b>
	15	Fall 2024 Registration Opens

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/](https://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](https://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. In addition, 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

In compliance with the Student Right-to-Know and Campus Security Act of 1990, University of Northwestern is engaged in an ongoing study of retention and graduation rates.

For the last nine years, the percentage of new freshmen still enrolled at the start of the next academic year is as follows:

<b>2013 – 83%</b>	<b>2014 – 82%</b>	<b>2015 – 83%</b>
<b>2016 – 83%</b>	<b>2017 – 77%</b>	<b>2018 – 82%</b>
<b>2019 – 83%</b>	<b>2020 – 81%</b>	<b>2021 – 81%</b>

The overall graduation rate (i.e., Student Right-to-Know or IPEDS graduation rate) for students who began their studies in **Fall 2016** was **70%**.

Visit [unwsp.edu/admissions/financial-aid/student-consumer-info/](https://unwsp.edu/admissions/financial-aid/student-consumer-info/) for more information.

## 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/](https://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](http://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 nonprofit 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.
- Approved by the State of Minnesota Department of Veteran Affairs for the training of veterans as well as survivors and dependents of veterans.
- Approved by Minnesota Professional Educator Licensing & Standards Board (PELSB) to offer programs leading to teacher licensure.
- 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 American Association of Colleges for Teacher Education (AACTE).
- A member of the Association of Business Administrators of Christian Colleges (ABACC).
- A charter member of the Association of Christian Schools International (ACSI).
- An associate member of the Association of Theological Schools (ATS).
- A member of the Broadcast Education Association (BEA).
- A member of the Christian Adult Higher Education Association (CAHEA).
- An institutional member of the Christian Engineering Society (CES).
- A member of the Council for Christian Colleges & Universities (CCCCU).
- A member of the Council of Independent Colleges (CIC).
- A member of the Event Service Professionals Association (ESPA).
- A member of the Intercollegiate Broadcasting System (IBS).
- A member of the International Association for Communication & Sport (IACS).
- A member of the International Network for Christian Higher Education (INCHE).
- A member of the Minnesota Association of Colleges for Teacher Education (MACTE).
- A member of the Minnesota Private College Council (MPCC).
- A (non-accredited) member of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- A member of the National Alliance for Musical Theatre (NAMT).
- A member of the National Association for College Admission Counseling (NACAC).
- A member of the National Association of Evangelicals (NAE).
- A member of the National Association of Independent Colleges & Universities (NAICU).
- An accredited institutional member of the National Association of Schools of Music (NASM).
- A member of the National Christian College Athletic Association (NCCAA–DI).
- A member of the National Collegiate Athletic Association (NCAA–DIII).
- A member of the National Communication Association (NCA).
- An institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA).
- A member of the North American Coalition for Christian Admissions Professionals (NACCAP).
- A founding member of the Open Education Network (OEN).
- A subscriber to Quality Matters Higher Education online course rubric.
- A member of the Upper Midwest Athletic Conference (UMAC).

The baccalaureate program in Nursing at University of Northwestern – St. Paul is accredited by the Commission on Collegiate Nursing Education ([aacnnursing.org/CCNE](http://aacnnursing.org/CCNE)).

The Bachelor of Science in Engineering program at the University of Northwestern – St. Paul is accredited by the Engineering Accreditation Commission of ABET ([abet.org](http://abet.org)), under the general criteria.

Students who are interested in reviewing Northwestern's accreditation and licensure documents should contact the Office of Academic Affairs.

## President Corbin Hoornbeek

Corbin Hoornbeek, Ph.D., began his term as Northwestern's ninth president in August 2022. He also serves as president of Northwestern Media, a ministry of University of Northwestern – St. Paul. The media ministry reaches nearly 1.5 million listeners with the truth and love of Jesus Christ—on the air and worldwide over the Internet—through 23 radio stations in 10 states that offer encouraging and uplifting music, biblical teaching, and dynamic listener engagement.

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

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## 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 as well as others may be found in their entirety at [myUNW > Pages > Student Services > Community Resources > Community Policies](#).

### 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/](https://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/](http://unwsp.edu/about-us/christian-values/doctrinal-statement/).

## 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:

Meagan Buchholz  
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](mailto: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](mailto:OCR@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

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

Pearl Ferrin  
Director of Human Resources  
Riley Hall: R1705  
3003 Snelling Avenue North  
St. Paul, MN 55113  
Phone: 651-631-5375  
Email: [plferrin@unwsp.edu](mailto:plferrin@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 a Request to Restrict 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/](http://unwsp.edu/academics/registrar/ferpa/) for more information. Questions or concerns may also be referred to the U.S. Department of Education’s Family Policy Compliance Office at [www.studentprivacy.ed.gov](http://www.studentprivacy.ed.gov).

## **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, university email 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.

## **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**

## **Academic Achievement**

Academic Achievement equips all students to reach their academic goals through well-researched services and resources. With professional staff and highly-trained peer tutors and coaches, we develop resilient, life-long learners who will serve in their workplaces, homes, and communities. Academic Achievement provides the following: subject and writing tutoring, academic coaching, culture and language transitioning, and disability services. See [myUNW > Pages > Academic Achievement](#) for more information.

## **Athletics**

Athletics exist to enhance the mission of Northwestern and provide healthy and safe opportunities for men and women. Visit [unweagles.com/](http://unweagles.com/) for more information and eligibility requirements may be found in the annual athletics handbook.

## **Campus Store**

The Campus Store exists to provide students, faculty, staff, and alumni with Northwestern-branded apparel, school supplies, gifts, snacks, and textbooks. Visit [unwsp.edu/location/campus-store/](http://unwsp.edu/location/campus-store/) for more information.

## Career & Leadership Development

Career & Leadership Development helps all Northwestern 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 such as the following are provided: workshops, webinars, personality assessments, resume writing, job/internship searching, employer networking, and interviewing. See [myUNW > Pages > Career & Leadership](#) for more information.

## 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 with access to printing, classrooms, and a variety of study spaces, 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, email, or online chat. Visit [unwsp.edu/location/berntsen-library/](http://unwsp.edu/location/berntsen-library/) to access the library hours and 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.

Northwestern provides students with a password-protected account that allows access to resources that include the following: network access, university email, Office 365, myUNW (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.***

### 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

All students must carry personal health insurance, and Northwestern is not liable for any injuries sustained by students.

### 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. See [myUNW > Pages > Public Safety > Parking Permits](#) for more information.

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## 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 651-628-3316 or email [academicachievement@unwsp.edu](mailto: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](#)”).

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. Submission of an Individual Course(s) Application.
4. To take undergraduate-level courses, provide an official transcript from high school and/or the most recent undergraduate school attended.
5. 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.
6. 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 certificate and degree (A.A., A.S., B.A., B.S.) 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. Minimum cumulative GPA of 2.00 (on a 4.00 scale) from all previous college work.
4. Submission of an application and required essay(s).
5. Submission of an official high school transcript or an official GED certificate. This requirement will be waived if the applicant has:
  - Earned a previous Bachelor’s degree.
  - Completed 60 or more collegiate semester credits that are transferrable to Northwestern.
6. Submission of all official transcripts from postsecondary institutions at which the applicant was previously registered at whether or not transferable credits were earned.
7. 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. Bachelor’s degree awarded from a regionally, nationally, professionally, or specialized accredited institution (recognized by the U.S. Department of Education).

4. Minimum cumulative GPA of 3.00 (on a 4.00 scale) from all awarded Bachelor's degrees and previously taken graduate coursework.
5. Submission of an application and required essays.
6. Submission of all official transcripts from postsecondary institutions at which a Bachelor's degree was awarded and graduate coursework was previously taken.
7. Submission of two academic/professional reference letters.
8. Submission of a current resume (MBA and MOL applicants only).
9. Ability to demonstrate English language proficiency (see complete policy for requirements).
10. All application materials will be reviewed by an Admissions Committee, and the applicant may be contacted for an interview.

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 time frame 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 71 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).
- A minimum score of 100 on the Duolingo English Test (allowed through Summer 2024 admission).

### 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).
- The Duolingo English Test has not been approved for graduate students; one of the other testing options should be utilized.

### Undergraduate & Graduate

The TOEFL/IELTS/PTE/Duolingo 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.

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## STUDENT ACCOUNTS

### Tuition & Fees

Tuition rates are subject to change each Fall semester. Visit [unwsp.edu/admissions/financial-aid/tuition-fees/](http://unwsp.edu/admissions/financial-aid/tuition-fees/) for more information.

#### General

Diploma Replacement.....	\$10	Graduation Administration (Graduate) .....	\$100
DSST Administration .....	\$40	Payment Plan Enrollment .....	\$50
Graduation Administration (Undergraduate) .....	\$75	Replacement of ID Card .....	\$25

#### Course-Related

DAL5625, DAL5635, DAL5655, DAL5675.....	\$200	Prior Learning Submission (one-time) .....	\$100
Directed Study Processing .....	\$50	Prior Learning Evaluation (per credit sought).....	\$65
LDR3415, LDR4425 .....	\$50	THE1055.....	\$50
MIN3231 .....	\$100	Tutorial Processing .....	\$50
Online Course Technology (per DE, AU, GS credit) .....	\$15		

*Also applies to Directed Studies and Tutorials*

**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. Call 651-631-5177 or email [goalstudentaccounts@unwsp.edu](mailto:goalstudentaccounts@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 semester balance from Northwestern by the last day of the month in which a billing notification is received. Full payment may also include financial aid. A \$40 late fee will be assessed on any unpaid balance.

#### 2. Monthly Payments

Students may make up to four monthly payments, and there is a \$50 enrollment fee per semester. The enrollment period is the first month of each semester and is available on [myUNW > Pages > Student Accounts > Student Account Balance & Payment](#). Students must reenroll in a payment plan each semester. A \$10 late fee will be assessed for each installment payment that is late.

#### 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

University of Northwestern – St. Paul, Student Accounts – R1420, 3003 Snelling Avenue North, St. Paul, MN, 55113-1598.

3. Online

Pay on myUNW 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 myUNW using Visa, MasterCard, American Express, or Discover; however, there is a processing fee of \$3.00 or 2.95% 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](mailto: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 [myUNW > Pages > Student Accounts > Student Accounts FAQs](#). 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 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 an account 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.

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## 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](https://studentaid.gov/h/apply-for-aid/fafsa) for the appropriate academic year (e.g., if planning to start in Fall 2023, Spring 2024, or Summer 2024, complete the 2023–24 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](mailto: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 Bachelor'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 Bachelor'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, have served or are serving in the military, and have completed the FAFSA 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/](https://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 your Academic Advisor 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 per semester (undergraduate = 6 credits, graduate = 3 credits) to be eligible to receive a Federal Direct Loan. 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](https://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](https://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 (qualitative measure), (2) the number of credits earned in relation to those attempted (quantitative measure), and (3) the maximum time frame allowed to complete the academic program.

Official satisfactory academic progress checks are performed at the end of each semester (payment period) by the Financial Aid Office.

### Cumulative Grade Point Average (Qualitative Measure)

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, including summer, will be placed on financial aid warning.

ATTEMPTED CREDITS	0–15	16–29	30–44	45–59	60+	2+ (Graduate)
REQUIRED CUM GPA	1.60	1.70	1.80	1.90	2.00	3.00

### Cumulative Credits Earned (Quantitative Measure)

The quantitative measure includes both the pace at which credits are completed and the maximum time it should take students to complete their degrees. If students complete 67% of attempted credits, they will complete their degrees within the maximum time frame (see below). Pace is calculated by dividing completed credits by total attempted credits, including transfer credits and remedial credits. Students who fail to complete the required percent of credits as defined below will be placed on financial aid warning.

ATTEMPTED CREDITS	All Attempted Credits (All Programs)
REQUIRED COMPLETION	67%

### Maximum Time Frame

All students, including graduate, are expected to complete their program of study within the normal time for completion (150% of program length published in the catalog). Part-time attendance counts toward this calculation. In evaluating maximum time frame, all attempted credits are counted, including transfer credits. If a student reaches the maximum attempted credits allowed for the program the student is in, future Title IV eligibility is denied. Northwestern’s policy is for institutional aid to coincide with Title IV aid. Students are allowed to appeal if the maximum time frame has been reached due to extenuating circumstances, and subsequently set up an academic plan if the appeal is approved. 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.

DEGREE TYPE	Undergraduate Certificate	Associate	Bachelor	Graduate Certificate	Master
REQUIRED CREDITS	18–30	60	125	14–16	30–76
MAX CREDITS ATTEMPTED	27–45	90	188	21–24	45–114

## 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. Incompletes will be re-evaluated at the subsequent SAP review. Changes in grades will be considered along with a SAP appeal if the grade change makes the student eligible for aid. Per Northwestern policy, incomplete course grades are rolled to failing course grades if not completed by the time frame set by the A&GS Office.

### 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).

### CONSORTIUM COURSEWORK

Courses taken through a consortium agreement are treated as transfer courses. This means they will apply to the quantitative measure but not the qualitative. There is no exception made for consortium coursework with the maximum time frame because this coursework is supposed to apply to a student's program.

### CHANGE OF MAJOR

If students change their majors, coursework applying specifically to the original major may be subtracted from the maximum time frame calculation.

## **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 semester to meet SAP standards. Students who do not meet the SAP academic standard by the end of the warning semester will be put on financial aid termination status, pending an appeal.

### Financial Aid Probation 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 probation 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. Students can regain aid eligibility if they meet the required cumulative standards. If it is determined that students cannot regain eligibility after one semester on probation status, an academic plan may be established. If an academic plan is established, the student is aid eligible as long as the standards of the plan are being met. 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 probation 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, 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 the required number for credits attempted. Students can reestablish their eligibility the next time SAP is reviewed by either meeting the minimum standard, or by meeting the standard of an approved academic plan (see below). Once SAP is established, no further appeals are required unless standards drop below the minimum in a subsequent semester.

### Financial Aid Appeal Process

Students are able to appeal the loss of financial aid eligibility due to their failure to meet SAP standards, both qualitative and quantitative, after a semester on financial aid warning status. Students are also able to appeal the maximum time frame 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, if available, 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 or via email 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 probation status, or placing students in financial aid termination status. Students will be notified in writing or via email of the decision within two weeks from the date that the appeal was received, and the appeal decision is final.

There is one semester of probation with each appeal. Students will be allowed to appeal more than once if their circumstances warrant it. Subsequent appeals would be based upon the same criteria listed above, but can also be for a revision of the academic plan.

### Setting Up an Academic Plan

In most cases, an approved appeal will include setting up an academic plan that will outline where a student is expected to be with SAP standards each time SAP is reviewed. An academic plan details where the student is expected to be in terms of the evaluation points after each academic semester. If an academic plan is set up and the student adheres to it, they are considered to be making satisfactory academic progress. If a student does not adhere to the plan, they will be terminated from financial aid the subsequent semester. Another appeal may be processed if the situation is appropriate, and may result in a revised academic plan. The Associate Director of Financial Aid will review the students with an academic plan each time SAP is reviewed.



## Scholarships Available Through Northwestern

### Application Process

Students apply for scholarships during the Spring semester (opens in March) that are awarded the following academic year. Visit [unwsp.edu/admissions/financial-aid/unw-scholarships/](http://unwsp.edu/admissions/financial-aid/unw-scholarships/) for applicable criteria and deadlines.

### Undergraduate Scholarships

The following scholarships are available to adult undergraduate students:

- Adult Undergraduate (Focus) Student Scholarship
- Northwestern Foundation General Endowed Scholarship
- SPHERE Scholarship
- Tzedakah Scholarship
- Vern & Ruth Larson Family Scholarship

### Graduate Scholarships

The following scholarship is available to graduate students:

- Donald B. Krause Scholarship – must be accepted into the M.Div. program

## 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.

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## 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 myUNW. 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 may 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.

### 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.

## Attendance (Online)

Due to the accelerated nature of the curricula, students are expected to participate in all online 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 online course activities for a given week because of a medical, 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 online course activities and fail to withdraw from the course will receive a failing “F” grade.

## Class Cancellations (Weather or Low Enrollment)

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 myUNW, or call the A&GS Office after 3:00 p.m. for the latest information.

The A&GS Office reserves the right to change the start date or to cancel any course 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 alternative course options.

## Classification of Students

### Student Status

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

### Class Standing

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

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

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

### Course Load

#### UNDERGRADUATE

19+ credits	Full-time but prior approval needed
12–18 credits	Full-time
9–11 credits	$\frac{3}{4}$ time
6–8 credits	$\frac{1}{2}$ time
1–5 credits	Less than $\frac{1}{2}$ time

#### GRADUATE

13+ credits	Full-time but prior approval needed
6–12 credits	Full-time
4–5 credits	$\frac{3}{4}$ time
3 credits	$\frac{1}{2}$ time
1–2 credits	Less than $\frac{1}{2}$ time

### Military Training Time

Since A&GS courses and programs are modular, non-standard in length, and in an accelerated format, military adult undergraduate students are considered  $\frac{3}{4}$  time and military graduate students are considered full-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 myUNW.

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.

### Modality (Course Delivery Format) Definitions

Northwestern offers courses in a variety of delivery formats, which we refer to as modalities. The availability of courses in different modalities varies by program area. These definitions articulate a university-wide understanding of each modality.

- **Face-to-Face:** Instruction maximizes the unique advantages of live, in-person engagement. Course learning activities take place during scheduled meeting times at a pre-assigned meeting place. In-person class attendance is required.
- **Blended:** Instruction combines in-person engagement with online learning activities in order to maximize the benefits of both modes of learning. In-person class attendance is required, and online learning activities may be either synchronous or asynchronous.
- **HyFlex:** Instruction maximizes student choice and flexibility by providing multiple attendance options within the same course. Students may choose their attendance method each week (or perhaps biweekly) as determined by the faculty member, and students may select from face-to-face, online synchronous, or online asynchronous.
- **Online Synchronous:** Instruction combines the flexibility of remote learning with the immediacy and interaction provided by synchronous engagement. Class attendance is required via remote meetings that are facilitated through online meeting software. Previously, this modality was referred to as virtual.
- **Online Asynchronous:** Instruction maximizes scheduling flexibility by designing all learning activities to be completed at the learner's convenience while using deadlines during the course to structure the learning environment.

### Registration Deadlines & Expectations

Students may register for a course online via myUNW 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 myUNW 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 myUNW 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 myUNW. Withdrawing will result in a transcript notation of "W" but the GPA is not affected, and an administrative fee is not assessed. 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.

COURSE LENGTH	DROP 100% TUITION REFUND NO TRANSCRIPT NOTATION	WITHDRAWAL 50% TUITION REFUND “W” TRANSCRIPT NOTATION	WITHDRAWAL 0% TUITION REFUND “W” TRANSCRIPT NOTATION
4 WEEKS	Days 1–8	Days 9–10 50% Refund	Days 11–15
6 WEEKS	Days 1–8	Days 9–12 50% Refund	Days 13–22
8 WEEKS	Days 1–8	Days 9–14 50% Refund	Days 15–29
12 WEEKS (Includes Summer Full Semester)	Days 1–8	Days 9–18 50% Refund	Days 19–43
16 WEEKS (Full Semester)	Days 1–8	Days 9–22 50% Refund	Days 23–57

**NOTE:** This policy only applies to A&GS courses. Students who are taking DE or TRAD courses, are subject to the course withdrawal and tuition refund policies as outlined in the TRAD & DE Catalog.

### 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 financial aid 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.

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.

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.

- 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, but the applicability of those credits depends upon the selected academic program at Northwestern.
- For Core Curriculum (general education) within the Associate and Bachelor's degrees, if a transfer course(s) satisfies the course intent of a particular category, then no additional credits will be required in that category. The total number of credits required for graduation remains the same. See "[Academic Information & Standards—Graduation Requirements & Commencement](#)" for credit minimums in general education and major-specific coursework.
- 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, but the applicability of those credits depends upon the selected graduate program at Northwestern.
- 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 College

University of Northwestern has established an articulation agreement with Southeast Technical College to facilitate the transfer of credit from Southeast's Associate of Applied Science in Business Administration to Northwestern's Bachelor of Science in Business Administration. Contact CGOAL Admissions or visit [unwsp.edu/admissions/adult-undergraduate/](http://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. The student submits an Individual Course Registration (ICR) Form 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 ENG1105 and ENG2205 (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](#)" regarding the maximum number of credits that may be earned by prior learning and contact your Academic Advisor 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. Contact your Academic Advisor for more information.

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)
- BIB2008 Survey of the New Testament

**NOTE:** Graduate students only need to successfully complete Part 1 (preferred) **OR** Part 2 to satisfy the graduate program Old Testament (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](#)" regarding the maximum number of credits that may be earned by examination. Contact your Academic Advisor or visit [unwsp.edu/academics/registrar/credit-by-examination/](http://unwsp.edu/academics/registrar/credit-by-examination/) 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. Contact your Academic Advisor for more information.

### Tutorial

A tutorial is the way in which a student may independently take a course that is listed in the course catalog and is part of the curriculum of the student's undergraduate major/minor or graduate program. In essence, a tutorial is an existing course that is taught to one student. A course should be taught as a tutorial only in extenuating circumstances (e.g., a course is cancelled or is no longer offered, or a student has an unavoidable schedule conflict). Appropriate approvals must be obtained before a student may register for a tutorial. Contact your Academic Advisor for more information.

### Directed Study

A directed study is a personalized, independent course that is designed to offer educational opportunities not provided by an existing course in the course catalog relating to the student's undergraduate major/minor/concentration or graduate program/concentration (directed study credits may not apply toward certificates). However, a directed study is a privilege that Northwestern is under no obligation to provide. See [“Academic Information & Standards—Graduation Requirements & Commencement”](#) regarding the maximum number of credits that may be earned by directed study and contact your Academic Advisor for more information.

The following criteria are applied when evaluating a student's eligibility for a directed study:

1. A minimum Northwestern cumulative GPA of 2.50 to earn undergraduate credit or 3.50 to earn graduate credit.
2. A minimum of 100 undergraduate credits or 67% of graduate program credits have been completed.
3. More than one directed study in the same subject prefix area may be completed as long as the content of each study is unique, and every directed study taken will affect the student's GPA.

The following procedure is utilized for a directed study:

1. The student submits the Directed Study Request (Form 1 of 2) which may include, but is not limited to, a proposed subject prefix (course number is 4815 or 5815), proposed course title, desired number of credits, proposed Faculty Supervisor, reason(s) for pursuing, and the objective and/or a description of the directed study.
2. If approved, the student will receive specific details on how to register for the directed study which includes a processing fee.
3. The student will work with the Program Manager/Director and the selected Faculty Supervisor to identify the information needed to complete the Directed Study Proposal (Form 2 of 2) which may include, but is not limited to, the course learning outcomes, utilized books/materials, assignments/assessment activities, meetings, deadlines, expectations, and credit hour calculations.
4. When feasible, the Directed Study Proposal (Form 2 of 2) should be approved one semester in advance; however, it must be submitted by the student no later than the seventh calendar day of the course and be fully approved (i.e., Program Manager/Director, Faculty Supervisor, and Dean) by day 14, or the student may be administratively withdrawn from the course.

## **Grade Information**

### Good Academic Standing

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

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”](#)).



## Grading System

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

GRADE	QUALITY	GRADE POINTS	OTHER GRADES	
A .....	Excellent .....	4.00	AU	Audit
A-		3.67	I	Incomplete
B+		3.33	LP	Low Pass (equivalent to D-, D, D+)
B.....	Good.....	3.00	NC	No Credit (equivalent to F)
B-		2.67	P	Pass (equivalent to C- or better)
C+		2.33	PR	Prior Learning Credit
C.....	Satisfactory .....	2.00	S	Satisfactory
C-		1.67	T	Transfer Credit
D+		1.33	U	Unsatisfactory
D .....	Unsatisfactory .....	1.00	W	Withdrawal
D-		0.67		
F.....	Failure .....	0.00		

**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 each semester and the cumulative grade point average (GPA). Courses with the following grades do not contribute to the GPA: "AU, I, LP, NC, P, PR, S, T, U, and W." GPA is the result of dividing total grade points by total quality credits for all 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 without influencing GPA calculations, while a grade of "NC" (no credit) does not permit credit but does not affect GPA calculations. 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 when students officially withdraw from a course during the allowed time frame 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 myUNW 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.

### Dean's List

Full-time matriculated (Northwestern undergraduate degree- or certificate-seeking) students with high grade point averages during a given semester (based on all courses included in the student's undergraduate semester GPA) may be recognized for their academic achievement by being included on the Dean's List. Any grade of Incomplete for any credit-bearing course for the respective semester disqualifies such students from Dean's List recognition.

There are three levels of recognition, based on the semester GPA:

- Highest Honors      3.90–4.00
- High Honors        3.75–3.89
- Honors                3.65–3.74

### Grade Reports

Students requesting a grade report to be sent anywhere other than their university email should complete a Grade Report Request Form on myUNW. Students receiving employer reimbursement should reference "[Student Accounts—Tuition Reimbursement](#)."

### Transcripts

Northwestern has retained the National Student Clearinghouse to provide online ordering of official electronic and paper transcripts. Visit [unwsp.edu/academics/registrar/transcripts/](http://unwsp.edu/academics/registrar/transcripts/) for more information.

- A paper transcript produced by Northwestern is considered 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."
- An electronic (PDF) transcript issued to the end recipient is considered official. An electronic transcript issued to students is considered unofficial. A printed copy of an electronic transcript is considered unofficial.

Student transcripts that were provided to Northwestern from previously attended institutions 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 ensure 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 time frame must reenroll and comply with the current degree requirements (see "[Academic Information & Standards—Program Transitions—Reenrollment](#)").
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](#)").
4. Students who must reenroll or change their major(s) will have the option to meet current Core Curriculum (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.

### Undergraduate Certificate Requirements

1. Successful completion of the required courses and credits (certificates vary in credits) as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. **Residency Requirement:** A minimum of 50% of credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
4. A maximum of 50% of credits may be earned by transfer, examination, and/or prior learning credit.
5. When an academic discipline offers an undergraduate certificate and also a major, minor, and/or concentration:
  - Students may not concurrently pursue an undergraduate certificate and a major/minor/concentration in the same academic discipline.
  - Students who have been awarded an undergraduate certificate may apply all of the credits toward a subsequent major, minor, or concentration.
  - Students will not be awarded an undergraduate certificate once a Bachelor's degree with a major, minor, and/or concentration in the same academic discipline has already been awarded.
  - Students who have already been awarded a Bachelor's degree and subsequently return to pursue a different academic discipline that is offered as a concentration, minor, or undergraduate certificate must comply with the current requirements and may declare either the minor or the undergraduate certificate (concentrations are not stand-alone but rather part of a major).

### Associate Degree (A.A., A.S.) Requirements

1. Successful completion of the required courses and credits (minimum of 60 credits) as listed in the CGOAL Catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. **Residency Requirement:** 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's Degree (B.A., 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. **Residency Requirement:** A minimum of 30 credits must be completed at Northwestern (excluding credits earned by examination and/or prior learning).
5. **Residency Requirement:** 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 4 credits may be earned by directed study.
8. A maximum of 5 credits may be earned by performance (e.g., choir, band).
9. A maximum of 32 credits may be earned by examination (AP, CLEP, DSST, or IB).
10. A maximum of 32 credits may be earned by prior learning of which:
  - Only 9 credits may apply toward required major courses.
  - Only 4 credits may apply toward required minor courses.
11. A maximum of 40 credits may be earned by technical credit.
12. Students who are pursuing a Bachelor's degree and taking 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).
13. 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.
14. 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 may earn one or more academic minors in an area of study that is distinct from their academic major(s). A minor (minimum of 16 credits) is not stand-alone but rather part of a Bachelor's degree. 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 (certificates vary in 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. **Residency Requirement:** 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 concurrently pursue a graduate certificate and a Master's degree in the same academic discipline.
  - 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 a Master's degree in the same academic discipline has already been awarded.
  - Students who have already been awarded a Master's degree and subsequently return to pursue a different academic discipline that is offered as a concentration or graduate certificate must comply with the current requirements and must declare the graduate certificate (concentrations are not stand-alone).

### Master's Degree Requirements

1. Successful completion of the required courses and credits (programs vary in 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 maximum of 4 credits may be earned by directed study.
5. **Residency Requirement:** A minimum of 75% of program credits must be completed at Northwestern.
  - **Residency Requirement:** For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
6. 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.
7. 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.
8. Students who are pursuing a Master's degree which requires a concentration that is also offered as a graduate certificate will earn the concentration.
9. 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 Change Request Form must be submitted along with appropriate documentation and any applicable fee(s) before a new diploma will be issued.

### Graduation Honors

#### UNDERGRADUATE

Graduation honors recognition is given according to the following cumulative grade point average scale:

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

The cumulative grade point average used in the graduation honors scale is based on all University of Northwestern semester credits earned at the time of degree completion. This includes coursework taken in all academic programs of the university.

Bachelor's degree students with a minimum of 60 Northwestern credits will be eligible for Latin honors recognition as listed above.

Bachelor's degree students with between 30–59 Northwestern credits with a Northwestern cumulative grade point average of at least 3.90 will be recognized as graduating “with distinction.”

#### 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.

### Commencement Attire

Commencement is a celebration of academic achievement, and graduating students are expected to wear only University of Northwestern provided regalia: gowns, mortarboards, tassels, and hoods (as applicable). Permissible additions to regalia include the following:

- Honors medallions issued to students receiving Latin honors
- Stoles issued to members of the Eagle Scholars Honors Program
- Medallions issued to Act Six scholars
- Honors cords issued to members of department honor societies
- Pins issued to nursing students
- Other university-provided embellishments

To preserve the significance of earned academic honors, we ask that graduates refrain from wearing any item of regalia not listed above during the commencement ceremony. Self-provided items of regalia may be worn beneath the gown during the ceremony and worn on the gown for post-ceremony photos and the commencement reception.

Graduating students may decorate their mortarboards, if desired, providing the images and messages used are fitting and appropriate (e.g., artistic symbols identifying one's major, messages of excitement about graduating, Bible verse reference, etc.).

## 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 myUNW. 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”](#)).

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 myUNW. 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.

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## 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

Academic integrity is an integral part of a faith-based university community. As such, it is assumed that a student is the author of all coursework (quizzes, problem sets, online contributions, tests, papers, lab work, etc.) that he/she submits, whether for a grade or not. Images, ideas, data, audio clips, phrases, etc. borrowed from others should be fully identified by standard procedures for making such acknowledgment.

An act of academic dishonesty (i.e., cheating or plagiarism) is a serious offense and is regarded as conflicting with the work and purpose of the entire university and is not merely just a matter between the student and the faculty member.

When a student plagiarizes, disciplinary action is initiated with the goal of helping the student refrain from future acts of plagiarism. This disciplinary action includes academic consequences related to the student's course and a change in the student's status, moving the student to academic integrity probation or academic integrity suspension, as appropriate.

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. The most common errors in handling written sources are the following:

- 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 information.

Incidents of plagiarism must be reported immediately by the faculty member to the Registrar for Traditional Undergraduate (TRAD) courses or the Assistant Dean of the College of Graduate, Online & Adult Learning (CGOAL) for Dual Enrollment (DE) and Adult & Graduate (A&GS) courses.

A student found plagiarizing in coursework or examinations is subject to discipline. The standard disciplinary response is an immediate "F" (failing grade) for the course. Additionally, for the first incident of plagiarism, the student is placed on academic integrity probation by the Registrar or Assistant Dean of CGOAL, as appropriate. Student Life and Academic Achievement may be made aware of the disciplinary action taken.

The disciplinary action may be decreased to failure of assignment and/or student not placed on academic integrity probation or academic integrity suspension if:

- The work is a minor part of the total grade of the course (such as less than 5%),
- The act of academic dishonesty (plagiarism) is judged to not be premeditated.
- *However, the faculty member may require the student to rewrite the paper, while still receiving a failing grade, in order to pass the course.*

Academic integrity probation students are required to do the following:

- Meet with the Academic Achievement Program Manager (TRAD students) or the Assistant Dean of CGOAL (DE and A&GS students) for an accountability appointment.
- Complete the "Unit 3: Avoiding Plagiarism" section (to include the two Unit 3 mastery quizzes) of the "Achieving the Best in Your Writing" learning management system course.

The student may be removed from academic integrity probation if the student meets with the Academic Achievement Program Manager/Assistant Dean of CGOAL and achieves a minimum score of eight on both mastery quizzes.

If a second incident of academic dishonesty occurs:

- After the student has been removed from academic integrity probation, the student is placed back on academic integrity probation.
- While the student is still on academic integrity probation from a previous academic dishonesty incident, the student is placed on academic integrity suspension by the Registrar or Assistant Dean of CGOAL, as appropriate.

For a subsequent incident of academic dishonesty, the student is placed on academic integrity suspension.

Academic integrity suspended students are suspended as such:

- **All Students:** If the incident occurs during the fall semester, then the student will be suspended during the subsequent spring semester.



- **TRAD and DE Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer and fall semesters.
- **A&GS Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer semester.
- **All Students:** If the incident occurs during the summer semester, then the student will be suspended during the subsequent fall semester.

Appeals regarding plagiarism will be in writing and directed to the respective chair of ad hoc Appeals Committee: Registrar for TRAD courses or the Assistant Dean of CGOAL for DE and A&GS courses.

### Cheating

Academic integrity is an integral part of a faith-based university community. As such, it is assumed that a student is the author of all coursework (quizzes, problem sets, online contributions, tests, papers, lab work, etc.) that he/she submits, whether for a grade or not. Images, ideas, data, audio clips, phrases, etc. borrowed from others should be fully identified by standard procedures for making such acknowledgment.

An act of academic dishonesty (i.e., cheating or plagiarism) is a serious offense and is regarded as conflicting with the work and purpose of the entire university and is not merely just a matter between the student and the faculty member.

When a student cheats, disciplinary action is initiated with the goal of helping the student refrain from future acts of cheating. This disciplinary action includes academic consequences related to the student's course and a change in the student's status, moving the student to academic integrity probation or academic integrity suspension, as appropriate.

Academic cheating includes such acts as copying another's work and presenting it as one's own (or allowing someone else to copy one's work) and using unfair methods to complete a test (or helping someone to cheat).

Incidents of academic cheating must be reported immediately by the faculty member to the Registrar for Traditional Undergraduate (TRAD) courses or the Assistant Dean of the College of Graduate, Online & Adult Learning (CGOAL) for Dual Enrollment (DE) and Adult & Graduate (A&GS) courses.

A student found cheating in coursework or examinations is subject to discipline. The standard disciplinary response is an immediate "F" (failing grade) for the course. Additionally, for the first incident of cheating, the student is placed on academic integrity probation by the Registrar or Assistant Dean of CGOAL, as appropriate, and for a subsequent incident of academic dishonesty, the student is placed on academic integrity suspension by the Registrar or Assistant Dean of CGOAL, as appropriate. Student Life and Academic Achievement may be made aware of the disciplinary action taken.

The disciplinary action may be decreased to failure of assignment and/or student not placed on academic integrity probation or academic integrity suspension if:

- The work is a minor part of the total grade of the course (such as less than 5%),
- The act of academic dishonesty (cheating) is judged to not be premeditated.

Academic integrity probation students are required to meet with the Academic Achievement Program Manager (TRAD students) or the Assistant Dean of CGOAL (DE and A&GS students) for an accountability appointment.

Academic integrity suspended students are suspended as such:

- **All Students:** If the incident occurs during the fall semester, then the student will be suspended during the subsequent spring semester.
- **TRAD and DE Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer and fall semesters.
- **A&GS Students:** If the incident occurs during the spring semester, then the student will be suspended during the subsequent summer semester.
- **All Students:** If the incident occurs during the summer semester, then the student will be suspended during the subsequent fall semester.

Appeals regarding academic cheating will be in writing and directed to the respective chair of the ad hoc Appeals Committee: Registrar for TRAD courses or the Assistant Dean of CGOAL for DE and A&GS courses.

## 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. Visit [unwsp.edu/policies-and-legal-information/student-concerns-complaints/](https://unwsp.edu/policies-and-legal-information/student-concerns-complaints/) or see [myUNW > Pages > Student Services > Community Resources > Student Concerns & Complaints](#) for policy and procedure information.

## 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.

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## COURSE LEVELS & SUBJECT PREFIXES

### Course Levels

<u>Undergraduate Lower-Level</u>		<u>Undergraduate Upper-Level</u>		<u>Graduate Level</u>	
1000–1999	Freshman courses	3000–3999	Junior courses	5000–5999	Graduate courses
2000–2999	Sophomore courses	4000–4999	Senior courses	6000–6999	Graduate courses

### Subject Prefixes

ACC	Accounting	ECO	Economics	MIN	Ministry
ART	Art	ENG	English	MKT	Marketing
BIA	Biblical Arts	FIN	Finance	MUS	Music
BIB	Bible	GEO	Geography	PHI	Philosophy
BIO	Biology	HCM	Healthcare Management	POS	Political Science
BUA	Business Administration	HIS	History	PSY	Psychology
BUS	Business	ICS	Intercultural Studies	SCI	Science
COM	Communication	LDR	Leadership	SOC	Sociology
COS	Computer Science	LIT	Literature	SPE	Speech
CYS	Cybersecurity	MAT	Mathematics	STS	Study Skills
DAL	Data Analytics	MGT	Management	THE	Theatre

## ACADEMIC PROGRAMS SUMMARY

### Undergraduate

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### Graduate

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## ADULT UNDERGRADUATE PROGRAM

The Adult Undergraduate program offers a variety of degree options designed for busy, working adults since courses are offered online and at an accelerated pace (see [“Academic Information & Standards—Course Registration—Modality Definitions”](#)). Students may select from certificates, Associate degrees, and Bachelor’s degrees.

### Core Curriculum

#### Purpose of the Core Curriculum

The Core Curriculum (general education) at University of Northwestern – St. Paul provides a structure through which the educational philosophy of the institution is achieved. Grounding all intellectual inquiry in the truth of the Bible and God as the Ultimate Reality of the universe requires exploration of the following three critical questions, all of which find their answer in Christ.

- What is real? Christ is the foundation of all reality (Col. 1).
- What can we know? Christ is the source of all knowledge (Col. 2).
- How should we live? Christ is our model (Phil. 2).

The Core Curriculum seeks to support students in developing a deep understanding of these truths and in applying them in their lives and within a variety of disciplinary contexts. The transformative process of “becoming like Christ for God’s glory” is at the center of all intellectual inquiry at Northwestern. The Core Curriculum provides a foundation for this inquiry, which is later expanded within the specific academic discipline.

### Meaning of “Become like Christ for God’s Glory”

The Scriptures teach us that the ultimate purpose of all things is the glory of God. Whether in small things like eating or drinking (I Cor. 10:31), or important things like doing good works and living godly lives in our bodies (Matt 5:16, I Cor. 6:20), our adoption through Jesus Christ has the glory of God as its goal (Eph. 1:12). For this reason, near the end of his ministry Jesus prayed, “Father, glorify your name!” (John 12:28). All creation exists to bring glory to God—even nature itself (Ps. 19:1)—and as His children we are called to reflect that glory. But what is the glory of God? When Moses encountered God, he asked to see God’s glory. God’s response was that He would show Moses His goodness, proclaim His sacred Name, and have grace and compassion on whomever He wills (Ex. 33:18-19). Thus, the glory of God is the manifestation of His divine attributes, especially His sovereignty, goodness, grace, and compassion. Furthermore, Jesus told His disciples that the Father is glorified when we bear fruit (John 15:8).

How is it that we are able to bear fruit that leads to the glory of God? We are not able to do this on our own, because apart from Christ we are dead in our trespasses and sins (Eph. 2:1). For this reason, the Gospel calls all people to turn to God in repentance and believe in the Lord Jesus Christ (Acts 20:21), which leads to forgiveness and sanctification (Acts 26:18). After entering into this new life in Christ, we must be filled with the Holy Spirit to develop the Christian virtues known as the fruit of the Spirit (Eph. 5:18 and Gal. 5:22-23). The work of the Holy Spirit and the word of Christ (Col. 3:16) then result in our transformation into the image and likeness of Christ (Rom. 8:29; II Cor. 3:18; Eph. 4:13). Thus, to give God glory is to make the invisible God visible by manifesting the life of Christ through the fruit of the Holy Spirit.

### Structure of the Core Curriculum

The structure of the Core Curriculum allows all students to engage in the following areas of learning:

- **Foundational Skills:** Coursework is designed to provide foundational skills in effective oral and written communication and information literacy, recognizing that these are essential skills across academic disciplines.
- **Biblical Thinking & Living:** Students are provided with opportunities to study Scripture in depth, to develop interpretive skills, and to wrestle with difficult theological and philosophical questions that will allow them to articulate a Christian perspective on personal, academic, religious, and social issues that is grounded in biblical truth. Transformation into the image of Christ is at the center of this study and allows students to confidently step into the challenging conversations that we all encounter in a secular society.
- **Leadership & Professionalism:** Students complete a two-course sequence in leadership development that examines the integration of personal spiritual formation, biblically based leadership, professional skills, and cultural and global engagement. A focus on individual strengths and motivations and their impact on calling and career is included.
- **Cultural & Global Engagement:** Students develop an understanding and appreciation of their own and others’ historical, societal, and cultural perspectives. Skills in intercultural competence, thoughtful civic participation, and responsible global engagement with a biblical mindset are emphasized.
- **Broad Exposure to Academic Disciplines:** Recognizing that professionals need skills from a variety of academic fields, students are given the opportunity to explore a broad range of courses from different disciplines. These include academic areas such as the humanities, the arts, social sciences, mathematics, and natural sciences.

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## Undergraduate Certificates

Undergraduate 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 credits may apply toward a subsequent Bachelor’s degree if students want to continue their studies.

## Certificate in Healthcare Management

The Certificate in Healthcare Management is designed to prepare students for careers in the expansive healthcare industry. Students will be equipped to be competent contributors in the healthcare industry by exploring the unique people, processes, and philosophies of healthcare settings. This learning is facilitated through practitioner-led coursework in healthcare-specific courses in management, leadership, law and ethics, and finance systems.

- This certificate is granted upon successful completion of the required courses and 18 credits.

### REQUIRED COURSES ..... 18 CREDITS

BUS3836 Professional Skills ..... 2 cr	HCM4087 Healthcare Law and Ethics ..... 2 cr
HCM4080 Strategic Management in Healthcare ..... 4 cr	HCM4089 Finance Systems in Healthcare ..... 4 cr
HCM4085 Healthcare Leadership ..... 4 cr	LDR3415 The Self-aware Leader ..... 2 cr

## General Studies (A.A.)

The Associate of Arts in General Studies is designed 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.

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

### CORE CURRICULUM ..... 32–35 CREDITS

*All approved Traditional Undergraduate courses will apply to the corresponding category. Related transfer credits may apply if approved.*

#### Biblical Thinking & Living ..... 6–8 credits

Biblical Study selective ..... 2 cr

BIA1015 Interpreting Scripture (2 cr)

MIN2016 Biblical Interpretation for Study (2 cr)

Bible Survey selective ..... 2 cr

BIA1007 Christian Thinking and Living (2 cr)

BIB1008 History of Redemption (2 cr)

BIB2008 Survey of the New Testament (2 cr)

Theological Philosophy selective ..... 2–4 cr

PHI2005 Introduction to Philosophy (4 cr)

PHI2016 Ethics (4 cr)

PHI2055 Introduction to Theological Philosophy (2 cr)

PHI3057 Christian Apologetics (2 cr)

#### Leadership & Professionalism ..... 2 credits

LDR3415 The Self-aware Leader ..... 2 cr

#### Effective Communication ..... 7 credits

ENG1105 Composition ..... 4 cr

SPE1075 Public Speaking ..... 3 cr

#### Critical Thinking & Information Literacy ..... 2 credits

ENG2205 Critical Thinking and Writing ..... 2 cr

#### Cultural & Global Engagement ..... 4 credits

HIS1005 Historical Perspectives on Culture, Belief, and Civilization ..... 4 cr

### Creative Expression ..... 3–4 credits

Fine Arts selective ..... 3–4 cr

Any ART- or LIT-prefix course

COM2008 Film Appreciation (3 cr)

ENG2215 Writer's Style (2 cr)

MUS1075 Introduction to Music (2 cr)

THE1055 Introduction to Theatre (2 cr)

### Scientific & Quantitative Literacy ..... 8 credits

*Must include at least one mathematics course and one natural science course; social science courses are optional.*

Mathematics selective ..... 2–6 cr

Any MAT-prefix course

BUS2035 Business Mathematics and Statistics (4 cr)

PSY3208 Statistics for the Social Sciences (4 cr)

Natural Science (lab not required) selective ..... 2–6 cr

Any BIO- (excludes BIO1025), CHE-, PHY-, or SCI-prefix course

BIO2016 Our Changing Climate (2 cr)

Social Science selective ..... Varies

Any ANT-, ECO-, GEO-, or SOC-prefix course

ICS2045 Cultural Anthropology (4 cr)

MIN3045 Developmental Foundations for Ministry (4 cr)

POS2005 U.S. National Government (4 cr)

PSY1005 Introduction to Psychology (4 cr)

PSY2108 Lifespan Psychology (4 cr)

**OR** PSY2005 (2 cr) and PSY2006 (2 cr)

### GENERAL ELECTIVES ..... 25–28 CREDITS

### TOTAL ..... 60 CREDITS

## Psychology (A.A.)

The Associate of Arts in Psychology is designed for students who have zero or minimal prior college credits. Students complete general education and psychology coursework designed with a Christian worldview. A.A. graduates are able to transition into one of the existing B.S. programs or pursue an undergraduate degree at another institution.

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

### CORE CURRICULUM ..... 32–35 CREDITS

*All approved Traditional Undergraduate courses will apply to the corresponding category. Related transfer credits may apply if approved.*

#### Biblical Thinking & Living ..... 6–8 credits

Biblical Study selective ..... 2 cr

BIA1015 Interpreting Scripture (2 cr)

MIN2016 Biblical Interpretation for Study (2 cr)

Bible Survey selective ..... 2 cr

BIA1007 Christian Thinking and Living (2 cr)

BIB1008 History of Redemption (2 cr)

BIB2008 Survey of the New Testament (2 cr)

Theological Philosophy selective ..... 2–4 cr

PHI2005 Introduction to Philosophy (4 cr)

PHI2016 Ethics (4 cr)

PHI2055 Introduction to Theological Philosophy (2 cr)

PHI3057 Christian Apologetics (2 cr)

#### Leadership & Professionalism ..... 2 credits

LDR3415 The Self-aware Leader ..... 2 cr

#### Effective Communication ..... 7 credits

ENG1105 Composition ..... 4 cr

SPE1075 Public Speaking ..... 3 cr

#### Critical Thinking & Information Literacy ..... 2 credits

ENG2205 Critical Thinking and Writing ..... 2 cr

#### Cultural & Global Engagement ..... 4 credits

HIS1005 Historical Perspectives on Culture,  
Belief, and Civilization ..... 4 cr

### Creative Expression ..... 3–4 credits

Fine Arts selective ..... 3–4 cr

Any ART- or LIT-prefix course

COM2008 Film Appreciation (3 cr)

ENG2215 Writer's Style (2 cr)

MUS1075 Introduction to Music (2 cr)

THE1055 Introduction to Theatre (2 cr)

### Scientific & Quantitative Literacy ..... 8 credits

*Must include at least one mathematics course **and** one natural science course; social science courses are optional.*

Mathematics selective ..... 2–6 cr

Any MAT-prefix course

BUS2035 Business Mathematics and Statistics (4 cr)

PSY3208 Statistics for the Social Sciences (4 cr)

Natural Science (lab **not** required) selective ..... 2–6 cr

Any BIO- (excludes BIO1025), CHE-, PHY-, or SCI-prefix course

BIO2016 Our Changing Climate (2 cr)

Social Science selective ..... Varies

Any ANT-, ECO-, GEO-, or SOC-prefix course

ICS2045 Cultural Anthropology (4 cr)

MIN3045 Developmental Foundations for Ministry (4 cr)

POS2005 U.S. National Government (4 cr)

### PSYCHOLOGY SPECIALIZATION ..... 16 CREDITS

PSY1005 Introduction to Psychology ..... 4 cr

PSY2108 Lifespan Psychology ..... 4 cr

**OR** PSY2005 (2 cr) **and** PSY2006 (2 cr)

PSY3207 Abnormal Psychology ..... 4 cr

PSY3308 Principles of Counseling ..... 4 cr

### GENERAL ELECTIVES ..... 9–12 CREDITS

### TOTAL ..... 60 CREDITS

## Computer Science (A.S.)

The Associate of Science in Computer Science is designed to give students the knowledge to develop and use computer algorithms and computer software. In addition, students will learn computing and mathematical principles that are used in the design of such systems. Students are provided with the mathematic fundamentals of computers and computer programming. Students completing this program are prepared to function effectively as software developers and information technology consultants. A.S. graduates are able to transition into one of the existing B.S. programs or pursue an undergraduate degree at another institution.

- This A.S. degree is granted upon successful completion of the required courses and 60 credits.

**CORE CURRICULUM ..... 32–35 CREDITS**

*All approved Traditional Undergraduate courses will apply to the corresponding category. Related transfer credits may apply if approved.*

**Biblical Thinking & Living ..... 6–8 credits**

Biblical Study selective ..... 2 cr

BIA1015 Interpreting Scripture (2 cr)

MIN2016 Biblical Interpretation for Study (2 cr)

Bible Survey selective ..... 2 cr

BIA1007 Christian Thinking and Living (2 cr)

BIB1008 History of Redemption (2 cr)

BIB2008 Survey of the New Testament (2 cr)

Theological Philosophy selective ..... 2–4 cr

PHI2005 Introduction to Philosophy (4 cr)

PHI2016 Ethics (4 cr)

PHI2055 Introduction to Theological Philosophy (2 cr)

PHI3057 Christian Apologetics (2 cr)

**Leadership & Professionalism ..... 2 credits**

LDR3415 The Self-aware Leader ..... 2 cr

**Effective Communication ..... 7 credits**

ENG1105 Composition ..... 4 cr

SPE1075 Public Speaking ..... 3 cr

**Critical Thinking & Information Literacy ..... 2 credits**

ENG2205 Critical Thinking and Writing ..... 2 cr

**Cultural & Global Engagement ..... 4 credits**

HIS1005 Historical Perspectives on Culture, Belief, and Civilization ..... 4 cr

**Creative Expression ..... 3–4 credits**

Fine Arts selective ..... 3–4 cr

Any ART- or LIT-prefix course

COM2008 Film Appreciation (3 cr)

ENG2215 Writer's Style (2 cr)

MUS1075 Introduction to Music (2 cr)

THE1055 Introduction to Theatre (2 cr)

**Scientific & Quantitative Literacy ..... 8 credits**

*Must include at least one mathematics course **and** one natural science course; social science courses are optional.*

Mathematics selective ..... 4–6 cr

MAT2055 Statistics (4 cr)

MAT2121 Calculus and Analytic Geometry I (4 cr)

Natural Science (lab **not** required) selective ..... 2–4 cr

Any BIO- (excludes BIO1025), CHE-, PHY-, or SCI-prefix course

BIO2016 Our Changing Climate (2 cr)

Social Science selective ..... Varies

Any ANT-, ECO-, GEO-, or SOC-prefix course

ICS2045 Cultural Anthropology (4 cr)

MIN3045 Developmental Foundations for Ministry (4 cr)

POS2005 U.S. National Government (4 cr)

PSY1005 Introduction to Psychology (4 cr)

PSY2108 Lifespan Psychology (4 cr)

**OR** PSY2005 (2 cr) **and** PSY2006 (2 cr)

**COMPUTER SCIENCE SPECIALIZATION ..... 26 CREDITS**

COS2005 Python Programming ..... 4 cr

COS2015 Principles of Computing ..... 4 cr

**OR** COS1011 (2 cr) **and** COS2112 (2 cr)

COS3271 Programming I – Java ..... 4 cr

COS3272 Programming II – Mobile Application Development ..... 4 cr

CYS2269 Computer Security Fundamentals ..... 4 cr

CYS3065 Systems Analysis and Design ..... 4 cr

MAT3226 Applications of Digital Logic ..... 2 cr

**GENERAL ELECTIVES ..... 0–2 CREDITS****TOTAL ..... 60 CREDITS****Bachelor of Science Programs****Core Curriculum for All Majors**

*All approved Traditional Undergraduate courses will apply to the corresponding category. Related transfer credits may apply if approved.*

**FRESHMAN & SOPHOMORE (0–59 CREDITS) REQUIREMENTS ..... 44–47 CREDITS****Biblical Thinking & Living ..... 14–16 credits**

Biblical Study selective ..... 2 cr

BIA1015 Interpreting Scripture (2 cr)

MIN2016 Biblical Interpretation for Study (2 cr) – *Ministry major requirement*

Bible Survey ..... 6 cr

BIB2005 Survey of the Old Testament ..... 4 cr

BIB2008 Survey of the New Testament ..... 2 cr

Theology selective ..... 4 cr

BIB4360 Systematic Theology (4 cr)

BIB4365 Historical Theology (4 cr)

BIB4460 Biblical Theology (4 cr) **or** BIB6312 (4 cr)

Theological Philosophy selective ..... 2–4 cr

PHI2005 Introduction to Philosophy (4 cr)

PHI2016 Ethics (4 cr)

PHI2055 Introduction to Theological Philosophy (2 cr)

PHI3057 Christian Apologetics (2 cr) **or** BIA5021 (2 cr)



**Leadership & Professionalism ..... 4 credits**

- LDR3415 The Self-aware Leader ..... 2 cr  
 LDR4425 Leading with Courage and Calling ..... 2 cr

**Effective Communication ..... 7 credits**

- ENG1105 Composition ..... 4 cr  
 SPE1075 Public Speaking ..... 3 cr

**Critical Thinking & Information Literacy ..... 2 credits**

- ENG2205 Critical Thinking and Writing ..... 2 cr

**Cultural & Global Engagement ..... 4 credits**

- HIS1005 Historical Perspectives on Culture,  
 Belief, and Civilization ..... 4 cr

**Creative Expression ..... 3–4 credits**

- Fine Arts selective ..... 3–4 cr  
 Any ART- or LIT-prefix course  
 COM2008 Film Appreciation (3 cr)  
 ENG2215 Writer's Style (2 cr)  
 MUS1075 Introduction to Music (2 cr)  
 THE1055 Introduction to Theatre (2 cr)

**Scientific & Quantitative Literacy ..... 10 credits****Mathematics ..... 4 cr***Business Majors:*

- BUS2035 Business Mathematics and Statistics (4 cr)

*Ministry Major:*

- Any MAT-prefix course  
 BUS2035 Business Mathematics and Statistics (4 cr)  
 PSY3208 Statistics for the Social Sciences (4 cr)

*Psychology Major:*

- PSY3208 Statistics for the Social Sciences (4 cr)

**Natural Science (lab not required) selective ..... 2 cr**

- Any BIO- (excludes BIO1025), CHE-, PHY-, or SCI-prefix course  
 BIO2016 Our Changing Climate (2 cr)

**Social Science ..... 4 cr***Business Majors:*

- ECO2001 Macroeconomics (2 cr) and  
 ECO2002 Microeconomics (2 cr)

*Ministry Major:*

- MIN3045 Developmental Foundations for Ministry (4 cr)

*Psychology Major:*

- PSY2108 Lifespan Psychology (4 cr)  
**OR** PSY2005 (2 cr) and PSY2006 (2 cr)

**JUNIOR & SENIOR (60+ CREDITS) REQUIREMENTS ..... 34–37 CREDITS****Biblical Thinking & Living ..... 8–10 credits**

- Biblical Study selective ..... 2 cr  
 BIA1015 Interpreting Scripture (2 cr)  
 MIN2016 Biblical Interpretation for Study (2 cr) – *Ministry major requirement*

**Theology selective ..... 4 cr**

- BIB4360 Systematic Theology (4 cr)  
 BIB4365 Historical Theology (4 cr)  
 BIB4460 Biblical Theology (4 cr) **or** BIB6312 (4 cr)

**Theological Philosophy selective ..... 2–4 cr**

- PHI2005 Introduction to Philosophy (4 cr)  
 PHI2016 Ethics (4 cr)  
 PHI2055 Introduction to Theological Philosophy (2 cr)  
 PHI3057 Christian Apologetics (2 cr) **or** BIA5021 (2 cr)

**Leadership & Professionalism ..... 4 credits**

- LDR3415 The Self-aware Leader ..... 2 cr  
 LDR4425 Leading with Courage and Calling ..... 2 cr

**Effective Communication ..... 7 credits**

- ENG1105 Composition ..... 4 cr  
 SPE1075 Public Speaking ..... 3 cr

**Critical Thinking & Information Literacy ..... 2 credits**

- ENG2205 Critical Thinking and Writing ..... 2 cr

**Cultural & Global Engagement ..... 0 credits**

- Addressed by coursework within the major

**Creative Expression ..... 3–4 credits**

- Fine Arts selective ..... 3–4 cr  
 Any ART- or LIT-prefix course  
 COM2008 Film Appreciation (3 cr)  
 ENG2215 Writer's Style (2 cr)  
 MUS1075 Introduction to Music (2 cr)  
 THE1055 Introduction to Theatre (2 cr)

**Scientific & Quantitative Literacy ..... 10 credits****Mathematics ..... 4 cr***Business Majors:*

- BUS2035 Business Mathematics and Statistics (4 cr)

*Ministry Major:*

- Any MAT-prefix course  
 BUS2035 Business Mathematics and Statistics (4 cr)  
 PSY3208 Statistics for the Social Sciences (4 cr)

*Psychology Major:*

- PSY3208 Statistics for the Social Sciences (4 cr)

**Natural Science (lab not required) selective ..... 2 cr**

- Any BIO- (excludes BIO1025), CHE-, PHY-, or SCI-prefix course  
 BIO2016 Our Changing Climate (2 cr)

**Social Science ..... 4 cr***Business Majors:*

- ECO2001 Macroeconomics (2 cr) and  
 ECO2002 Microeconomics (2 cr)

*Ministry Major:*

- MIN3045 Developmental Foundations for Ministry (4 cr)

*Psychology Major:*

- PSY2108 Lifespan Psychology (4 cr)  
**OR** PSY2005 (2 cr) and PSY2006 (2 cr)

Requirement to Take Upper-Level Courses

To be eligible to take upper-level (3000 and above) courses, students must have completed a minimum of 30 credits. In addition, major courses designated as Oral Communication Emphasis (OCE) have SPE1075 Public Speaking as a prerequisite and Written Communication Emphasis (WCE) have ENG2205 Critical Thinking and Writing as a prerequisite.

Major & Minor Summary Chart

PROGRAM	MINOR AVAILABLE	CORE CURRICULUM	MAJOR CREDITS	ELECTIVE CREDITS	TOTAL CREDITS
<b>BUSINESS ADMINISTRATION</b>	Yes (17 cr)	FR & SO: 44–47 JR & SR: 34–37	50–53	FR & SO: 25–31 JR & SR: 35–41	125
<b>HEALTHCARE MANAGEMENT</b>	Yes (18 cr)	FR & SO: 44–47 JR & SR: 34–37	49	FR & SO: 29–32 JR & SR: 39–42	125
<b>MINISTRY</b>	Yes (18 cr)	FR & SO: 44–47 JR & SR: 34–37	FR & SO: 34 JR & SR: 40	FR & SO: 44–47 JR & SR: 48–51	125
<b>PSYCHOLOGY</b>	Yes (18 cr)	FR & SO: 44–47 JR & SR: 34–37	34	FR & SO: 44–47 JR & SR: 54–57	125

**Business Administration (B.S.)**

The Bachelor of Science in Business Administration is designed to prepare students for a variety of management careers in for-profit firms or nonprofit organizations. Business graduates frequently join small companies or return to manage family businesses. Students complete a well-balanced program in business administration and are able to customize their electives or declare a concentration.

- This B.S. degree is granted upon successful completion of the required courses in Core Curriculum (general education), major/minor coursework, and electives for a 125 total credits. Overall, 40 credits must be in upper-level (3000 and above) courses.

**REQUIRED BUSINESS COURSES ..... 38 CREDITS**

+ 8 major credits that are applied to Core Curriculum

ACC2101	Principles of Financial Accounting .....	4 cr
ACC2102	Principles of Managerial Accounting .....	4 cr
BUS1115	Introduction to Spreadsheets .....	2 cr
BUS2011	Introduction to Business Analysis .....	2 cr
BUS2035	Business Mathematics and Statistics (4 cr) ...	Core
BUS3035	Business Law and Contracts .....	2 cr
BUS3235	Global Business .....	4 cr
BUS3836	Professional Skills .....	2 cr
BUS4435	Business Ethics [OCE, WCE] .....	4 cr
ECO2001	Macroeconomics (2 cr) .....	Core
ECO2002	Microeconomics (2 cr) .....	Core
FIN3228	Finance .....	3 cr
MGT2271	Management .....	4 cr
MGT4855	Corporate Strategies and Policies .....	4 cr
MKT2085	Marketing .....	3 cr

**REQUIRED CONCENTRATION/ELECTIVES ..... 12–15 CREDITS**

Students may declare a concentration or complete 12 credits of lower- or upper-level electives (ACC, BUA, BUS, DAL, ECO, FIN, HCM, LDR, MGT, or MKT). Related transfer courses may apply toward elective credits.

**Entrepreneurship Concentration ..... 12 credits**

MGT3075	Entrepreneurship .....	2 cr
MGT3255	Human Resource Management .....	2 cr
MGT3275	Small Business Management .....	2 cr
MGT3276	Operations Management .....	2 cr
MGT3376	Supply Chain Management .....	2 cr
MGT4267	Project Management .....	2 cr

**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

**Strategic Management Concentration ..... 12 credits**

MGT3255	Human Resource Management .....	2 cr
MGT3276	Operations Management .....	2 cr
MGT4246	Organizational Strategy .....	4 cr
<b>OR</b>	BUA5010 (4 cr)	
MGT4267	Project Management .....	2 cr
MGT4355	Human Resources for Competitive Advantage .....	2 cr

**Accounting Concentration ..... 15 credits**

*The courses for this concentration are delivered online through our partnership with Bethel University.*

ACC3201	Intermediate Accounting I.....	3 cr
ACC3202	Intermediate Accounting II.....	3 cr
ACC4305	Auditing.....	3 cr
ACC4306	Individual Income Taxation .....	3 cr
ACC4307	Advanced Accounting.....	3 cr

**Business Minor****REQUIRED COURSES ..... 17 CREDITS**

ACC2101	Principles of Financial Accounting .....	4 cr	MKT2085	Marketing.....	3 cr
MGT2271	Management .....	4 cr	Electives	ACC, BUS, ECO, FIN, HCM, MGT, or MKT.....	6 cr

**Healthcare Management (B.S.)**

The Bachelor of Science in Healthcare Management is designed to prepare students for management and leadership roles in healthcare organizations. Coursework provides practical teaching in navigating healthcare ethics, understanding public health issues, serving diverse populations, and learning the unique financial systems of the healthcare industry. Courses are taught by professionals in the field, giving students a competitive advantage over others with general business or management training. This degree serves as a foundation for further study or formal certification in hospital administration, and it provides an alternative for students seeking advancement in the healthcare field beyond the direct care experience.

- This B.S. degree is granted upon successful completion of the required courses in Core Curriculum (general education), major/minor coursework, and electives for a 125 total credits. Overall, 40 credits must be in upper-level (3000 and above) courses.

**REQUIRED BUSINESS COURSES ..... 31 CREDITS**

*+ 8 major credits that are applied to Core Curriculum*

ACC2101	Principles of Financial Accounting .....	4 cr
ACC2102	Principles of Managerial Accounting.....	4 cr
BUS1115	Introduction to Spreadsheets.....	2 cr
BUS2011	Introduction to Business Analysis.....	2 cr
BUS2035	Business Mathematics and Statistics (4 cr) ...	Core
BUS3035	Business Law and Contracts .....	2 cr
BUS3836	Professional Skills .....	2 cr
BUS4435	Business Ethics [OCE, WCE].....	4 cr
ECO2001	Macroeconomics (2 cr).....	Core
ECO2002	Microeconomics (2 cr).....	Core
MGT2271	Management .....	4 cr
MGT3255	Human Resource Management.....	2 cr
MGT3276	Operations Management .....	2 cr
MKT2085	Marketing .....	3 cr

**REQUIRED HCM COURSES ..... 18 CREDITS**

HCM4015	Public Health .....	2 cr
HCM4027	Serving Diverse Communities .....	2 cr
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

**Healthcare Management Minor****REQUIRED COURSES ..... 18 CREDITS**

HCM4080	Strategic Management in Healthcare.....	4 cr	HCM4089	Finance Systems in Healthcare.....	4 cr
HCM4085	Healthcare Leadership.....	4 cr	MGT2271	Management.....	4 cr
HCM4087	Healthcare Law and Ethics.....	2 cr			

## Ministry (B.S.)

The Bachelor of Science in Ministry with a concentration in *Christian Studies* is designed to prepare students for a ministry career in the local church, parachurch, nonprofit ministries, or the world at large. It also lays a foundation for further graduate/seminary study.

- This B.S. degree is granted upon successful completion of the required courses in Core Curriculum (general education), major/minor coursework, and electives for a 125 total credits. Overall, 40 credits must be in upper-level (3000 and above) courses.

### REQUIRED MINISTRY COURSES..... 30 CREDITS

+ 6 major credits that are applied to Core Curriculum

ICS3069	Business as Mission .....	2 cr
MIN1007	Ministry Foundations.....	4 cr
MIN2016	Biblical Interpretation for Study (2 cr).....	Core
<b>OR</b>	BIA1015 (2 cr)	
MIN3045	Developmental Foundations for Ministry (4 cr) [WCE] .....	Core
<b>OR</b>	PSY2005 (2 cr) <b>and</b> PSY2006 (2 cr)	
<b>OR</b>	PSY2108 (4 cr)	
MIN3065	Digital Ministry .....	2 cr
MIN3206	Relationships .....	4 cr
MIN3207	Ministry in a Globalized World .....	2 cr
MIN3216	Leadership in Ministry .....	4 cr
MIN3218	Teaching Methods for Ministry [OCE] .....	4 cr
MIN3231	Care and Counseling in Ministry.....	4 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.*

### REQUIRED CONCENTRATION COURSES ..... 4 or 10 CREDITS

+ 10 major credits that are applied to Core Curriculum (FR & SO)

+ 4 major credits that are applied to Core Curriculum (JR & SR)

BIB2005	Survey of the Old Testament.....	Core or 4 cr
BIB2008	Survey of the New Testament.....	Core or 2 cr
BIB4460	Biblical Theology (4 cr) .....	Core
<b>OR</b>	BIB4360 (4 cr)	
Electives	BIA, BIB, or PHI Courses .....	4 cr
<i>Selected course(s) may not be used to also satisfy Core Curriculum requirements; credits must be unique.</i>		

## 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

## Ministry Minor

### REQUIRED COURSES ..... 18 CREDITS

MIN1007	Ministry Foundations.....	4 cr	MIN3207	Ministry in a Globalized World.....	2 cr
MIN2016	Biblical Interpretation for Study .....	2 cr	Electives	MIN Courses .....	4 cr
<b>OR</b>	BIA1015 (2 cr)		Electives	BIA, BIB, ICS, or MIN Courses .....	6 cr

## Psychology (B.S.)

The Bachelor of Science in Psychology equips students with a theoretical and applied understanding of psychological principles to prepare them for graduate study in psychology, entry-level positions in the helping professions, or careers requiring a psychology background. Biblical coursework enables students to apply psychological principles from a Christian perspective. Students are encouraged (though not required) to declare a concentration.

The concentration 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; stress and pain interventions are also addressed.

The concentration in *Marriage and Family* 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.

- This B.S. degree is granted upon successful completion of the required courses in Core Curriculum (general education), major/minor coursework, and electives for a 125 total credits. Overall, 40 credits must be in upper-level (3000 and above) courses.

### REQUIRED PSYCHOLOGY COURSES ..... 18 CREDITS

+ 8 major credits that are applied to Core Curriculum

PSY2005	Child and Adolescent Development (2 cr).....	Core
PSY2006	Adult Development (2 cr) .....	Core
PSY3207	Abnormal Psychology .....	4 cr
PSY3208	Statistics for the Social Sciences (4 cr).....	Core
PSY3305	Research Methods in Psychology .....	4 cr
PSY3308	Principles of Counseling .....	4 cr
PSY4055	Professional Ethics.....	2 cr
PSY4407	Integration of Psychology and Theology [OCE, WCE] .....	4 cr

### REQUIRED CONCENTRATION/ELECTIVES ..... 16 CREDITS

*Students may declare a concentration or complete 16 credits of lower- or upper-level PSY-prefix electives. Related transfer courses may apply toward elective credits.*

#### Health Psychology Concentration..... 16 credits

PSY4025	Foundations of Health Psychology .....	4 cr
PSY4026	Stress Management Strategies .....	4 cr
PSY4027	Pain Management Strategies .....	4 cr
PSY4425	Clinical Health Psychology.....	4 cr

#### Marriage and Family Concentration ..... 16 credits

PSY4316	Marriage and Family Counseling .....	4 cr
PSY4318	Marriage and Family Dynamics .....	4 cr
PSY4365	Family Communication and Relationships .....	4 cr
PSY4367	Intervention Strategies with Families .....	4 cr

## Psychology Minor

### REQUIRED COURSES ..... 18 CREDITS

PSY3207	Abnormal Psychology .....	4 cr	Electives	PSY Courses .....	10 cr
PSY3308	Principles of Counseling .....	4 cr			

## GRADUATE STUDIES PROGRAM

The Graduate Studies program offers a variety of degree options designed for busy, working adults since courses are offered online and at an accelerated pace (see [“Academic Information & Standards—Course Registration—Modality Definitions”](#)). Students may select from graduate certificates and Master’s degrees.

### 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

- This graduate certificate is granted upon successful completion of the required courses and 16 credits.

REQUIRED COURSES .....				16 CREDITS			
Selective	BIA5015, BIA5017, BIB5120, or BIB5124 .....		4 cr	Electives	BIA, BIB, HIS, or PHI Courses .....		4 cr
Selective	BIB6312, BIB6313, or BIB6314.....		8 cr				

### Graduate Certificate in Data Analytics

- This graduate certificate is granted upon successful completion of the required courses and 16 credits.

REQUIRED COURSES .....		16 CREDITS
<i>Students may <b>not</b> take DAL5655 or DAL5675 if they already took DAL3255 or DAL4275. A course substitution will be required.</i>		
BUA5620	Data Analysis and Decision Making.....2 cr	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

- This graduate certificate is granted upon successful completion of the required courses and 14 credits.

REQUIRED COURSES .....		14 CREDITS
<i>Students may <b>not</b> take these courses if they already took the related UNW undergraduate courses. A course substitution will be required.</i>	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

- This graduate certificate is granted upon successful completion of the required courses and 16 credits.

REQUIRED COURSES .....				16 CREDITS
BUA5010	Managerial Leadership .....	4 cr	Selective	Remaining MOL Core Courses ( <i>except LDR5855</i> ),
BUA5420	Business Leadership Ethics .....	4 cr		LDR5200, or LDR5308..... 8 cr

### Graduate Certificate in Ministry Leadership

- This graduate certificate is granted upon successful completion of the required courses and 16 credits.

REQUIRED COURSES .....				16 CREDITS	
MIN5011	Spiritual Formation for Leadership.....	2 cr	Selective	MIN5210, MIN5310, or MIN5410 .....	4 cr
MIN5510	Ministry Relationships .....	2 cr	Electives	BIA, BIB, BUA, HCM, HIS, LDR,	
MIN5610	Ministering Culturally and Globally .....	2 cr		MIN, or PHI Courses .....	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 in one of the following: *Data Analytics, Finance, Healthcare Management, or Management*.

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

### REQUIRED MBA COURSES ..... 28 CREDITS

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

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

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

#### Data Analytics Concentration ..... 14 credits

*Students may **not** take DAL5655 or DAL5675 if they already took DAL3255 or DAL4275. A course substitution will be required.*

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

#### Finance Concentration ..... 14 credits

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

*See course substitution note under DAL concentration*

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

*Students may **not** take these courses if they already took the related UNW undergraduate courses. A course substitution will be required.*

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

#### 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

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

Students are encouraged (though not required) to declare a concentration in one of the following: *Biblical Studies, Clinical Pastoral Education, Organizational Leadership, or Practical Theology*.

- 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.*

**REQUIRED BIBLE & THEOLOGY FOUNDATIONS..... 38 CREDITS****Biblical Studies ..... 12 credits**

BIB6211	Interpreting the Pentateuch.....	4 cr
BIB6214	Interpreting the Gospels.....	2 cr
BIB6216	Interpreting the Pauline Epistles .....	2 cr
Electives	BIB Courses.....	4 cr

**Hermeneutics ..... 8 credits**

BIA5015	Biblical Hermeneutics.....	4 cr
BIB6201	New Testament Greek for Biblical Study.....	4 cr

**Theological Studies..... 18 credits**

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

*Select one of the following (2 credits):*

BIA5021	Apologetics.....	2 cr
PHI5310	Ethics .....	2 cr

**REQUIRED MINISTRY LEADERSHIP..... 26 CREDITS****Practical Ministry ..... 20 credits**

MIN5011	Spiritual Formation for Leadership.....	2 cr
MIN5210	Leading and Organizing Ministry .....	4 cr
MIN5310	Pastoral Care .....	4 cr
MIN5410	Ministries of Preaching and Worship .....	4 cr
MIN5510	Ministry Relationships .....	2 cr
MIN5610	Ministering Culturally and Globally .....	2 cr
MIN5710	Religious Heritage and Church Polity .....	2 cr

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

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

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

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

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

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

*B.A./M.Div. Dual Degree students may not declare this concentration.*

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

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

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

*BUA5420 is a recommended elective*

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

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

BIA5017	Bible in Its World .....	2 cr
BIA5203	Science and Christianity .....	2 cr
BIA5301	Theology of Gender and Sexuality .....	2 cr
Electives	BIA, BIB, or MIN Courses .....	4 cr

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

BIA5021	Apologetics.....	2 cr
PHI5310	Ethics .....	2 cr

**Master of Arts in Ministry Leadership**

The Master of Arts in Ministry Leadership (MAML) is designed to equip local church, nonprofit, and parachurch leaders with core competencies in spiritual formation, biblical interpretation, and organizational leadership. In addition, students will complete one year of required field experience in the form of internships.

Students are encouraged (though not required) to declare a concentration in one of the following: *Biblical Studies, Clinical Pastoral Education, Cultural Engagement, Organizational Leadership, Pastoral Leadership, or Theological Studies.*

- 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.*

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

BIA5015	Biblical Hermeneutics .....	4 cr
LDR5202	Effective Communication and Leadership .....	4 cr
MIN5011	Spiritual Formation for Leadership .....	2 cr
MIN5069	Missional Leadership .....	2 cr
MIN5210	Leading and Organizing Ministry .....	4 cr
MIN5510	Ministry Relationships .....	2 cr
MIN5610	Ministering Culturally and Globally .....	2 cr
MIN5993	Graduate Internship I .....	1 cr
MIN5994	Graduate Internship II .....	1 cr

*Select one of the following (2 credits):*

BIA5021	Apologetics .....	2 cr
PHI5310	Ethics .....	2 cr

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

*Students may declare a concentration or complete 12 credits of electives. Related transfer courses 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.*

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

**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
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**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
PHI5310	Ethics .....	2 cr

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

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

*BUA5420 is a recommended elective*

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

MIN5310	Pastoral Care .....	4 cr
MIN5410	Ministries of Preaching and Worship .....	4 cr
Electives	BIB, BUA, HCM, 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 in one of the following: *Data Analytics, Healthcare Management, or Management.*

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

**REQUIRED MOL COURSES..... 22 CREDITS**

BUA5010	Managerial Leadership .....	4 cr
BUA5220	Human Resource Leadership .....	2 cr
BUA5420	Business Leadership Ethics .....	4 cr
BUA5620	Data Analysis and Decision Making .....	2 cr
LDR5202	Effective Communication and Leadership .....	4 cr
LDR5304	Leading in the Knowledge Economy .....	2 cr
LDR5855	Capstone Practicum .....	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 courses may apply toward elective credits.*

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

*Students may **not** take DAL5655 or DAL5675 if they already took DAL3255 or DAL4275. A course substitution will be required.*

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

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

*Students may **not** take these courses if they already took the related UNW undergraduate courses. A course substitution will be required.*

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

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

BUA5110	Strategic Technology .....	2 cr
BUA5210	Legal Aspects of Business .....	2 cr
LDR5200	Strategic Leadership .....	2 cr
LDR5308	Leading Organizational Change .....	4 cr
Electives	BUA, DAL, HCM, or LDR Courses .....	4 cr

**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 in one of the following: *Biblical Studies*, *Cultural Engagement*, or *Ministry Leadership*.

- 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.*

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

BIA5015	Biblical Hermeneutics .....	4 cr
BIA5017	Bible in Its World .....	2 cr
BIA5021	Apologetics .....	2 cr
BIB6312	Biblical Theology of the Old and New Testaments .....	4 cr
BIB6313	Systematic Theology I .....	4 cr
BIB6314	Systematic Theology II .....	4 cr
HIS5019	History of Christianity .....	4 cr

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

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

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

BIB6201	New Testament Greek for Biblical Study .....	4 cr
BIB6214	Interpreting the Gospels .....	2 cr
BIB6216	Interpreting the Pauline Epistles .....	2 cr
Electives	BIA, BIB, or PHI Courses .....	4 cr

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

BIA5203	Science and Christianity .....	2 cr
BIA5301	Theology of Gender and Sexuality .....	2 cr
MIN5610	Ministering Culturally and Globally .....	2 cr
PHI5310	Ethics .....	2 cr
Electives	BIA, BIB, or MIN Courses .....	4 cr

**Ministry Leadership Concentration ..... 12 credits**

MIN5011	Spiritual Formation for Leadership .....	2 cr
MIN5210	Leading and Organizing Ministry .....	4 cr
Electives	BIA, BIB, LDR, MIN, or PHI Courses .....	4 cr

*Select one of the following (2 credits):*

MIN5510	Ministry Relationships .....	2 cr
MIN5610	Ministering Culturally and Globally .....	2 cr

**ELECTIVE COURSES**

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

## COURSE DESCRIPTIONS

### Legend

00.....	Online course is offered in the synchronous (virtual) modality
##.....	Online course is offered accelerated through AU <b>and</b> semester-length through DE
DE.....	Online course is offered <b>only</b> through DE
PQ.....	Prerequisite
OCE.....	Oral Communication Emphasis course (SPE1075 prerequisite)
WCE.....	Written Communication Emphasis course (ENG2205 prerequisite)

### Undergraduate Online Courses

#### Accounting

**ACC2101 Principles of Financial Accounting** <sup>##</sup>.....4 cr  
(PQ: BUS1115 and MAT2035) A study of fundamental accounting principles, financial statements, and the analysis and reporting of business transactions (*Course may also be taken online through our partnership with Bethel University*).

**ACC2102 Principles of Managerial Accounting**.....4 cr  
(PQ: ACC2101, BUS1115, and BUS2035) An introductory study of managerial accounting concepts, including costing methods, analysis of financial performance, budgeting, and decision making (*Course may also be taken online through our partnership with Bethel University*).

**ACC3201 Intermediate Accounting I**.....3 cr  
(PQ: ACC2101 and ACC2102) A study of accounting theory and techniques as related to revenue recognition, asset and liability valuation and financial reporting (*Course is delivered online through our partnership with Bethel University*).

**ACC3202 Intermediate Accounting II**.....3 cr  
(PQ: ACC3201) A continuation of ACC3201, dealing with accounting for long-term liabilities, stockholders' equity, earnings per share, leases, income taxes, cash flows, and financial statement analysis (*Course is delivered online through our partnership with Bethel University*).

**ACC4305 Auditing**.....3 cr  
(PQ: ACC3202) The objective, standards, ethics, and procedures of auditing and assurance services (*Course is delivered online through our partnership with Bethel University*).

**ACC4306 Individual Income Taxation**.....3 cr  
(PQ: ACC2102) Review of the federal income tax laws as they apply to individuals and sole proprietorships, including business and personal deductions, credits, capital gains and losses, property acquisition and disposal, and compensation. Focus will also highlight the tax advantages of home ownership, 401(k) investment plans, IRA plans, and Roth accounts (*Course is delivered online through our partnership with Bethel University*).

**ACC4307 Advanced Accounting**.....3 cr  
(PQ: ACC3202) Special topics in accounting, including business combinations, consolidated statements, foreign currency, and partnerships (*Course is delivered online through our partnership with Bethel University*).

#### Art

**ART1007 Art Appreciation** <sup>DE</sup>.....3 cr  
An introductory study of art appreciation. The course covers art-related vocabulary, focused observation, historical context and the elements and principles of design as an entry into discussion surrounding the meaning and purpose of visual imagery. Concepts emerge from the content areas of aesthetics, art history and critical inquiry (*EQ in TRAD: ART1005*).

#### Biblical Arts

**BIA1007 Christian Thinking and Living** <sup>DE</sup>.....2 cr  
A study of basic Christian teachings to cultivate a distinctively Christian mindset and godly character including biblical principles of Christian discipleship and moral decision-making.

**BIA1015 Interpreting Scripture** <sup>DE</sup>.....2 cr  
A study of the Bible as the Word of God and of the proper methods of interpretation for spiritual transformation.

#### Bible

**BIB1008 History of Redemption**.....2 cr  
An overview of the Bible that traces God's story of creation, fall, redemption, and consummation.

**BIB2005 Survey of the Old Testament** <sup>DE</sup>.....4 cr  
A survey of the 39-books of the Old Testament with emphasis on historical setting and literary features.

**BIB2008 Survey of the New Testament** <sup>DE</sup>.....2 cr  
A survey of the 27-books of the New Testament with emphasis on historical setting and literary features.

**BIB4360 Systematic Theology** <sup>DE</sup>.....4 cr  
(PQ: Junior standing) The study of Evangelical Christian beliefs and their relationship to other belief systems as well as their relevance to contemporary discussions both inside and outside of the church.

**BIB4365 Historical Theology** <sup>DE</sup>.....4 cr  
(PQ: Junior standing) The study of theology that examines the development of key doctrines throughout the history of the church.

**BIB4460 Biblical Theology** <sup>DE</sup>.....4 cr  
(PQ: Junior standing) 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.

Biology**BIO2016 Our Changing Climate.....2 cr**

This course seeks to help students understand more about the topic of climate change by addressing the following questions: What is global warming all about? Is it real? Are we to blame? How does faith inform our understanding of it? This course will include work in ecology, environmental studies, geology, social science, political science, economics, and other disciplines to give a well-rounded view of the current research and debate on whether our climate is changing, and if so, what are the possible causes. This course is intended to disentangle the complex web of climate change science for informed decision making.

Business**BUS1115 Introduction to Spreadsheets<sup>##</sup> .....2 cr**

Students are introduced to spreadsheets through a hands-on experience. Students will learn to create and manipulate spreadsheets, enter formulas, copy and edit cell entries, create graphs, sort data, and print. The spreadsheet skills learned in this course are applicable in other business courses as well as being essential to employment opportunities.

**BUS2011 Introduction to Business Analysis<sup>##</sup> .....2 cr**

(PQ: *BUS1115 recommended*) This course provides an introduction to frequently used data analysis techniques that can aid business decision making. Data capture, processing, analysis, and presentation techniques will be introduced. Excel and other relevant software tools will be used to perform basic data analysis.

**BUS2035 Business Mathematics and Statistics .....4 cr**

(PQ: *BUS1115 and BUS2011 recommended*) 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 (*Credit from both MAT1035 and MAT2055 may substitute*).

**BUS3035 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 (*Credit from BUS3331 may substitute*).

**BUS3235 Global Business .....4 cr**

(PQ: *MGT2271 and MKT2085*) A survey of the complexities, challenges and opportunities of engaging in international business, including consideration of entry strategies and MNC operations.

**BUS3836 Professional Skills .....2 cr**

Students study and practice the professional skills necessary to be successful in business settings, with a strong emphasis on written and oral communication. Students will develop and enhance their job acquisition skills, including networking, searching and targeting prospective employers, resume development, professional communication, business dining etiquette, and interview skills (*EQ in TRAD: BUS3835*).

**BUS4435 Business Ethics<sup>OCE, WCE</sup> .....4 cr**

(PQ: *Junior standing, ENG2205, and SPE1075*) An understanding of personal and corporate integrity from a biblical perspective and resolving ethical dilemmas is emphasized. A comprehensive case analysis is required.

Communication**COM2008 Film Appreciation<sup>DE</sup> .....3 cr**

Designed to give an awareness and understanding of motion pictures as a cultural art form. Students will develop a framework from which to analyze films critically, according to specific criteria and understand how film form and film content are interconnected. Students will also be introduced to different genres of movies and movements in film history (*EQ in TRAD: COM2007*).

Computer Science**COS2005 Python Programming<sup>DE</sup> .....4 cr**

This course uses a popular computer language for the development of many types of computer applications. Topics include program design, program structure, debugging programs, computer language syntax, computer commands, assignments and expressions, system inputs and outputs, variables, data types, loops and structured control. The course continues with additional topics such as object types, numerical types, strings, lists, using files, data analysis, functions, scope of variables, arguments, modules, object-oriented programming, exceptions, and developing larger applications for data analysis.

**COS2015 Principles of Computing<sup>DE</sup> .....4 cr**

This course provides the student with an introduction to computer hardware, development of computer programs for problem solving through the use of algorithms and pseudocode, data communications, fundamentals of computer security, and use of computer hardware. This course also provides the student with an introduction to data and databases, operating systems (Linux and Windows), and data analytics and data mining (*Credit from both COS1011 and COS2112 may substitute*).

**COS3271 Programming I – Java<sup>DE</sup> .....4 cr**

(PQ: *COS2005*) This course presents sequential, functional, and object-oriented programming using a popular computer language in the context of an open-source community. Topics include classes, objects, events, methods, properties, syntax, program structure, data types, functions, loops, and conditional statements. Investigations of applications in data analysis and artificial intelligence.

**COS3272 Programming II – Mobile Application Development.....4 cr**

(PQ: *COS3271*) This course focuses on the development of applications on mobile platforms. Emphasis is placed on the development of applications for current and emerging mobile computing devices. Students include the following factors into their development projects: platform capabilities, user characteristics and networking infrastructure. The course concludes with development of a major application for an off-campus organization.

## Cybersecurity

### **CYS2269 Computer Security Fundamentals ..... 4 cr**

This course covers an introduction to the concepts of security. These concepts are applied to areas such as programming, databases, networks, systems and applications. The course covers general concepts and specific instances of security related threats. In addition, compliance issues are discussed such as Sarbanes-Oxley reporting and the Health Insurance Portability and Accountability Act (HIPAA).

### **CYS3065 Systems Analysis and Design ..... 4 cr**

This course presents an overview of the systems-development life cycle with emphasis on the analysis and design phases of software development. The student learns to use one of the popular analysis and design methodologies and a software tool supporting the methodology.

## Economics

### **ECO2001 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 (*Credit from ECO2201 may substitute*).

### **ECO2002 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 (*Credit from ECO2202 may substitute*).

### **ECO2201 Principles of Economics I <sup>DE</sup> ..... 4 cr**

An introduction to macroeconomic concepts including demand, supply, full employment, money, fiscal policy and monetary policy. Economic history from Adam Smith through communism, socialism and the expansion of capitalism is also studied. The role of public policy is investigated (*EQ in TRAD: ECO2211 and ECO2212*).

### **ECO2202 Principles of Economics II <sup>DE</sup> ..... 4 cr**

An introduction to microeconomic concepts emphasizing marginal analysis, the role of the firm, pure competition, monopolies, and the role of government. Also included are income distribution, investment, labor economics, and a large section of international economics. This course will also include a section of "Personal Financial Responsibility" (PFR) (*EQ in TRAD: ECO2213*).

## English

### **ENG1105 Composition <sup>DE</sup> ..... 4 cr**

A writing course designed to prepare students for college-level thinking and writing. Emphasis will be placed on the writing process, including editing skills.

### **ENG2205 Critical Thinking and Writing <sup>##</sup> ..... 2 cr**

(*PQ: ENG1105*) A writing course designed to improve students' skills in source analysis, critical thinking and argumentation as they create a research paper. Students will develop skills in research by using reference materials, journals and databases related to their disciplines.

### **ENG2215 Writer's Style <sup>DE</sup> ..... 2 cr**

(*PQ: ENG1105*) A writing course that explores a variety of writing nuances, genres and techniques. Students write several non-fiction texts.

## Finance

### **FIN3228 Finance ..... 3 cr**

(*PQ: ACC2101, BUS1115, and BUS2035*) 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 (*Credit from FIN3222 may substitute*).

## Geography

### **GEO1007 Principles of Geography <sup>DE</sup> ..... 3 cr**

An introduction to the study of the interrelation of human and physical geography. Attention is directed to geographical concepts, maps, physical geography, population geography, cultural geography, political geography, agricultural, and economic geography (*EQ in TRAD: GEO1005*).

### **GEO1017 Principles of World Geography <sup>DE</sup> ..... 3 cr**

An analysis of the global perspective of peoples and places in a political and economic geographical context. Topics include the study of the various geographical regions of the world with attention paid to the particular aspects of each region's peoples, cultures, and economic development (*EQ in TRAD: GEO1015*).

## Healthcare Management

### **HCM4015 Public Health ..... 2 cr**

Public health is often an under-appreciated and underfunded contributor to robust population health. Public health issues engage political, economic, philosophical, moral, and religious questions that are universally relevant. This class examines public health history, concepts, and contemporary challenges. Students will explore the social constructs of health, examining the interplay of culture, community, economic, environmental, and political forces that shape health globally. Students will study how the social determinants of health outcomes and how these determinants contribute to health disparities and inequities.

### **HCM4027 Serving Diverse Communities ..... 2 cr**

This course introduces students to the concepts of culture and cultural diversity as they relate to health, illness, and the healthcare delivery system. There are many types of diversity, including but not limited to, religious, racial, ethnic, gender identity, sexual orientation, socioeconomic, disability, and regional. Students will examine the role that belief systems, values, and health practices play in people's interactions with health providers, and common myths and assumptions will be explored. Students will investigate strategies that healthcare professionals can implement to create services that are more inclusive.

**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.

History**HIS1005 Historical Perspectives on Culture, Belief, and****Civilization <sup>DE</sup> .....4 cr**

Students will examine how world cultures and belief systems have interacted with each other since ancient times. They will explore a variety of ideas, traditions, and movements, discuss key literary and cultural texts, and develop a thoughtful view on the roots and influence of Judaism, Christianity, and Islam. Reflecting upon this complex historical heritage will inform discussion of today's global issues.

Intercultural Studies**ICS2045 Cultural Anthropology <sup>DE</sup> .....4 cr**

An exploration of the field of cultural anthropology with a special emphasis on understanding culture and its impact on all aspects of society. This class guides learners to reflect on their own cultural background and to develop attitudes and skills that equip them to investigate and respond to cultural similarities and differences. The application of cultural anthropology to various contexts and fields of study is also explored.

**ICS3069 Business as Mission <sup>DD</sup> .....2 cr**

A practical and philosophical exploration of issues in business as mission as they relate to for-profit, nonprofit, and mission contexts. Special topics such as kingdom entrepreneurship, faith and economics, and tent-making will be explored.

Leadership**LDR3415 The Self-aware Leader .....2 cr**

A holistic reflection on the role of spiritual formation, intercultural awareness, and vocational clarity as they relate to one's personal and professional leadership development (**NOTE:** Requires a \$50 fee).

**LDR4425 Leading with Courage and Calling .....2 cr**

(PQ: Senior standing and LDR3415) A synthesis of one's personal and professional readiness to lead in the home, church, community, and world. Theological perspectives on work and calling as well as practical skills in intercultural awareness further prepare students to act with courage and conviction in an increasingly diverse and globalized world (**NOTE:** Requires a \$50 fee).

Literature**LIT1037 Introduction to Shakespeare <sup>DE</sup> .....4 cr**

A general education course designed to provide an introduction to the works of Shakespeare, his times, and his culture. The course will provide a study of a selection of Shakespeare's plays and an introduction to reading and interpreting the plays.

**LIT1100 Introduction to Literature <sup>DE</sup> .....4 cr**

A study of the literary genres of fiction, poetry, drama and the novel. Emphasis is placed on literary conventions and textual analysis.

**LIT2118 Multiethnic American Literature <sup>DE</sup> .....4 cr**

A study of literature from various cultures in America, such as African American, Native American, Hispanic, Asian and others.

Management**MGT2271 Management.....4 cr**

An introductory course covering the basic theory and practice of management, including planning, organizing, controlling, motivating, and leading. Case analyses and presentations are required.

**MGT3075 Entrepreneurship .....2 cr**

(PQ: ENG2205) An introductory study of how to start a small business. Students examine their readiness to start a business, survey the legal issues facing a start-up, and examine the various approaches to business formation. Students apply the topics of marketing research and marketing mix, finance, and operations to the formulation of a comprehensive business plan, market, and finance assessment.

**MGT3255 Human Resource Management .....2 cr**

(PQ: ENG2205 and SPE1075) An introduction to Human Resources (HR) as a vital function of an organization. Building on topics introduced in the Management course, students will investigate how the HR function can assist managers in enhancing the performance of their functional areas. Major topics include the changing nature of HR management; HR planning; organizational development; employee recruitment, selection, and retention; legal issues; employee training and appraisal; pay and benefits; motivation; and change implementation.

**MGT3275 Small Business Management ..... 2 cr**  
(PQ: ACC2101, BUS1115, BUS2035, MGT2271, and MKT2085) A study of specific managerial concerns in a small or start-up business. Students learn the value of small business in the U.S., the attributes of a successful manager in such organizations, and the legal aspects of establishing and running a business. The functional areas of business, including marketing, operations, facilities, accounting, and HR are explored. The course requires students to develop operational systems in order to process data, providing critical information for problem-identification and solving.

**MGT3276 Operations Management ..... 2 cr**  
(PQ: ACC2101, BUS1115, BUS2035, and MGT2271) All businesses require some form of operations to deliver a product or service to a customer. For most companies, operations is a network of complex processes and systems. This course studies the key operations, including product design, environmental design, facility management, management systems, payroll, HR, finance, and marketing. Students will build operational systems to manage a particular area of an operation, identify problems, and determine strategy for improved performance in the area of operation.

**MGT3376 Supply Chain Management..... 2 cr**  
This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing.

**MGT4246 Organizational Strategy ..... 4 cr**  
(PQ: MGT2271) Leadership skills continue to be one of the highest demanded characteristics of new entrants into the marketplace. This course explores leadership theory and the application context. Students will also learn various organizational culture structures and explore tools for shifting culture. Students will generate communication and strategic plans to facilitate culture shifts and manage change through cases designed to reflect non-profit, church, and for profit environments.

**MGT4267 Project Management..... 2 cr**  
An introductory course in project management that presents methods for planning and scheduling a project in use of tools such as task sequencing, GANTT chart, Critical Path Method (CPM), Program Evaluation and Review Technique (PERT), and software to monitor and control projects. Lecture also includes discussions of key elements of successful team, finance, and operations management. This class focuses on both lecture and practical application.

**MGT4355 Human Resources for Competitive Advantage..... 2 cr**  
(PQ: MGT3255) Students will develop an understanding of how HR decisions contribute to organizational effectiveness and a firm's competitive advantage, which can be applied in small, medium, and large firms, as well as non-profits. While common HRM topics will be covered, this course approaches the management of human assets from a strategic perspective, and it considers the relationship between HRM practices and organizational effectiveness. Students will focus on the role of managers and how they can develop and implement effective, efficient, and ethical HR practices that support firms' strategic objectives.

**MGT4855 Corporate Strategies and Policies ..... 4 cr**  
(PQ: Senior standing, ACC2102, BUS2011, MGT2271, and SPE1075) This is the senior capstone course. Students gain knowledge of the Strategic Management Process through readings and case analysis. Greater business and strategic understanding is then developed with readings in contemporary publications and application to cases. Teamwork, quantitative analysis, current business news, and strategic communication are emphasized.

## Marketing

**MKT1085 Principles of Marketing <sup>DE</sup> ..... 4 cr**  
The structure, function, and behavior of marketing systems are discussed. Emphasis is placed on the impact of social and economics environment and on the process of the decision-making aspect of marketing.

**MKT2085 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 (*Credit from MKT1085 may substitute*).

## Mathematics

**MAT1005 Mathematics for the Liberal Arts <sup>DE</sup> ..... 4 cr**  
A course designed for non-mathematics majors to spark interest in everyday mathematics and develop the mathematics needed to thrive in society. 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.

**MAT2055 Statistics <sup>DE</sup> ..... 4 cr**  
(PQ: C- or better in any college-level mathematics course or high school cum GPA of 2.67 or higher) Descriptive and inferential statistics include methods for describing data, binomial and normal probability distributions, tests of hypotheses, simple linear regression, analysis of variance, nonparametric techniques, two-sample testing, and contingency tables.

**MAT2121 Calculus and Analytic Geometry I <sup>DE</sup> ..... 4 cr**  
(PQ: B- or better in MAT1126) The study of functions, limits, derivatives, and applications of derivatives such as maxima/minima and related rates.

**MAT3226 Applications of Digital Logic..... 2 cr**  
An overview of the mathematics of the discrete processes of computers. Topics include the fundamentals of logic, Boolean algebra, formal grammars, and automaton.

## Ministry

**MIN1007 Ministry Foundations <sup>DO</sup> ..... 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 the content of this course.

**MIN2016 Biblical Interpretation for Study** <sup>00</sup> ..... 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.

**MIN3045 Developmental Foundations for Ministry** <sup>00, WCE</sup> ..... 4 cr  
(PQ: *Sophomore standing and ENG2205*) 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.

**MIN3065 Digital Ministry** <sup>00</sup> ..... 2 cr  
This course explores the use of technology in diverse ministry settings including the local church, missions, and nonprofit organizations with the goal of helping students articulate thoughtful and practical perspectives on digital ministry. Special topics will be considered such as social media usage, podcasting, and live-streaming.

**MIN3206 Relationships** <sup>00</sup> ..... 4 cr  
(PQ: *Sophomore standing*) 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** <sup>00</sup> ..... 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** <sup>00</sup> ..... 4 cr  
A study of the principles and practices of leadership in local church, nonprofit, and mission contexts. This course includes a study of biblical principles for leadership, leadership self-awareness, leadership styles, team dynamics, culture and leadership, and conflict management. Special attention is given to developing strategic initiatives informed by one's organizational mission and vision.

**MIN3218 Teaching Methods in Ministry** <sup>00, OCE</sup> ..... 4 cr  
(PQ: *SPE1075 and C- or better in MIN1007 and MIN2016 or BIA1015*) 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** <sup>00</sup> ..... 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 \$100 fee**).

**MIN4991 Ministry Internship I** ..... 2 cr  
(PQ: *Senior standing, 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 during **an entire semester**.

**MIN4992 Ministry Internship II** ..... 2 cr  
(PQ: *Senior standing, 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 during **an entire semester**.

## Music

**MUS1075 Introduction to Music** <sup>DE</sup> ..... 2 cr  
A basic survey course designed to increase the interest in and understanding of music as an art form.

## Philosophy

**PHI2005 Introduction to Philosophy** <sup>DE</sup> ..... 4 cr  
A survey of Western philosophy: history, systems, problems, methods, ethics and leading figures.

**PHI2016 Ethics** <sup>DE</sup> ..... 4 cr  
Comparative introduction to normative social theory. An examination and critique of alternative grounds for claiming that an action, attitude, social rule, or social institution is morally right or wrong.

**PHI2055 Introduction to Theological Philosophy** <sup>DE</sup> ..... 2 cr  
This course explores the implications of the biblical doctrines of creation, fall, redemption, and providence for the study of philosophy. It stresses the Christ-centered nature of creation, the moral and theological nature of knowledge, and the dependence of the created order upon the providential activity of God. Particular attention is given to topics such as the Creator/creature distinction, the effects of sin and regeneration on the mind, and the relationship between general and special revelation.

**PHI3057 Christian Apologetics** <sup>DE</sup> ..... 2 cr  
This course explains and argues for Christian beliefs about such topics as the existence of God, the reliability of Scripture, miracles, the problem of evil, science and the Bible, and other religions. Students will be introduced to different approaches to apologetics and investigate the relationship between apologetics and saving faith.

## Political Science

**POS2005 U.S. National Government** <sup>DE</sup> ..... 4 cr  
The study of the structure and processes of American national government and its political processes and institutions. Particular attention is given to constitutionalism, federalism, the presidency, the Congress, the Judiciary, bureaucracy, interest groups and policy formation.

## Psychology

**PSY1005 Introduction to Psychology** <sup>DE</sup> ..... 4 cr  
A study of human behavior. Consideration is given to methodology and concepts in the areas of learning, motivation, emotions, perception, intelligence, and personality.



**PSY2005 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.

**PSY2006 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.

**PSY2108 Lifespan Psychology<sup>DE</sup>.....4 cr**

A study of the nature and implications of development from conception through death. Emphasis is upon cognitive, moral, spiritual, emotional, interpersonal, and self-development. Topics to be addressed include stages of development from birth through adolescence; maturation during the college years; critical periods of adulthood; marriage, and parenting; ageism and physiological processes of aging; death and dying (*Credit from both PSY2005 and PSY2006 may substitute*).

**PSY3207 Abnormal Psychology.....4 cr**

An examination of the multidimensional determinants which influence the development of psychopathology. Students will explore assessment, diagnosis, and the conceptualization of disorders as defined by the Diagnostic Statistical Manual classification system. An exploration of etiology, diagnostic considerations, and cultural factors will be emphasized. Clinical and scientific research will be examined to understand psychopathology and mental health.

**PSY3208 Statistics for the Social Sciences .....4 cr**

(PQ: PSY2108 or PSY2005/2006 recommended) A course designed to introduce students to descriptive and inferential statistics used in research in the social sciences. Students will gain conceptual and working knowledge of measures of central tendency, standard deviation, z-scores, t-scores, correlation and regression, hypothesis testing, chi-square, and one-way analysis of variance.

**PSY3305 Research Methods in Psychology .....4 cr**

(PQ: PSY3208) A course designed to acquaint students with the scientific method as it is applied to research in psychology. Application of research statistics is stressed. Students are taught to write their results according to APA guidelines.

**PSY3308 Principles of Counseling .....4 cr**

A study of the clinical types of mental illness, the schools of psychotherapy, and the theories and techniques of counseling. Emphasis is upon personality integration and the principles of mental health. Consideration is given to the legal, ethical, and practical implications of counseling relationships. Reference is made to various personality tests.

**PSY4025 Foundations of Health Psychology.....4 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.

**PSY4026 Stress Management Strategies .....4 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.

**PSY4027 Pain Management Strategies .....4 cr**

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

**PSY4055 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.

**PSY4316 Marriage and Family Counseling .....4 cr**

(PQ: PSY3308 recommended or may be taken concurrently) Students examine theories and intervention techniques in marriage and family counseling. Methods of assessment are addressed. Specific issues facing couples and families are considered.

**PSY4318 Marriage and Family Dynamics .....4 cr**

(PQ: PSY3308 recommended or may be taken concurrently) 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.

**PSY4365 Family Communication and Relationships .....4 cr**

(PQ: PSY3308 recommended or may be taken concurrently) 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.

**PSY4367 Intervention Strategies with Families .....4 cr**

(PQ: PSY3308 recommended or may be taken concurrently) 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.

**PSY4407 Integration of Psychology and Theology<sup>OCE, WCE</sup> .....4 cr**

(PQ: Junior standing, ENG2205, and PSY3207) A study of the models, levels, and areas in which integration of psychology and theology can occur. Particular attention is given to the biblical and psychological theories on motivation.

**PSY4425 Clinical Health Psychology.....4 cr**

(PQ: PSY4025) This course addresses the common health psychology-related medical conditions and biopsychosocial treatments within a primary care context. A Biblical perspective is applied and integrated with prevention and intervention recommendations.

## Sociology

**SOC1035 Introduction to Sociology<sup>DE</sup> .....4 cr**

A study of social organization, processes, and control. Consideration is given to methodology and concepts in the areas of role and status; social and cultural change; deviancy and disorganization; urbanization and minority groups; and primary groups and socialization.

Speech

**SPE1075 Public Speaking<sup>##</sup> ..... 3 cr**  
 An introductory study and analysis of basic principles of effective communication with emphasis on public address, interpersonal, and group communication. Class activities provide opportunities to develop skills in speech preparation and delivery, interpersonal, and group communication. Students deliver self-introduction, informative, persuasive, group, and ceremonial speeches.

Study Skills

**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 possible future prior learning portfolios.

Theatre

**THE1055 Introduction to Theatre<sup>DE</sup> ..... 2 cr**  
 The experience and nature of theatre art and functions of the audience, actor, director, designer, and playwright in contemporary drama (**NOTE:** Requires a \$50 fee).

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**Graduate Online 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, theistic 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**  
(PQ: BIA5015 recommended) A study of current methods and issues in the field of Biblical Theology, with emphasis on application to Old and New Testament books. Students will develop theological categories from the text and identify the variety and unity of theological themes.

**BIB6313 Systematic Theology I .....4 cr**  
(PQ: BIA5015 recommended) The advanced study of the doctrines of bibliology, theology (proper), angelology, anthropology, and hamartiology.

**BIB6314 Systematic Theology II .....4 cr**  
(PQ: BIA5015 recommended) 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 an entire 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 an entire 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 various ratios and trends and provide strategic recommendations and forecasts that will lead to optimized future financial performance.

**BUA5712 Managerial Accounting .....4 cr**

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

**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****DAL5625 Business Statistics and Analytics .....4 cr**

(PQ: C or better in BUA5620) This course is designed to equip participants to apply business statistics for the purposes of business intelligence: effectively communicating both technical information and informed recommendations to decision-makers. Emphasis will be placed on using a leading business analytical software to investigate, test, summarize, and visualize data. The course will introduce business case studies, data discovery projects, and best practices in presenting technical results. Emphasis will be placed on making interactive dashboards and effective technical presentations (**NOTE: Requires a \$200 fee**).

**DAL5635 Trends in Data Analytics .....2 cr**

(PQ: C or better in BUA5620) 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**).

**DAL5655 Data Mining for Business Analytics .....4 cr**

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

**DAL5675 Forecasting Economic Principles and Applications .....4 cr**

(PQ: C or better in BUA5620) This course will introduce students to business forecasting and economic data analysis techniques and methods that can aid in business decision making. Students will critically analyze time series data and apply forecasting methods to make estimates on future business metrics. Students will use regression analysis, time series modeling techniques, and statistical concepts to build business intelligent dashboards, documentation, and develop presentation materials for a nontechnical audience (**NOTE: Requires a \$200 fee**).

## 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 nonprofit 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 sound 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 critically analyze cases to identify areas of potential liability and problem solve to mitigate threats. Students will develop an 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 21<sup>st</sup> century. Attention will be given to the people and events that contributed to the growth and development of Christianity.

## Leadership

### **LDR5200 Strategic Leadership ..... 2 cr**

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

### **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 the importance of knowledge, information, and how businesses rely on leveraging data to thrive. The course will focus on the impact technological advancement has had on the economy and how the emergence of new technologies have increased the access to knowledge in developed and undeveloped nations. While this course will use case studies in the digital domain, the methods taught have a wide range of applicability across functions and verticals in modern business environments.

### **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

### **MINS011 Spiritual Formation for Leadership <sup>oo</sup> ..... 2 cr**

A study of biblical principles and practices for the spiritual growth of self and others. This course emphasizes the practice of worship-based prayer in spiritual leadership.

### **MINS069 Missional Leadership <sup>oo</sup> ..... 2 cr**

A practical and theological exploration of what it means to lead missionally in for-profit, nonprofit, and mission contexts. The relationship between faith, work, and economics is explored with a view toward the idea of kingdom entrepreneurship and integrating faith with one's current and future leadership practice.

### **MINS210 Leading and Organizing Ministry <sup>oo</sup> ..... 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 Care** <sup>oo</sup>.....4 cr

This course examines the theological foundations and practice of pastoral care. Consideration is given to personal discipleship, the shepherding role, counseling, the ordinances, relational skills, and assessing church health.

**MIN5405 Advanced Preaching**.....2 cr

(PQ: MIN5410) This course prepares students to evaluate contemporary approaches to preaching including overall sermon structure and technological integration. Students identify and utilize advanced preaching strategies.

**MIN5410 Ministries of Preaching and Worship** <sup>oo</sup>.....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 an entire 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 an entire 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 an entire 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 an entire 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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ST. PAUL, MN 55113-1598

UNWSP.EDU

OFFICE OF ADULT & GRADUATE STUDIES  
651-628-3400 | 866-492-7877