UNIVERSITY OF NORTHWESTERN
ST. PAUL

GRADUATE & CONTINUING EDUCATION

2013–14 CATALOG

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ACADEMIC CALENDAR

Fall 2013

September 2, 2013 – January 19, 2014

Spring 2014

January 20, 2014 – May 25, 2014

Summer 2014

May 26, 2014 – August 31, 2014

Important Dates

July	29	Fall Registration Opens
August	28	Fall New Student Orientation
September	2	Fall Semester Begins
December	16	Spring Registration Opens
	20	Fall Commencement
January	15	Spring New Student Orientation
	20	Spring Semester Begins
April	21	Summer Registration Opens
May	17	Spring Commencement
	21	Summer New Student Orientation
	26	Summer Semester Begins

September 2013

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December 2013

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June 2014

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July 2014

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August 2014

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WELCOME

Students,

We are glad that you have decided to pursue your education at University of Northwestern – St. Paul through the Graduate & Continuing Education (GCE) division, the umbrella for the Adult Undergraduate and the Center for Graduate Studies (CGS) programs.

At Northwestern we are committed to providing you with a Christ-centered and academically challenging education. Regardless of the degree program or major you have selected, all of our curricula 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 instructors who have real-world experience as well as distinguished academic credentials.

GCE staff members are always available to assist you, particularly your academic advisor. Please do not hesitate to contact the GCE office for any assistance you might need throughout your program.

May God bless you as you complete your educational goals.

Terry S. Wise, Ph.D., J.D., D.Min.
Senior Dean
Graduate & Continuing Education
University of Northwestern – St. Paul
3003 Snelling Avenue North
St. Paul, MN 55113-1598

DISCLOSURE INFORMATION

Reserved Rights

University policy is continually being reexamined to reflect the needs and values of the community. University of Northwestern – St. Paul 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 2013–14 GCE catalog is subject to change during the school year. If substantive changes are made, students will be notified in writing.

Student Responsibility

GCE students are responsible to know and follow all of the policies, procedures, and content listed in the GCE catalog which is located on theROCK and also the university website. While Northwestern provides academic advisors and resources to assist students, the ultimate responsibility for meeting program requirements rests with the student.

Completed Forms

Completed forms are considered official on the date the GCE office receives them.

Assessment of Student Learning

As required by the Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456, ncahigherlearningcommission.org), University of Northwestern – St. Paul 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.

Campus Safety Report

In compliance with the Clery Act (effective 1990), students may access the latest University of Northwestern – St. Paul Annual Security and Fire Safety Report by visiting the university website. Printed copies are also available through Public Safety.

Online Directory

Northwestern maintains an online directory of students, faculty, and staff available on theROCK. Information included in the online directory includes students' names, phone numbers, and home addresses. The online directory is for the sole use of Northwestern community members. By enrolling at Northwestern, students give their permission to be listed in the directory. Those wishing to restrict information provided in the directory should complete a Request To Restrict or Lift Restricted Information Form.

Personal Property Liability

Northwestern is not liable for damage to or loss of personal property belonging to an individual.

Student Agreement Form

Northwestern students and other affiliated persons participate in various off-campus events through the university, including trips to other countries, academic trips in the local region, volunteer activities, and recreational activities. To be allowed participation in the various events throughout the year, it is required that students sign the "University of Northwestern Willful Participation, Release from Liability, and Indemnification Agreement" at the beginning of their enrollment in GCE. By signing this agreement students agree (1) that they are a willing participant in a Northwestern event and assume the risks or hazards that may be involved in participating in or related to an event; (2) to release Northwestern, its directors, trustees, officers, employees, or agents for any cost or liabilities they cause that are in any way related to those events. The Agreement does not include intentional, willful, or wanton acts of Northwestern, its directors, trustees, officers, employees, or agents.

ABOUT UNIVERSITY OF NORTHWESTERN

Mission Statement

University of Northwestern – St. Paul 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.

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).

Philosophy of Education

STATEMENT OF PHILOSOPHY

University of Northwestern – St. Paul endeavors to provide education that is grounded first and foremost in the truth of the Bible and in God as the Ultimate Reality of the universe. Based on an intimate knowledge of the Word of God and with a deep, growing relationship with Jesus Christ, all other knowledge is interpreted in its proper and accurate perspective. The study of the Bible, theology, and the practice of personal spiritual disciplines is the foundation on which all other disciplines rest. When the apparent truths of an academic discipline conflict with the truths of God's Word, we put our trust in God's revealed truth in the Bible.

Having an educational philosophy with its central core steeped in the revealed Word of God, we endeavor to provide a well-rounded education that equips students to have a broad understanding of the world God has created. Our approach to education reflects a commitment to the values of community, lifelong learning, ministry, integrity, and the pursuit of excellence. This approach enables our students to develop the skills and knowledge necessary to be effective in a variety of professions, to become leaders, and to be enthusiastic witnesses of God's truth to the world. University of Northwestern – St. Paul equips students to study the world with rigor, to participate meaningfully in our society, to be able to apply critical thinking skills in all inquiries, to express themselves with confidence, and to have an overwhelming sense of God's infinite wisdom regarding all things.

FOUNDATIONAL BELIEFS

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

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

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

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

Accreditation and Affiliations

University of Northwestern – St. Paul is:

- Accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (312-263-0456, ncahigherlearningcommission.org). 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 Minnesota as a university of the Bible, Arts and Sciences, and Professional Education.
- Registered as a private institution with the Minnesota Office of Higher Education (MOHE) pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- A member of the American Association of Colleges for Teacher Education (AACTE) and the Minnesota Association of Colleges for Teacher Education (MACTE).
- Approved by the Minnesota Board of Teaching to offer programs leading to teacher licensure.
- Approved by the State of Minnesota Department of Veteran Affairs for the training of veterans as well as survivors and dependents of veterans.
- An accredited institutional member of the National Association of Schools of Music (NASM).
- Granted initial approval from the Minnesota Board of Nursing for the Bachelor of Science in Nursing pre-licensure program.
- A member of the Upper Midwest Athletic Conference (UMAC), National Collegiate Athletic Association (NCAA, Division III), and the National Christian College Athletic Association (NCCAA, Division I).
- A member of the Council for Christian Colleges and Universities (CCCU).
- A member of the Council of Independent Colleges (CIC).
- A member of the North American Coalition for Christian Admissions Professionals and endorses the NACCAP principles of good practice.
- A member of the American Council on Education (ACE), Association of Governing Boards (AGB), Council for Advancement and Support of Education (CASE), and National Association of Independent Colleges & Universities (NAICU).
- A charter member of the Evangelical Council for Financial Accountability (ECFA).
- A member of the Association of Christian Schools International (ACSI).

Any student interested in reviewing the documents of Northwestern's accreditation and licensure should contact the director of financial aid or the senior vice president of academic affairs.

President Alan S. Cureton

In January 2002, Dr. Alan Cureton was inaugurated as the eighth president of University of Northwestern – St. Paul. Under his leadership, Northwestern continues its commitment to build the university's academic, fiscal, and program strengths while holding firm to the Christ-centered biblical foundation upon which Northwestern was founded. Dr. Cureton also serves as president of Northwestern Media, a ministry of University of Northwestern – St. Paul, which through 14 owned-and-operated stations, broadcasts the truth and love of Jesus Christ through encouraging and uplifting music and solid biblical teaching programs.

President Cureton has more than 30 years of experience in higher education with a majority in Christ-centered higher education. His love for Christ-centered higher education goes beyond Northwestern. He has served as a trustee and board chair for the U.S. Board for Daystar University in Nairobi, Kenya and also in an additional role as a Council Member of Daystar University; is a trustee for Sterling College (Kansas). He currently serves as a Minnesota Prayer Breakfast committee member; and chair of the President's Council of the Upper Midwest Athletic Conference. In 2010, Cureton was appointed to a three-year term as a member of the NCAA Division III Chancellors/Presidents Advisory Group. In 2010 he also became a board member for Minnesota Campus Compact.

Cureton earned a bachelor of arts in Bible and Christian Education at Sterling College (Kansas) and his master's degree from Southern Illinois University. He earned a Ph.D. in history and philosophy of education and also in higher education from Iowa State University. In 2007, he received the Alumni Achievement Award from Iowa State University, recognizing his meritorious service and distinguished achievements in higher education. During his collegiate undergraduate career, Cureton competed on the gridiron earning all-conference recognition his senior year. He is especially proud of having started and played in every football game throughout his four-year collegiate career.

Visit the university website for more information regarding Northwestern's history, campus, services, and a map.

COMMUNITY POLICIES

Declaration of Christian Community

University of Northwestern – St. Paul is an intentional community based upon biblical absolutes, community guidelines, and matters of individual discernment for the joint purposes of education and harmonious living. In addition, Northwestern, as a Christ-centered community, upholds responsible living with integrity by expecting Christian conduct of all students, faculty, and staff. All members of the community willingly agree to participate in a community defined by the Declaration of Christian Community. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

Doctrinal Statement

Northwestern's educational programs and media ministries are firmly founded upon definitively formulated and explicitly stated biblical doctrines as follows:

I. THE SCRIPTURES

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

II. THE GODHEAD

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

III. THE FATHER

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

IV. THE SON, JESUS CHRIST

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

V. THE HOLY SPIRIT

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

VI. THE SALVATION OF MAN

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

VII. THE CHURCH

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

VIII. THE RESPONSIBILITY

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

Harassment Policy

University of Northwestern – St. Paul will not tolerate harassment or assault in any form. Harassment/assault may include any of the following: derogatory comments, verbal or written threats, threatening actions or gestures, or physical conduct and attack. Specific forms of harassment may take the form of but are not limited to hazing, racial harassment, or sexual harassment or assault. When such incidents occur, appropriate disciplinary action will be taken. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

HIPAA Policy

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict Northwestern's ability to use and disclose protected health information (PHI).

Protected Health Information: Protected health information means information that is created or received by The Plan and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

Non-Discrimination Policy

In principle and practice, University of Northwestern – St. Paul, does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in its educational policies, programs, or admissions (in accordance with the Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act, and the Age Discrimination Act).

Privacy Act

University of Northwestern – St. Paul 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: the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, class schedule, 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 the student.

Currently enrolled students may withhold disclosure of information under the provisions of FERPA. To withhold disclosure, written notification must be received in the GCE office. Forms requesting withholding of directory information are available on theROCK > Academics > Electronic Signature > Adult Undergraduate or CGS > Other Forms. Submitting the Request To Restrict or Lift Restricted Information Form will make the directory information confidential until the student requests in writing, or submits the form again, to the GCE office to lift the restriction. As with all confidential student records, Northwestern will release information to designated parties only with the express written consent of the student or as otherwise required by law. Failure of the student to specifically request the withholding of directory information indicates approval of disclosure.

Each student should give careful consideration to the consequences of any decision to withhold directory information. Should the student 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 the student may want this information known. Northwestern cannot assume the responsibility to contact the student for subsequent permission to release directory information. Regardless of the effect upon the student, Northwestern assumes no liability for honoring an instruction to withhold directory information. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

Solomon Amendment

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

Statement of Unity

We acknowledge that achieving unity within diversity is a major issue in our society today. We believe that the Word of God does speak to this issue.

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

Students Seeking Accommodations

In the belief that diversity strengthens the educational community, University of Northwestern – St. Paul 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. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

Technology Usage Policy

Access to Northwestern’s technology is a privilege provided to its community members. All technology services, software, hardware, network and other equipment provided by Northwestern are considered the property of Northwestern and are provided to enable the missions of the organization. There is no guarantee of user privacy on messaging systems such as e-mail or voicemail. University of Northwestern – St. Paul reserves the right to monitor, restrict or remove access to technology resources to anyone using these resources in an inappropriate manner at any time without notice. See theROCK > Community Life > Handbooks & Policies > Community Policies for the entire policy.

CAMPUS LIFE

Support Offices

CENTER FOR CALLING & CAREER (CCC)

The CCC offers numerous programs and services for all students and alumni. Services and appointments are free; career assessments are available for a small fee. In addition, special events, on-campus recruiting, employer networking opportunities, and professional and skill training events are offered throughout the year. 24/7 resources and an event calendar can be found on theROCK. Call 651-631-5265 or visit the university website for more information.

CENTER FOR GLOBAL RECONCILIATION AND CULTURAL EDUCATION (C-GRACE)

At Northwestern, one of our core values is to create a community that reflects the diversity of the Body of Christ, intentionally seeking to promote Christian unity in our university community, particularly with respect to issues of racial, cultural and ethnic diversity, and biblical reconciliation.

The staff of C-GRACE advances this mission of University of Northwestern – St. Paul by coordinating programs, services, and resources that celebrate and nurture culturally, racially, ethnically, and globally diverse and transformative learning environments for all members of the Northwestern community. Our caring and qualified staff members also advise and support international and immigrant students, students who have grown up living in one or more cultures, and students of color in the areas of academic, cultural, spiritual, and personal growth.

Multicultural Student Services
Supports students of color by providing access to important resources, helping with cultural adjustment, advocating for unique needs, and planning valuable programs designed to promote intercultural learning and biblical reconciliation on campus.

International Student Services
Assists international students in their adjustment to higher education in the U.S. by providing spiritual, social, and academic support to help them integrate into all aspects of university life. We also assist students in applying their learning to their own lives, vocation and cultural contexts, and in sharing their cultures with the community.

Cross-Cultural Education and Study Abroad Support Services
Serves as a resource center for students, faculty, and staff wishing to develop their cross-cultural skills. Our staff provides orientation sessions and ongoing support for students who study in another culture as a part of a study abroad or off-campus program. We also partner with university departments to facilitate cross-cultural training for student groups, short-term missions teams, and academic and staff departments.

Contact David Fenrick at 651-631-5229 or defenrick@unwsp.edu for more information.

CENTER OF ACADEMIC PROGRAMS FOR SUPPORT SERVICES (CAPSS)

CAPSS provides the following services for students: ALPHA Center; the Culture, Language and Transition program; Disabilities Office for Support Services; and the Passport to Success program. These offices are located on the 4th floor of Nazareth Hall.

Academic Learning Program for Higher Achievement (ALPHA)
The ALPHA Center offers academic support for all students through tutorial services for writing and other subjects. Specialized tutoring is available for students whose primary language is not English and for students preparing for the Editing Competency Exam, a prerequisite for ENG2209 Critical Thinking and Writing. Other assistance includes developmental classes and one-on-one help for study strategies. In addition, the ALPHA Center provides a testing room for makeup examinations and alternative testing conditions. Contact the ALPHA Center program manager at 651-628-3316 for more information.

The ALPHA Online Writing Lab (OWL) is a service available to GCE students of Northwestern. The ALPHA Center seeks to help writers of all ability levels better their writing skills by providing undergraduate-level consultation at any stage of the writing process and in all aspects of writing.

Culture, Language and Transition (CLT)
The CLT program exists to support students in university success coming from a variety of backgrounds associated with cultural diversity, language diversity, and diverse transitional needs. CLT is Northwestern's support program that can help students network campus-wide and promotes self-advocacy, as well as learn skills for navigating the university experience. CLT is open to all Northwestern students. Contact CLT at 651-628-3241 for more information.

Disabilities Office for Support Services (DOSS)
DOSS collaborates with other offices on campus to assist students with academic, physical, social/emotional, and other spiritual needs according to ADA. Students with disabilities should seek accommodations early due to the time restraints needed for implementation. Reasonable accommodations are provided based on the individual needs of each student and after appropriate documentation has been received and reviewed. Contact the director of DOSS at 651-286-7446 for more information.

NOTE: Late enrollment into the DOSS program will not secure timely accommodations.

Passport to Success Program (PSP)
PSP connects students to multi-faceted strategies through academic coaching and mentoring that support long-term academic success. Students enrolled in PSP receive individualized and comprehensive support, referred to as wraparound services. PSP also provides students with personalized strategies for organization, prioritization, and time management, as well as, opportunities for community and leadership development. Contact the CAPSS program manager at 651-631-5317 for more information.

Campus Services

BERNTSEN LIBRARY

As a center of intellectual inquiry and in active support of the University of Northwestern – St. Paul mission, the library serves our community by meeting information needs with curriculum-based resources and by providing guidance in finding and effectively using information. The library provides growing book, reference, periodical, and audiovisual collections in a variety of formats in order to assist with learning. Access to online databases and research tools greatly enhances and expedites the research process. Research librarians along with support staff are available to help students with research questions.

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

The library houses the Haburn Hovda Archives which contain, among other things, the scrapbooks, sermons, and other writings of William B. Riley, the first president of University of Northwestern – St. Paul. The library also includes a photocopy center, listening and viewing room, group study rooms, a Mac lab, and classrooms.

Extended Campus Library Service (ECLS)
The Berntsen Library assists students with their academic research needs. ECLS is available to off-campus students currently enrolled in a GCE program. ECLS provides individual research service and document delivery including:

- Consultation on research topics.
- Assistance with searches for relevant books, articles, or documents.
- Delivery of relevant materials.

Students should contact the reference desk or ECLS to receive help. A reference "chat" service is also available. Research librarians and staff are available many of the hours the library is open. Visit guide.unwsp.edu/libraryhours for hours and contact information.

Students may visit theROCK for access to the library's online resources as well as online research guides and information about the library. These resources include over 60 online databases and the library catalog, CLICnet, which contains the shared resources of eight local private institutions.

A library barcode is necessary for off-campus access to the library's online resources and to students' CLICnet accounts. A uniquely assigned barcode is found on each Northwestern ID card.

A copy of the full Berntsen Library Student Handbook is available on theROCK > Library > Library Hours & Information.

CAMPUS STORE

The Campus Store exists to provide students, faculty, staff, and alumni with current Northwestern branded apparel, school supplies, gifts, snacks, and textbooks. In addition to new and used textbooks, rental and eBook options may be available.

COMPUTER RESOURCE CENTERS

Northwestern maintains several Computer Resource Centers (CRCs) for general use by students. Two CRCs in Riley Hall provide Windows-based computers, as well as black-and-white and color printing abilities. The Riley Hall CRC hours are posted on theROCK. The Berntsen Library houses a CRC equipped with 15 Apple Macintosh computers and black-and-white printing abilities. Additionally, the Berntsen Library maintains Windows-based computers for research purposes.

COURSE SITES & SYLLABI

Northwestern makes use of Moodle, an Internet-based course management system. Instructors use the course sites to distribute syllabi, communicate with students, and provide other course-related learning activities. Each course has its own course site. High-speed Internet access is highly recommended. Students should check each course site at least weekly.

Course sites and syllabi for on-site and blended courses will be available at least two weeks prior to a course start and one week prior for online courses.

DINING SERVICES

Bon Appétit is Northwestern's food service provider and dining services are available, serving thousands of meals each week to our students, faculty, staff, and visitors. The Billy Graham Community Life Commons has been designed with many amenities to make dining enjoyable. Brick oven pizza, hamburgers with fries, and desserts from the bakery are among the highlights for many students. Areas with soft seating and fireplaces in the main dining room and coffee shop give students space to relax, enjoy snacks, and visit with friends. The building hosts our main cafeteria on the second floor and coffee shop on the main level. Visit theROCK > Campus Services > Bon Appétit for dining services, menus, and hours.

HEALTH INSURANCE

GCE students are not required to carry health insurance but are strongly encouraged to do so. University of Northwestern – St. Paul is not liable for injuries sustained by students due to student negligence.

ON-CAMPUS NETWORK

Wireless access to the Internet is available in most campus buildings. The university network is available to students for educational purposes only. By connecting to the university network, the student agrees to abide by the policies which govern computing on campus, as published in the Community Policies. Network accounts are a privilege and may be taken away if abused.

Northwestern is not responsible for the operation or maintenance of students' computers. Students are responsible for installation of their own network cables (used to connect the computers to the network jacks). Students who plan to connect their laptop to an outlet during class may need to supply a power strip or share a power strip with others in the class.

Computer Lab staff will assist students on a best effort basis to troubleshoot computing problems to determine if problems are caused by the network or by the students' computers. Since this service is provided on a best effort basis, no guarantees will be made by the university relating to the ultimate quality or completeness of problem determination other than to verify that the network connection is functioning properly.

All student network accounts are removed nine months after graduation or nine months after the last course has been taken.

PERSONAL NETWORK ACCOUNTS

Computers are an integral part of the educational process. To make the most of these tools, Northwestern provides each person—student, staff, and faculty—with a password protected account that allows access to all university computing resources. These resources include: university network, university e-mail, community portal with access to online information and resources, our Internet-based learning management system, the library's online catalog and databases, along with many other resources.

All electronic communication from Northwestern to students will be sent to the students' university e-mail address. Students are responsible for checking their university e-mail regularly.

PRINTING ON CAMPUS

Students are allowed to print up to 300 pages per semester on university network printers at no cost. Pages over this limit will be charged a fee per page. Contact the director of academic technology or the student computing manager for more information.

VEHICLES AND PARKING

Vehicles are required to have a parking permit while on campus. Permits for GCE students are free of charge and may be obtained by visiting theROCK to register your vehicle. Contact Public Safety at 651-286-7610 or visit the university website for complete information on vehicle use and parking on campus.

Campus Activities

ALUMNI & PARENT RELATIONS

Alumni & Parent Relations seeks to promote the vision and mission of University of Northwestern – St. Paul by focusing on two vital groups of constituents: Alumni and Parents.

"Mine for a Lifetime" is our tag line for Alumni Relations. This part of our office seeks to provide endless meaningful connections between our alumni and the institution. We do this by offering various opportunities for networking, and other services, all focused on providing channels for alumni to interact with other alumni. The avenues we use to accomplish this goal are ever-changing and developing, so it is critical that you stay connected to us through the website and our Alumni eNews for the latest information about "connection points."

"Connecting Your Home to Ours" is our tagline for Parent Relations. This part of our office strives to partner with parents on all levels as they release their students into God's care and watch them build upon the foundation their family has laid. Our goal is to be a resource for parents as they seek to stay in touch with their student, keep up to date with the happenings at Northwestern, and connect with people who can address specific questions and concerns. We desire to offer information that addresses specific questions and concerns. Our job is to be a resource to you as you navigate through your student's years at Northwestern.

Contact Alumni & Parent Relations at 651-631-5236, alumni@unwsp.edu, or parents@unwsp.edu for more information.

ATHLETICS

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

Eligibility Requirements for Intercollegiate Athletics
Northwestern abides by the eligibility requirements as stated by the NCAA Division III manual. All students wishing to participate in the intercollegiate sports teams must be enrolled as a full-time student.

To continue eligibility, the student must be in good academic standing, be making normal progress toward a degree (see "Financial Aid–Satisfactory Academic Progress for Financial Aid"), and meet all NCAA requirements. Complete information about eligibility requirements for undergraduate and graduate students is available from Athletics.

CHRISTIAN OUTREACH

Students at Northwestern are encouraged to be ministers of Christ in the local community. There are various opportunities for involvement in student-led outreach teams. Some teams minister in the inner city, through drama/evangelism, in nursing homes, in coffee-house and street evangelism, with pro-life groups, and in homeless shelters. There are many outreach opportunities for individuals throughout the Twin Cities. Campus Ministries can assist students in finding service opportunities in churches or organizations. The office can also help assist students facilitate the start-up of new ministries.

MUSIC

Northwestern has a tradition of excellence in choral and instrumental music. All groups, vocal and instrumental, rehearse regularly and prepare concerts for public presentation. Several of the ensembles tour annually. All students, regardless of major, are eligible for participation through open auditions and with the approval of the conductor.

Major performing ensembles include the Orchestra, University Choir, Symphonic Band, Varsity Men's Chorus, and Women's Chorale. Other performing ensembles include the Jazz Band, Brass Choir, Chamber Singers, Chamber Winds, Flute Choir, Opera Workshop, Percussion Ensemble, and String Ensembles. Contact the music department at 651-631-5218 or visit the university website for more information.

THEATRE ARTS

Students interested in theatre have the opportunity to participate in acting, scenic design, stage lighting, costuming, and other theatre arts. Auditions are open to all students regardless of major. The Northwestern theatre season includes shows on the Maranatha Hall stage and in the Patsy Miller Studio Theatre, including musicals, classic plays, new scripts, children's shows, and more. A student directed one-act play festival concludes the season every spring.

ADMISSIONS

Applying to University of Northwestern

The university does not discriminate on grounds of race, color, national or ethnic origin, sex, or disability. Admission to University of Northwestern – St. Paul does not guarantee any unique or specific disability related accommodations. Prospective students with such concerns should contact the Disabilities Office for Support Services (DOSS) at 651-286-7446.

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

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. Credits taken as a non-degree seeking student may not apply to the student's 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. Likelihood of academic success at Northwestern.
4. Submission of an Individual Course(s) Application.
5. To take undergraduate-level courses, provide an official transcript from high school and/or the most recent undergraduate school attended.
6. To take graduate-level courses, provide an official transcript from where the undergraduate degree was earned and/or the most recent graduate school attended.

Admission of Undergraduate Students

The following criteria are applied when admitting undergraduate students:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the "Declaration of Christian Community."
3. Likelihood of academic success at Northwestern.
4. Three years of post-high school work/life experience.
5. Minimum cumulative GPA of 2.00.
6. Submission of an application and required essay(s).
7. Submission of an official high school transcript verifying diploma completion or an official GED certificate.
8. Submission of all official transcripts from postsecondary institutions at which the applicant was previously registered at whether or not transferable credits were earned.

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

Admission of Graduate Students

The following criteria are applied when admitting graduate students:
1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the "Declaration of Christian Community."
3. Likelihood of academic success at Northwestern.
4. Bachelor's degree earned from a regionally, nationally, professionally, or specialized accredited institution as listed in the Higher Education Directory.
5. Minimum cumulative GPA of 3.00 or provisional admittance with cumulative GPA of 2.80–2.99.
6. Submission of an application and required essay(s).
7. Submission of all official transcripts from postsecondary institutions (undergraduate and graduate) at which the applicant was previously registered at whether or not transferable credits were earned.

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

Admission of International Graduate Students

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

For students from non-English speaking countries, English language capability must be demonstrated by a score of at least 530 on the paper-based Test of English as a Foreign Language (TOEFL), 197 on the computer-based TOEFL, or a 72 on the web-based exam, and the minimum for the International English Language Testing System (IELTS) is a 5. Contact GCE Admissions for more information.

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.

A student may be provisionally admitted for the following reasons:

1. Inadequate GPA

   An undergraduate student, who is 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. A graduate student, who is 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, the student will be administratively withdrawn from GCE and may apply for reenrollment after two consecutive semesters.

2. Missing Official Transcript(s)

   A student, who is admitted on a provisional basis because of missing official transcript(s), must submit all official documents to the GCE office by the end of the first course. If all official transcript(s) are not received prior to the student being admitted, a hold will be placed on the student's account. The student must complete an Individual Course Registration Form to register for his/her first course, but will not be allowed to register for any future courses until the provision has been satisfied.

3. Other

   Other provisions may be stipulated as determined by Northwestern and must be satisfied in order to continue registering for courses. If any other provisions are not satisfied, the student will be administratively withdrawn from GCE and may apply for reenrollment after waiting two consecutive semesters.

New Student Orientation

New students are strongly encouraged to participate in New Student Orientation which occurs prior to the beginning of each semester. This orientation helps new students learn and understand how to navigate Northwestern from a policy, process, and technology perspective. It is a time of learning and interaction with other students and staff members and sets the foundation for a successful university experience.

STUDENT ACCOUNTS

Tuition

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

Fees

Admission Application (Undergraduate).....$30
Admission Application (Graduate).....$50
Change of Venue.....$50
Course Withdrawal $50
Diploma Replacement.....$10
Directed Study $50
DSST Administration $40
Excessive Printing (Per page over 300 pages/semester) ....$.10
Graduation Application (Undergraduate).....$50
Graduation Application (Graduate) $75
Internship $50
Late Course Registration.....$50
Payment Plan Enrollment $20
Prior Learning Assessment $225
Prior Learning Assessment Resubmission $50
Reenrollment.....$50
Replacement of ID Card.....$25
Science Lab $75

NOTE: All fees are nonrefundable

Billing Notifications

Students are responsible for checking theROCK monthly to view their online billing statement. Billing notifications will be *e-mailed* to the student's university e-mail account by the 6th of each month if a balance is due at the end of the month (no paper statements are mailed to permanent addresses). Contact GCE Student Accounts at 651-631-5177 or gcestudentaccounts@unwsp.edu for more information.

Payment Plans

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

1. Full Payment

   Students pay the entire bill from Northwestern by the last business day of the month in which the billing notification has been e-mailed. Full payment could also include financial aid; however, if the aid is not applied to the student account by the due date, the account is subject to a 1% monthly interest fee (12.7% per annum).

2. Monthly Payments

   Payment plans are per semester. Students may enroll in a monthly payment plan and make up to four monthly payments on the account. The enrollment period for a scheduled payment plan will be the first month of each semester; enrollment is available on theROCK > Finances > Student Accounts > View Account/Make Payment > Payment Plan Options. Scroll down to reveal the plan for GCE students. Students should choose the appropriate plan for their venue. There is an enrollment fee per semester, and students need to enroll each semester if interested.

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 choose either option 1 or 2 (listed above) to pay the remaining balance.

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

Submission of Payment

- *In Person*: Accounting Services, R1420.
- *USPS*: University of Northwestern – St. Paul, MI 92, PO Box 1414, Minneapolis, MN 55480-1414.
- *Online*: Pay on theROCK from a savings or checking account without a service fee (have your 9-digit routing number and account number available). Payments may also be made on theROCK using MasterCard, American Express, or Discover; however, there is a 2.75% service fee for using a credit card payment.
- *Phone*: Call 651-631-5226 or 651-631-5177 to make an electronic payment from a savings or checking account (have 9-digit routing number and account number available).

Students should not give their payment to instructors. To help quickly identify the account, students should reference their student ID number on all payments.

Tuition Reimbursement

Northwestern encourages students to seek employer-sponsored tuition reimbursement. Students who are participating in employer-sponsored reimbursement plans must make arrangements to cover their student account charges through the full payment option or the monthly payment option and then seek reimbursement from their employers. To request a confirmation of payment statement, students should e-mail their request to gcestudentaccounts@unwsp.edu. Include ID number, course code(s), semester(s) taken, any specific documentation required (i.e., financial aid disbursement), and whether the statement should be e-mailed, faxed, or mailed to their home address.

Veteran 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 GCE courses and programs. To qualify, eligible students must be enrolled in an approved degree program at University of Northwestern – St. Paul 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 GCE courses. Contact the GCE office for more information.

Credit Balances

Students may choose to have refunds automatically deposited into their personal bank checking or savings accounts. Enrollment is available on theROCK > Finances > View Account > E-Refunds > 9-digit bank routing number and personal account number. If not enrolled, refund checks will be mailed to the permanent address.

Delinquent Accounts

All bills are due in full by the last business day of the month in which the billing notification has been e-mailed. If enrolled in a scheduled payment plan, the scheduled installment amount is due the last day of each month to avoid a late fee. Students are not eligible to register online for the next semester or receive official transcripts until their account balance is paid in full or payment plan has been brought current. Account balances must be paid in full in order to receive a diploma. Students with any doubt about their ability to keep their account balance current should apply for financial aid as soon as possible.

FINANCIAL AID

How Financial Aid Is Determined

Financial aid is awarded on the basis of need which is determined by the student's family's financial strength. 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.

How to Apply

The financial aid process begins when a student completes the Free Application For Federal Student Aid (FAFSA) at fafsa.gov. Students should be sure to complete the application for the appropriate academic year (example: if planning to start in Fall 2013, Spring 2014, or Summer 2014, complete the 2013–14 FAFSA); enter code 002371 for Northwestern. Two to three days after submitting the FAFSA, students should receive the Student Aid Report (SAR) indicating their eligibility for financial aid.

A student's financial aid file is complete when the following items have been received:

- The electronic copy of the student's FAFSA. GCE must have the student's Social Security number on file in order to receive this electronically.
- Official transcripts for all courses attempted, whether high school or postsecondary institutions.
- Any other information that FAFSA is requesting Northwestern to verify.

Once a student has a complete financial aid file and is admitted to a program, GCE Financial Aid will evaluate his/ her file. Students should allow up to three weeks for their application to be processed. An official award packet and letter will be sent. To be eligible for any federal or state financial aid, students must be registered for summer semester by July 31st.

Minnesota State Grant

These state funds are awarded to undergraduate Minnesota residents who demonstrate financial need. To receive the maximum amount of Minnesota State Grant, you must be registered for 15^{+} credits each semester. If you plan to enroll for less than 15 credits per semester, you will receive a smaller award based on the state guidelines. You must inform GCE Financial Aid if you do not plan to register for the number of credits listed on your award letter or if you withdrew from school for major medical or military service so that your grant can be recalculated. If you have attended college for an equivalent of four or more years (eight semesters of full-time attendance), you are ineligible to receive funding through the state grant program.

Federal Pell Grant

This is a grant awarded to undergraduate students on the basis of financial need. Your eligibility for this grant is determined based on the results of your Free Application For Federal Student Aid (FAFSA). The maximum award per academic year is $5,550.00, based on your demonstrated financial need and your enrollment level. If you are taking less than a full-time credit load (12^+ credits per semester) your grant will be prorated.

Minnesota GI Bill

Undergraduate and graduate students who meet the state's residency definition and have served or are serving in the military may be eligible for this grant. It is a supplement to other military benefits a student may be receiving. To apply, students should visit getreadyforcollege.org.

Federal Direct Loan Programs

A Federal Direct Loan is a long-term, fixed rate loan for students. A student's eligibility is determined by completing a Free Application For Federal Student Aid Form (FAFSA). Students must be enrolled at least half-time to be eligible to receive a Federal Direct Loan. Half-time registration is defined as 6 credits per semester for undergraduate and 3 credits per semester for graduate students. Repayment begins 6 months after a student graduates or drops 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 the student is enrolled in school (at least half-time, pursuing a degree or certificate) and during a six-month grace period after leaving in-school status. The fixed interest rate of the loan is based on the date of the first disbursement.

DIRECT UNSUBSIDIZED STAFFORD LOAN (UNDERGRADUATE AND GRADUATE STUDENTS)

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

DIRECT PLUS LOANS (PARENT LOAN FOR DEPENDENT STUDENTS)

This loan is a loan that a parent of a dependent student may be eligible to borrow. It is the parent's loan, not the student's loan. The parent borrower must complete a Master Promissory Note at studentloans.gov and complete a Request Form that is returned to Northwestern (this can be downloaded from the university website). Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents. The applicant's credit history will be reviewed to determine eligibility.

GRADUATE PLUS LOANS (GRADUATE STUDENTS)

This loan is a federal loan that is only available to graduate students. The student must complete a Master Promissory Note at studentloans.gov and complete a Request Form that is returned to Northwestern (this can be downloaded from the university website). Northwestern will electronically transmit the application to the U.S. Department of Education, its servicers, and/or agents. The applicant's credit history will be reviewed to determine eligibility.

Completion of Coursework

Federal and state aid 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 the students' status for any incomplete courses. If these students receive an extension of time to complete their work, Northwestern will check to see that there is evidence that the students 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 course, Northwestern will check to see that they have attended. If the class is delivered online GCE will check for academic activity. If the class is delivered on-site or blended, GCE will check for attendance. If there is no evidence of that, 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 both (all) semesters in determining the student's full-time or part-time status. However, the credits count only once toward minimum credit requirements for satisfactory academic progress. Students repeating a course will be charged full tuition for each registration.

In regard to financial aid and Title IV funding in relation to repeating a course, the following applies:

1. A failed course may be repeated as many times as needed until passed.
2. 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" for Business Core courses, etc.).
   - This does not include courses designated as repeatable (e.g. ensembles, workshops, etc.) as these are not restricted nor limited (unless designated otherwise) and, therefore, a student may repeat these courses as often as needed.
3. If a student passes a failed course with a passing grade, he/she may repeat the course one more time to try and achieve a higher grade.

Academic Year for Financial Aid

For all GCE programs, an academic year consists of fall, spring, and summer semesters. Semesters are 15–17 weeks for undergraduate and 12–16 weeks for graduate programs. GCE programs are in a module delivery system: one course at a time.

Satisfactory Academic Progress for Financial Aid

Federal and state regulations require all colleges/universities to establish standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. The intent of the law is to encourage students receiving financial aid to make satisfactory progress toward their degrees.

- All federal, state, and institutional aid is governed by this policy.
- All Northwestern venues are governed by this policy: Traditional Undergraduate, Undergraduate Pathways, Adult Undergraduate, and Center for Graduate Studies.
- SAP is reviewed annually for all students.
- Students online, in blended learning, and attending class must meet the same standards of SAP.

To be making SAP, all students must declare a program of study, so their progress can be measured. They must also meet these two minimum requirements to receive financial assistance: qualitative and quantitative.

QUALITATIVE

Halfway through the student's declared program, a student must have a minimum cumulative GPA of 2.00. Failure to accomplish this requirement will result in the denial of assistance until a cumulative GPA of 2.00 or better has been reestablished. See "Academic Standards–Good Academic Standing" for more information.

QUANTITATIVE

A student must progress from year to year, earning a minimum number of credits per year to be eligible for financial aid. Students must earn a minimum of 2/3 (67%) of credits attempted (Table 1).

Just as there is a minimum credit completion requirement per year, there are guidelines for a maximum time frame for the completion of a program (Table 2).

A student who fails to satisfy the stated minimum credit completion requirements will be denied future financial aid (unless an appeal is granted) and will be placed on financial aid probation for one semester, during which he/she will continue to receive aid. At the end of the probationary semester, the student must meet the minimum credit completion requirements or financial aid will be cancelled for subsequent semesters until SAP is reestablished.

After a student's financial aid has been denied/cancelled, it may be reinstated when the student's cumulative credits completed and cumulative GPA meet the minimum requirements for SAP.

Table 1: Minimum Credit Completion Requirements for Financial Aid Eligibility Program

YEARS OF ENROLLMENT COMPLETED	1	2	3	4	5	6
CERTIFICATE	20	30	*	*	*	*
ASSOCIATES	20	40	60	*	*	*
BA / BS	*	20	40	61	81	102

Table 2: Maximum Time Frame for Students Receiving Aid in a Program

PROGRAM	EXPECTED COMPLETION TIME	MAXIMUM COMPLETION TIME FOR FINANCIAL ELIGIBILITY	PERCENT OF TIME ALLOWED	TOTAL CREDITS FOR COMPLETION
CERTIFICATE	1 Year	1.5 Years	150%	45
ASSOCIATES	2 Years	3 Years	150%	135
BA / BS	4 Years	6 Years	150%	180
BS (Adult UG)	*	*	150%	187
MASTERS	*	*	150%	54
M.DIV.	*	*	150%	114

Financial Aid Appeals

At the time a student is denied assistance, in the event of mitigating circumstances, a student may appeal for continuation of financial assistance. A student may submit a written appeal for continuation of financial assistance with the appropriate information included.

Students must specify:

- The conditions under which they are appealing.
- Why they failed to make SAP.
- What has changed that will allow them to make SAP by the next evaluation.

If the student is put on financial aid probation, he/she must set up a plan for recovery of the deficiency in credits or cumulative GPA. Students may appeal once, and if SAP is made, they will continue to receive financial aid.

- *Appeal*: A process by which a student petitions the institution for reconsideration of eligibility for Title IV, HEA program assistance.
- *Financial Aid Probation*: A status assigned by an institution to a student who has appealed and has had eligibility for aid reinstated.

Example: Typical Credits Completed Progression per Year

YEARS OF ENROLLMENT COMPLETED	1	2	3	4	5
CREDITS	30	60	90	120	150

Suspension of Financial Aid

If a student is suspended due to academic standing, no financial aid will be offered by any of the university venues. Example: if a student is suspended in the Adult Undergraduate program, no aid will be offered during the time of the suspension for Undergraduate Pathways courses or Traditional Undergraduate courses until the student meets the minimum requirements for SAP.

Not attending Northwestern for a semester or more is not grounds to allow reinstatement of financial aid. A student may be allowed to attend Northwestern at the student's own expense, until the qualitative and quantitative measures are improved. At the point the student meets the expected minimum requirements for SAP, he/she may be reinstated for financial aid eligibility.

Grade Evaluations for Financial Aid

"AU" Grade: Not counted in the qualitative or quantitative review due to there being no financial aid allowed for these courses.

"I" Grade: Has been attempted and not completed, will receive no earned credit. Once final grades are received, they will be used to monitor SAP.

"F" Grade: Has been attempted and completed, will receive no earned credit. A student that is assigned an "F" grade and does not do any work in the course will be evaluated and may lose financial aid during that period immediately at the end of the term.

"W" Grade: Has been attempted, but are not included in the qualitative measure. "F" and "W" courses must be included in the maximum time frame of the quantitative requirements.

Summer Enrollment

Summer is counted as a semester for SAP evaluation.

Non-Degree Courses

Only courses which apply toward the student's declared academic program are used to monitor SAP.

Transfer Students

All accepted transfer credits applied to a student's academic program at Northwestern will be counted as attempted and/or completed in the maximum time frame to complete. Transfer credits will not be subject to qualitative measurements for SAP.

Changing Majors

Students who change majors will still be evaluated based on all credits attempted and completed.

Scholarships

APPLICATION PROCESS

An announcement will be made in the *Daily Journal* with application acceptance and deadline dates. These scholarships are applied for in the spring for the subsequent academic year.

Submit a one-page typed essay explaining why you feel you should receive the scholarship to gcefinaid@unwsp.edu. Students may apply for only one scholarship. Be sure to include your name, ID number, and the scholarship for which you are applying.

UNDERGRADUATE SCHOLARSHIPS

Northwestern Adult Undergraduate Scholarship
Criteria: Undergraduate student, minimum Northwestern cumulative GPA of 3.25.

Northwestern General Endowed Scholarship
Criteria: Undergraduate student, minimum Northwestern cumulative GPA of 3.25.

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

For all of the above undergraduate scholarships, students must also meet the following criteria:

- Demonstrate financial need.
- Must have completed at least one full semester in the program.
- Must typify and represent the high ideals of Northwestern.
- Must be enrolled in the program for the subsequent academic year.

Tzedakah Scholarship
Criteria: Undergraduate student, student needs to be a resident of the state of Minnesota, completed one year of education at Northwestern, and currently enrolled as a full-time student at Northwestern. The student shall also represent and demonstrate the high ideals of the Mission, Vision and Values of Northwestern. The applicant should have letters of recommendation from a community leader, church leader, or family and friends that show both the need for the assistance and the ability of the potential recipient to impact his/her community through the education received.

GRADUATE SCHOLARSHIP

Donald B. Krause Scholarship
Criteria: Graduate student accepted into the Master of Divinity program, minimum GPA of 3.00, displays merit, displays financial need, and displays a motivation to serve in Christian ministry as a chaplain in a hospital, extended care facility, hospice, or similar pastoral care. A personal interview may be included as part of the selection process.

Tuition Discounts

Students may only receive one discount. In the event that a student receives full tuition funding from federal and state, Northwestern reserves the right to reduce any discounts given by the university. To apply for either discount, students should contact GCE Financial Aid.

Christian Worker's and Family discounts would be $250 per semester for full-time (12^+ credits) undergraduate students. Christian Worker's and Family discounts would be $200 per semester for full-time (6^+ credits) graduate students.

CHRISTIAN WORKER'S DISCOUNT

This is a discount for students employed as full-time pastors, missionaries, or Christian educators. The organization must send a letter verifying the student's full-time employment status to GCE Financial Aid at gcefinaid@unwsp.edu.

FAMILY DISCOUNT

There is a discount for families who have more than one student attending at the same time within GCE. Each student must be seeking a degree through GCE at Northwestern to qualify. There is also a discount for GCE students who have a son or daughter attending the Traditional Undergraduate program. The parent(s) must be seeking a degree, and the Traditional Undergraduate student does not receive the discount. Students must reapply for this discount every academic year.

Contact for Questions

Contact GCE Financial Aid at 651-631-5105 or gcefinaid@unwsp.edu with any questions.

ACADEMIC INFORMATION

Academic Advising

Academic advisors are available to assist with program planning and provide academic counsel. To successfully progress through their program, students are expected to be in regular communication with their advisor.

Completion Charts and Roadmaps

Even though academic advisors are available to assist students throughout the duration of their program, the ultimate responsibility for meeting degree requirements and verifying the accuracy of a student's completion chart (C-Chart) and/or roadmap rests with the student. Students are responsible for course registration and ensuring they are not taking duplicate or unnecessary course(s). Students should consult their transcript which is available on theROCK for courses taken, credit information, grades, GPA, etc.

Class Location and Times

- *On-Site*: Classes are held on campus and meet from 6–10 p.m. once per week (Monday–Thursday). Students are responsible for checking their classroom location weekly on theROCK.
- *Blended*: Classes are held on campus and meet from 6–8:30 p.m. once per week (Monday–Thursday) with additional work completed online. Students are responsible for checking their classroom location weekly on theROCK.
- *Online*: Class interaction and work is conducted exclusively online.

Class Cancellations Due to Inclement Weather

If for any reason classes need to be cancelled due to inclement weather, a determination will be made by the senior vice president of academic affairs between 3–4 p.m. the day of the scheduled class. Students can listen to 98.5 FM radio or 830 AM radio, check theROCK, or call the GCE office after 4 p.m. for the latest information.

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

Class/Cohort Cancellations Due to Low Enrollment

GCE reserves the right to change the start date or to cancel any course/cohort if minimum enrollment has not been met or for other extenuating circumstances. If the number of students in a cohort falls below the required minimum, students may be moved to another cohort to finish their program. As early as possible, the GCE office will notify students of the cancellation and will provide advising regarding other options (e.g., different modality, directed study, move to a cohort with adequate enrollment). GCE does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such course/cohort cancellations.

Attendance (On-Site and Blended)

Due to the accelerated nature of the curricula, students are expected to attend every class session for the entire time period. The student must contact the instructor in advance or as soon as possible if unable to attend all or part of a class session because of a medical, family, or work-related emergency. Instructors may have additional expectations regarding attendance beyond what is stated in the course syllabus. Instructors will make any additional expectations available in writing as a separate document or posted on the course site. This information will be provided to students before or on the first night of class.

Students that do not attend a course and fail to withdraw from the course will receive a failing "F" grade. Please refer to your course syllabus and/or instructors for specific requirements.

Attendance (Online)

Due to the accelerated nature of the online curricula, students are expected to participate in all course activities. The student must contact the instructor in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical, family, or work-related emergency. Instructors may have additional expectations regarding participation beyond what is stated in the course syllabus. Instructors will post any additional expectations on the course site. This information will be provided to students before or on the course start date.

Students that do not participate in course activities and fail to withdraw from the course will receive a failing "F" grade. Please refer to your course syllabus and/or instructors for specific requirements.

Only Registered Students Can Attend Class

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

Registration, Drop, and Withdrawal

Students may register and/or drop courses online via theROCK until 11:59 p.m. CT on the 1st calendar day of the course. Prior to registering, dropping, or withdrawing from a course, it is the student's responsibility to check with GCE Financial Aid regarding the possible impact on their financial aid. If a student is unable to register, drop, or withdraw on theROCK due to a hold, it is the student's responsibility to have the hold cleared by the appropriate office.

COURSE REGISTRATION

Students are highly encouraged to register for all courses within a term at the beginning of each semester. Students may be listed in a course site without actually being enrolled in and appearing on the official course roster. Students should check on theROCK to verify course registration and can contact the GCE office with any questions.

COURSE DROP

A course drop is when a student unregisters for a course *before* it begins. Students may drop a course online via theROCK until 11:59 p.m. CT on the 1st calendar day of the course and will receive a full tuition refund, no transcript notation, and a fee will not be assessed. If a student is unable to drop a course online due to a hold, a Course Withdrawal Form must be submitted via theROCK.

COURSE WITHDRAWAL

A course withdrawal is when a student unregisters for a course *after* it has begun by completing a Course Withdrawal Form on theROCK. Students have through the 8th calendar day from the course start date to withdraw and will receive a 50% tuition refund, a transcript notation of "W," and a course withdrawal fee (per course) will be assessed. Students have through the 15th calendar day from the course start date to withdraw and will receive no tuition refund, a transcript notation of "W," and a course withdrawal fee (per course) will be assessed.

PROGRAM WITHDRAWAL

A program withdrawal is when a *student* terminates his/her enrollment at Northwestern. It is the student's responsibility to initiate the withdrawal online via theROCK. Withdrawing may jeopardize financial aid and may impact future GCE catalog/program requirements. Prior to withdrawing from his/her program, it is highly recommended that the student talk with an advisor, program manager/director, and financial aid representative.

A student who withdraws from his/her program and desires to reenroll must follow the procedures for reenrollment. Reenrollment to Northwestern is not guaranteed. If accepted, the student must comply with the program requirements in effect at the time of his/her reenrollment.

ADMINISTRATIVE WITHDRAWAL

An administrative withdrawal is when *Northwestern* terminates a student's enrollment in a course or program. Administrative withdrawals may include but are not limited to: not fulfilling admittance provisions, not registering for courses for two consecutive semesters, having a student account in an unacceptable payment status, excessive absences, disruptive behavior, violations of the community policies or academic integrity, and any conduct that undermines the values, ethos, or safety of the university community.

A student who was administratively withdrawn from GCE and desires to reenroll must follow the procedures for reenrollment. Reenrollment to Northwestern is not guaranteed. If accepted, the student must comply with the program requirements in effect at the time of his/her reenrollment.

Auditing a Course

Audited courses are taken for no credit, are only available when space permits, and not all courses are available to audit. Only degree seeking students are eligible to audit a course by completing an Individual Course Registration Form on theROCK. Tuition for an audited course is 50% of the current for-credit tuition rate. Undergraduate students are not permitted to audit graduate-level courses. Participation for auditors beyond attendance and in-class activities is at the instructor's discretion.

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 may be made through the 8th calendar day from the course start date by completing a Request To Update Academic Profile Form on theROCK. Students must have met all attendance requirements and completed all coursework up through the date of change for the request to be considered.

See "Academic Information–Registration, Drop, and Withdrawal" for applicable deadlines, tuition refunds, transcript notation, and fee assessment.

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). Contact the GCE office for more information.

Prior Learning Assessment

Prior learning refers to the acquisition of knowledge and skills based upon substantive experience which can be documented using the PLA portfolio process. Students who desire to earn credit must take PLA1019 Prior Learning Assessment before submitting a PLA portfolio for credit. An assessment fee will be charged to evaluate the PLA portfolio and determine the number of awarded credits.

Internships

An internship is a structured out-of-class learning experience that takes place at an approved internship site that can be taken for credit (i.e., tuition and fees apply). The internship must be a new or substantive experience rather than a continuation or repeat of a current or previous work experience. It can take place in many settings: governments, social organizations and agencies, churches, or business enterprises. The intern works and learns under the joint supervision of a faculty supervisor and site supervisor. Students interested in an internship should contact the Center for Calling & Career at 651-631-5265 or internships@unwsp.edu.

Directed Study

A directed study is designed to provide additional study opportunity related to an academic major or area of interest. If a required course is no longer offered, a student may be able to use a directed study to meet the requirement by course substitution. In extenuating circumstances and with GCE approval, a student may request that a course be taught as a directed study. A maximum of 9 credits may be earned by directed study; however, a directed study is a privilege that Northwestern is under no obligation to provide.

Student Status

- *Active Status*: Students who are registering for GCE for-credit courses from semester-to-semester.
- I*nactive Status*: Students who have not registered for GCE for-credit courses for two consecutive semesters and were administratively withdrawn from GCE. Inactive students must follow the procedures for reenrollment.

Course Offerings

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

Course Prerequisites

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

Course Load

UNDERGRADUATE

19^{+} credits	Full-time but prior approval needed
12–18 credits	Full-time
9–11 credits	¾ time
6–8 credits	½ time
1–5 credits	Less than ½ time

GRADUATE

13^{+} credits	Full-time but prior approval needed
6–12 credits	Full-time
4–5 credits	¾ time
3 credits	½ time
1–2 credits	Less than ½ time

Classification of Students

A student's 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.

Transfer of Credit to University of Northwestern

Only courses taken from regionally, nationally, professionally, or specialized accredited institutions or from institutions with an established Credit Transfer Agreement with University of Northwestern – St. Paul will be evaluated for the transfer of credits. Only degrees earned from regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education) will be considered for acceptance toward graduate-level programs.

All official transcripts from postsecondary institutions at which the student was previously registered at must be submitted to the GCE office in order to evaluate the transfer of credit(s) and be awarded financial aid. Transfer credits are accepted on a semester-hour basis and are subject to GCE approval.

- Prior Learning Assessment (PLA) credits from another institution are not accepted.
- Credits from another institution cannot be applied to certificates.
- Undergraduate-level courses transferred from another institution must have a grade of "C-" or better.
- Graduate-level courses transferred from another institution must have a grade of "C" or better.

The transfer of University of Northwestern – St. Paul credits to another institution are transferred at the discretion of the receiving institution. It is the student's responsibility to contact the receiving institution to determine if a course will apply toward a specific educational goal.

Graduate-Level Credits Applying Toward Undergraduate Work

Graduate-level credits (for which a graduate degree was not earned) from Northwestern or other accredited institutions may be applied toward undergraduate work. A maximum of 9 credits is allowed and is subject to approval from the department program manager/director whose coursework is to be covered by the credits. If the student goes on to pursue a graduate degree at Northwestern, the student will not be able to apply that coursework to the graduate degree (the work cannot count toward two different degrees).

Graduation Requirements

GENERAL REQUIREMENTS

1. Submit a graduation application by the stipulated deadline.
2. Comply with the program requirements in effect at the time of their last active enrollment.
3. Successful completion of all institution/program requirements.

The responsibility for meeting all graduation requirements rests with the student, and additional requirements per degree are listed below.

CERTIFICATE

1. Successful completion of the required courses and credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00 for undergraduate certificates or a minimum Northwestern cumulative GPA of 3.00 for graduate certificates.
3. When a discipline offers both a certificate and a degree, a student will not be awarded both the certificate and the degree unless the certificate was earned prior to acceptance into the degree program.

ASSOCIATE OF ARTS (A.A.)

1. Successful completion of the required courses and 60 credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 30 credits must be earned at Northwestern.
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 PLA.

BACHELOR OF SCIENCE (B.S.)

1. Successful completion of the required courses and 125 credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 2.00.
3. A minimum of 30 credits must be earned at Northwestern.
4. A minimum of 40 credits must be from upper-level (3000 and above) courses.
5. A minimum of 50% of major and minor credits must be completed at Northwestern.
6. A maximum of 5 credits may be earned by performance (choir, band, etc.).
7. A maximum of 30 credits may be earned by examination (AP, CLEP, DSST, or IB).
8. A maximum of 30 credits may be earned by PLA.
9. A maximum of 40 credits may be earned by technical credit.

GRADUATE DEGREES

1. Successful completion of the required courses and credits as listed in the GCE catalog.
2. A minimum Northwestern cumulative GPA of 3.00.
3. All graduate level courses must be successfully completed with a grade of "C" or better.
4. A minimum of 75% of graduate-level program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.

Diplomas

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

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

Commencement Participation and 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 they have completed all graduation requirements 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.

A student's name can only be included in one commencement program unless a higher degree or a second major is earned.

Graduation Honors

UNDERGRADUATE

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

Students who have completed 60^{+} credits at Northwestern and whose final cumulative GPA reflects excellence will be recognized as follows:

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

GRADUATE

Honors are not awarded for graduate-level degrees.

Registrar Services

TRANSCRIPTS

The Registrar offers the ordering of transcripts 24/7 (with processing during business hours). In partnership with SCRIPSAFE® International, University of Northwestern – St. Paul is able to provide official transcripts delivered both electronically and by mail. Current/recent students can order transcripts at no cost if they have access to theROCK. Alumni who do not have access to theROCK can order transcripts at a nominal fee by going to iwantmytranscript.com. The requestor's Northwestern student account must be paid in full before the transcript will be released.

DIPLOMAS

If a graduate's diploma becomes lost or damaged, a replacement may be obtained (for a fee) by contacting the Registrar.

Release of Grades and Transcripts

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

ACADEMIC STANDARDS

Good Academic Standing

UNDERGRADUATE

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

GRADUATE

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

Grading System

Quality of work is indicated through the use of grades and grade points, assigned as follows:

UNDERGRADUATE

GRADE	QUALITY	GRADE POINTS
A A- B+	EXCELLENT	4.00 3.67 3.33
B B- C+	GOOD	3.00 2.67 2.33
C C- D+	SATISFACTORY	2.00 1.67 1.33
D D-	UNSATISFACTORY	1.00 0.67
F	FAILURE	0.00

GRADUATE

GRADE	QUALITY	GRADE POINTS
A A-	EXCELLENT	4.00 3.67
B+ B	GOOD	3.33 3.00
B- C+ C	SATISFACTORY	2.67 2.33 2.00
C- D+ D D-	UNSATISFACTORY	1.67 1.33 1.00 0.67
F	FAILURE	0.00

Other Grades

W	Withdrawal	P	Pass	S	Satisfactory	AU	Audit	T	Transfer Credit
I	Incomplete	NC	No Credit	U	Unsatisfactory	PR	PLA Credit		

Grade Point Average

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

Grade of "W" (Withdrawal)

A grade of "W" is given to students who officially withdraw from a course after the 1st calendar day and through the 15th calendar day from the course start date. A grade of "W" is also given to auditing students who do not meet the attendance requirements.

Grade of "I" (Incomplete)

A grade of "I" 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). The incomplete must be requested in writing prior to the last night of class and include appropriate documentation.

If approved by the instructor, students have two weeks from the last night of class to submit the necessary coursework. Instructors will then have one week to submit a final grade. If a grade is not received within three weeks from the last night of class, a default grade of "F" will be recorded on the transcript.

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

Grades of "P" and "NC" (Pass and No Credit)

A grade of "P" grants credit while a grade of "NC" does not permit credit. For the purpose of transfer courses, a grade of "P" is equivalent to a "C-" or better, and a grade of "NC" is equivalent to an "F."

Grades of "S" and "U" (Satisfactory and Unsatisfactory)

The grades of "S" and "U" are used for courses that are required but do not carry any credit.

Repeated Courses

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

Final Grades

Final grades will be posted to the student's academic record and are viewable on theROCK. Grades filed with the GCE office are considered final. Students are advised to review their transcript carefully and promptly once each course has ended.

Appeal of Final Grade

Final grade appeals must be submitted within 30 days of the grade being entered. Students should attempt to resolve the matter with the individual faculty member prior to submitting an appeal. After the 30 day appeal period, the academic record will be considered final.

The following process is used for grade appeals:

- The student initiates an appeal by completing an Appeal Form on theROCK and providing the appropriate documentation.
- The senior dean of GCE will review the appeal and documentation and if warranted forward to the Appeals Committee.
- If needed, the student may be asked to provide additional documentation and/or meet with the Appeals Committee.
- The Appeals Committee will render a final judgment that will be communicated to the student in writing.
- Once the committee's decision is rendered, it is final and no further appeals may occur.

Grade Reports

Students requesting a grade report to be sent anywhere other than the student's university e-mail should complete a Grade Report Request Form on theROCK. Students receiving employer reimbursement should reference "Student Accounts–Tuition Reimbursement."

Academic Probation

Students are placed on academic probation when one of the following occurs:
1. Failure to achieve good academic standing (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) by the end of any semester.
2. Found to be in violation of any of the standards set forth in "Academic Integrity."
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 (undergraduate cumulative GPA of 2.00; graduate cumulative GPA of 3.00) 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 GCE and may apply for reenrollment after two consecutive semesters.

Appeal of Probation, Suspension, or Academic Requirements

To appeal a decision of probation, suspension, or academic requirements, a student must complete an Appeal Form on theROCK and submit it to the GCE office within 30 days of the notification in question. The senior dean of GCE will review the appeal and render a final judgment that will be communicated to the student in writing. Once a decision is rendered, it is final and no further appeals may occur.

Appeal of Academic Policy

To appeal an academic policy (e.g., drop, withdrawal), a student must complete an Appeal Form on theROCK and submit it to the GCE office within 30 days of the incident in question. The Appeals Committee will review the appeal and render a final judgment that will be communicated to the student in writing. Once the committee's decision is rendered, it is final and no further appeals may occur.

Reenrollment

Students who desire to be reenrolled at University of Northwestern – St. Paul must complete an Application for Reenrollment, pay the applicable fee, meet all current admission requirements, and their student account must be paid in full. Reenrollment to Northwestern is not guaranteed. If accepted, students will have to comply with the program requirements in effect at the time of their reenrollment.

Students who leave under probationary status will be subject to the same probationary status upon returning to GCE. Students who leave under academic suspension are not eligible for reenrollment for two consecutive semesters and if granted to reenroll, will be placed on academic probation.

ACADEMIC INTEGRITY

Classroom Conduct

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.

Honesty and Integrity

Among all university members in the Northwestern community is a mutual commitment to personal integrity and honesty. All instances of dishonesty or distorting the truth to avoid negative academic or social consequences are grounds for a disciplinary response.

Plagiarism

Plagiarism is an act of fraud. It uses data, ideas, or language from someone else's work without proper acknowledgment. Writing as if someone else's work is one's own is considered plagiarism whether it was intentional or unintentional. Incidents of plagiarism must be reported immediately to the GCE office by the faculty member.

The most common errors in handling written sources are:

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

All course sites have links to resources with additional information on how to avoid plagiarism. Students are strongly encouraged to seek out this information if unsure of the process of paraphrasing and citation of sources. Because plagiarism is a serious offense, students found plagiarizing are subject to discipline. The standard disciplinary response for substantial plagiarism is giving the student an immediate "F" for the course and placing the student on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, while still receiving an "F" for the assignment, in order to pass the course.

The consequence may be increased to academic suspension:

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

Cheating

Incidents of cheating must be reported immediately to the GCE office by the faculty member. Students cheating in coursework or examinations are subject to discipline. The standard disciplinary response for cheating is giving the student an immediate "F" for the course and placing the student on academic probation.

The consequence may be reduced to failure of the assignment:

- If the work is a minor part of the total grade (less than 5%).
- If the offense is judged not to be premeditated. However, the instructor may require the student to rewrite the paper, retake the test, etc., while still receiving an "F" for the assignment, in order to pass the course.

The consequence may be increased to academic suspension:

- If the student has repeatedly cheated at Northwestern.
- If the offense is a flagrant action of cheating (or helping others to cheat).
- If a student is proved to have been dishonest or uncooperative at any time during the investigation.

DISCIPLINARY PROCESS AND STUDENT RIGHTS

Disciplinary Process

University of Northwestern – St. Paul may initiate disciplinary action against students for violations which arise either on or off campus when the student is 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 a student 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. Northwestern also reserves the right to immediately remove a student 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.

Disciplinary Action

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*: The student is 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 to the community.
- *Fines or Sanctions*: Penalties deemed appropriate by the senior dean of GCE.
- *Disciplinary Warning*: A warning is communicated to a student that his or her behavior and/or choices should change or cease. A warning may be issued when a student is 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 the student 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 a student struggling to abide by Northwestern's standards and policies. Conditions of probation may include but are not limited to: 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 GCE office or from the appropriate coach/advisor.

- *Disciplinary Suspension*: A suspension is when a student loses 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 university intends that disciplinary suspension allows the student to reevaluate personal spirituality, values, and attitude toward Northwestern's standards. A student placed on disciplinary suspension is 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 senior dean of GCE.

Application for reenrollment must include a written account of this evaluation and a pledge to abide by Northwestern policies. Reenrollment requests are submitted to and approved by GCE Student Services through the senior dean of GCE. All students who are reenrolled return under disciplinary accountability or probation. In the rare case that a student is subject to disciplinary suspension for a second time after being reenrolled, the student will not be permitted to reenroll at Northwestern again.

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

Parent/Guardian Notification

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

Student Rights

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

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

Students may request a meeting with a GCE supervisory staff member to explain the disciplinary action as noted below:

- *Clarification*: Students have the right to be informed of non-confidential matters pertaining to the disciplinary action. A student may request a meeting with a GCE supervisory staff member for clarification.
- *Access of Information*: Students have the right to read all non-confidential information contained in their Northwestern records/files.
- *Testimony*: Students have the right to provide their side of the story. Students may choose to ask for testimony of others.
- *Advocacy*: Students have the right to request the presence of an advocate at any disciplinary meeting. That person must be a current member of the Northwestern community. CAPSS is an office on campus that can be requested to 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.

Disciplinary Appeals

If a student is the recipient of disciplinary action and wishes to appeal the decision, a one-page, typewritten request for an appeal must be filed with the senior dean of GCE within two business 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 senior dean of GCE or designee will determine the appropriate response. When need arises, the senior dean of GCE or designee may call for an appeals hearing. Contact the GCE office for more information.

Student Complaint Policy

The complaint policy guides students who wish to resolve a dispute/concern that involves a person(s) or process of the Northwestern community not already addressed by existing policy (i.e., academic or course-related appeals, appeal of disciplinary decision, harassment complaints). The objective of the student complaint policy is to resolve disputes/concerns as quickly and efficiently as possible.

WHAT DO I DO IF I HAVE A CONCERN/PROBLEM?

When a dispute/concern arises, a student should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with disputes/concerns in the most direct and honest fashion should always be the first step toward resolution.

WHEN DOES A DISPUTE/CONCERN BECOME A COMPLAINT?

A dispute/concern becomes a complaint when it is not resolved in a satisfactory manner. A complaint is defined as a fact-based plea for the review of a process and/or an interpersonal interaction alleged as being wrongful.

HOW DO I SUBMIT A COMPLAINT?

A Complaint Form is available on theROCK > Academics and must be submitted within 30 business days of the occurrence. Once completed, submission of this form will be delivered to the GCE office. Upon receipt of the complaint, the student will be contacted within two business days. In some cases, a fact-based committee may be assembled to address the complaint.

COURSE LEVELS AND SUBJECT PREFIXES

Each course is designed by a three-letter subject and a four-digit course number.

Course Levels

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

ANT	Anthropology	ENG	English	MNS	Ministries
ART	Art	ETH	Ethics	PHI	Philosophy
BIA	Biblical Arts	HIS	History	PLA	Prior Learning Assessment
BIB	Bible	HMS	Human Services	PSY	Psychology
BSM	Business Management	HRM	Human Resource Management	PYC	Psychology
BUA	Business Administration	LDR	Leadership	SCI	Science
CHC	Christian Counseling	LIT	Literature	SOC	Sociology
CMN	Communication Studies	MAT	Mathematics	SPE	Speech
ECO	Economics	MIN	Ministry	STS	Study Skills
EDU	Education	MKG	Marketing		

ACADEMIC PROGRAMS SUMMARY

Undergraduate

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Business Management (B.S.) ..... Page 39
Certificate in Christian Counseling ..... Page 39
Christian Counseling (B.S.) ..... Page 39
Communication Studies (B.S.) ..... Page 40
Human Resource Management (B.S.) ..... Page 40
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Graduate

Master of Arts in Education ..... Page 42
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ADULT UNDERGRADUATE PROGRAMS

The Adult Undergraduate program at University of Northwestern – St. Paul offers a variety of options in an accelerated format designed for busy, working adults to complete their Associate of Arts degree or a Bachelor of Science degree. Students complete a degree or certificate program by taking one course at a time and by meeting one night per week on-site, online, or in a blended cohort structure. Depending on the number of credits transferred into the program, the A.A. coursework takes approximately 32 months to complete and the B.S. major coursework take approximately 18–22 months to complete.

Core Curriculum ..... 31 credits
- **Written Communication ..... 6 cr**
  - English Composition ..... 4 cr
  - Research Writing ..... 2 cr
- **Oral Communication ..... 3 cr**
  - Speech ..... 3 cr
- **Social Sciences (2 Areas) ..... 8 cr**
- **Humanities (2 Areas) ..... 6 cr**
- **Science & Mathematics (2 Areas) ..... 8 cr**
  - Mathematics ..... 4 cr
  - Lab Science ..... 4 cr

Major ..... Variable
Electives ..... Variable
Total ..... 125 credits

Requirement to Take Upper-Level Major Courses

Undergraduate students need a minimum of 50 credits which must include ENG1109 Composition; ENG2209 Critical Thinking and Writing; and SPE1079 Public Speaking and Communication Fundamentals (or equivalent courses) to take upper-level major courses.

Double Major

A student may graduate with two academic majors under the following conditions:
- There must be a minimum of 20 credits unique to each major.
- All prerequisites, supporting courses, and departmental requirements for each major must be completed.

Minors

Students in the Adult Undergraduate program may earn minors from Northwestern's Traditional Undergraduate program; contact the Registrar's office for more information.

Major Summary Chart

BACHELOR'S DEGREE MAJORS	CORE CURRICULUM	MAJOR CREDITS	ELECTIVE CREDITS	TOTAL CREDITS
Business Management	31	37	57	125
Christian Counseling	31	49	45	125
Communication Studies	31	36	58	125
Human Resource Management	31	44	50	125
Ministries	31	36	58	125
Psychology (Criminal Justice)	31	53	41	125
Psychology (Health Psychology)	31	49	45	125
Psychology (Marriage and Family)	31	49	45	125

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

Associate of Arts: General Studies

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

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

Core Curriculum ..... 45 credits
- **Written Communication ..... 6 cr**
  - English Composition ..... 4 cr
  - Research Writing ..... 2 cr
- **Oral Communication..... 3 cr**
  - Speech ..... 3 cr
- **Social Sciences (2 Areas) ..... 8 cr**
- **Humanities (2 Areas) ..... 6 cr**
- **Science & Mathematics (2 Areas) ..... 8 cr**
  - Mathematics..... 4 cr
  - Lab Science ..... 4 cr
- **Bible ..... 14 cr**
  - Old Testament ..... 2 cr
  - New Testament ..... 2 cr
  - Bible Study Methods ..... 2 cr
  - Select from BIA, BIB ..... 8 cr

Electives ..... 15 credits
Total..... 60 credits

Business Management

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

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

Required Major Courses ..... 37 credits

BSM4007	Professional Skills in Business	1 cr
BSM4025	Business Ethics	2 cr
BSM4030	Accounting	3 cr
BSM4032	Finance	3 cr
BSM4034	Management	3 cr
BSM4043	International Business	2 cr
BSM4050	Business Mathematics and Statistics	3 cr
BSM4052	Macroeconomics	2 cr
BSM4054	Microeconomics	2 cr
BSM4061	Marketing	3 cr
BSM4063	Business Law and Contracts	2 cr
BSM4065	Information Management	2 cr
BSM4067	Corporate Strategies	3 cr
BSM4069	Management of Operations	2 cr
ETH4021	Foundations for Ethics	2 cr
ETH4023	Worldview and Ethics	2 cr

Christian Counseling

The Bachelor of Science in Christian Counseling provides students with a strong biblical and theoretical foundation for a counseling ministry, primarily in churches and parachurch settings. Students will be prepared to address a wide range of issues faced within the church and parachurch setting using counseling skills based upon biblical principles and relevant theory.

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

Required Major Courses ..... 49 credits

CHC4052	Crisis Counseling	3 cr
CHC4054	Trauma, Loss, and Grief Counseling	3 cr
CHC4056	Substance Abuse and Addictions	3 cr
CHC4081	Biblical Foundations for Christian Counseling	3 cr
CHC4083	Use of Scriptures in Christian Counseling	3 cr
CHC4085	Spiritual Formation and Christian Counseling	3 cr
CHC4087	Cultural Diversity and Christian Counseling	3 cr
CHC4089	Case Studies in Christian Counseling	3 cr
CHC4855	Christian Counseling Capstone	3 cr
ETH4021	Foundations for Ethics	2 cr
ETH4023	Worldview and Ethics	2 cr
PYC4025	Professional Ethics	3 cr
PYC4051	Principles of Counseling	3 cr
PYC4053	Counseling Children and Adolescents	3 cr
PYC4055	Marriage and Family Counseling	3 cr
PYC4073	Personality and Psychopathology	6 cr

Certificate in Christian Counseling ..... 18 credits

CHC4081	Biblical Foundations for Christian Counseling	3 cr
CHC4083	Use of Scriptures in Christian Counseling	3 cr
PYC4051	Principles of Counseling	3 cr
PYC4055	Marriage and Family Counseling	3 cr
PYC4073	Personality and Psychopathology	6 cr

Communication Studies

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

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

Required Major Courses ..... 36 credits

CMN4013	Concepts of Communication	2 cr
CMN4015	Communication Theory and Practice	2 cr
CMN4016	Intercultural Communication	2 cr
CMN4017	Group Communication	2 cr
CMN4018	Interpersonal Communication	2 cr
CMN4025	Communication Ethics	2 cr
CMN4031	Business Communication	2 cr
CMN4032	Public Relations Principles and Writing	2 cr
CMN4034	Public Relations Event Planning	2 cr
CMN4042	Advanced Speaking and Presentation	2 cr
CMN4044	Technology and Communication	2 cr
CMN4046	Communication and Conflict Resolution	2 cr
CMN4048	Mediation and Communication	2 cr
CMN4051	Methods of Communication Research	3 cr
CMN4052	Communication Research Project	3 cr
ETH4021	Foundations for Ethics	2 cr
ETH4023	Worldview and Ethics	2 cr

Human Resource Management

The Bachelor of Science in Human Resource Management prepares students for professional opportunities in the public, private, and nonprofit sectors. Students will identify and integrate the various components of human resource management. This program is designed to integrate the life experience of adult learners with a liberal arts and professional education that will prepare them to be effective lifelong learners and leaders in the field of human resource management and in other aspects of their personal and professional lives.

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

Required Major Courses ..... 44 credits

ETH4021	Foundations for Ethics	2 cr
ETH4023	Worldview and Ethics	2 cr
HRM4025	Business Ethics	2 cr
HRM4031	Business Communication	2 cr
HRM4040	Understanding Business	3 cr
HRM4042	International Human Resource Management	3 cr
HRM4070	Compensation and Benefits	3 cr
HRM4071	Principles of Human Resource Management	3 cr
HRM4072	Employment Law	3 cr
HRM4074	Talent Management	3 cr
HRM4076	Recruiting, Selection, and Training	3 cr
HRM4080	Employee and Labor Relations	3 cr
HRM4082	Leadership and Motivation	3 cr
HRM4084	Conflict Management	3 cr
HRM4085	Organizational Development	3 cr
HRM4086	Strategic Management and Human Resource Management	3 cr

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Ministries

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

- Students are expected to be embedded in ministry during this program. Ministry learning and reflections are compiled throughout the program in the student's portfolio. The capstone course will synthesize all coursework and portfolio elements into a final philosophy of ministry document.

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

Required Major Courses ..... 36 credits

MNS4005	Introduction to Ministry	2 cr
MNS4101	Old Testament Overview	2 cr
MNS4102	New Testament Overview	2 cr
MNS4115	Theology for Ministry	2 cr
MNS4135	Exegesis for Ministry	3 cr
MNS4215	Understanding Cultural Contexts	2 cr
MNS4235	Human Growth and Development	2 cr
MNS4255	World Religions	2 cr
MNS4315	Technology in Ministry	2 cr
MNS4335	Teaching Methods for Ministry	3 cr
MNS4355	Interpersonal Communication	2 cr
MNS4375	Leadership for Ministry	2 cr
MNS4395	Contemporary Religious Cultures and Evangelism	2 cr
MNS4535	Interpersonal Relationships and Family Systems	2 cr
MNS4755	Spiritual Formation for Personal Growth	3 cr
MNS4855	Ministry Capstone	3 cr

Psychology

The Bachelor of Science in Psychology provides 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.

- Upon completion of the required courses, students will choose from one of three emphases to complete their major coursework.

- The degree is granted upon successful completion of the required courses in core curriculum, major requirements, and electives and 125 credits. 40 credits must be in upper-level courses.

EMPHASIS IN CRIMINAL JUSTICE

Criminal justice coursework trains students in theories and methods of psychology and criminal justice. This program meets the needs of those interested in helping to improve society and mankind. The core areas of the curriculum focus on criminal behavior, social dynamics, sociological analysis of the youth offender, and criminal law. Principles and strategies of counseling children and adolescents are also examined.

EMPHASIS IN HEALTH PSYCHOLOGY

Health psychology coursework trains students in theories of psychology and methods of stress and pain management in a clinical setting. The core areas of the curriculum focus on an examination of physiological, psychological, and social causes of and treatments for pain and stress. Students will also examine the issues involved with establishing an integrated primary care health psychology practice.

EMPHASIS IN MARRIAGE AND FAMILY

Marriage and family coursework trains students in theories and methods of psychology and counseling. The program meets the needs of those interested in the helping professions or pursuing graduate training in counseling. The core areas of the curriculum focus on the nature of human growth and development and on methods of assessing personality and problem areas. Principles and strategies of counseling children, adolescents, adults, and families are also examined.

Required Major Courses ..... 37 credits

ETH4021	Foundations for Ethics	2 cr
ETH4023	Worldview and Ethics	2 cr
PYC4011	Adult Learning Theory	3 cr
PYC4025	Professional Ethics	3 cr
PYC4033	Life Span Development	6 cr
PYC4041	Research and Statistics	6 cr
PYC4043	Tests and Measurements	3 cr
PYC4051	Principles of Counseling	3 cr
PYC4053	Counseling Children and Adolescents	3 cr
PYC4073	Personality and Psychopathology	6 cr

Emphasis in Criminal Justice ..... 16 credits

PYC4061	Criminology and Juvenile Delinquency	4 cr
PYC4063	Criminal Justice	3 cr
PYC4065	Corrections	3 cr
PYC4067	Criminal Law	3 cr
PYC4069	Deviance	3 cr

Emphasis in Health Psychology ..... 12 credits

PYC4081	Psychology of Stress Management	3 cr
PYC4083	Psychology of Pain Management	3 cr
PYC4085	Clinical Health Psychology	6 cr

Emphasis in Marriage and Family ..... 12 credits

PYC4055	Marriage and Family Counseling	3 cr
PYC4071	Interpersonal Psychology	3 cr
PYC4075	Psychology of Gender	3 cr
PYC4077	Treatment of Special Populations	3 cr

GRADUATE PROGRAMS

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

Pursuing a Second Graduate Degree

Students may pursue a second master's degree at Northwestern. A maximum of 6 common credits may be shared between degrees; this does not include MATS and/or M.Div. students.

Master of Arts in Education

The Master of Arts in Education (MAED) is designed for individuals who are experienced educators, and the rigorous curriculum is intended to enhance their professional practice through advanced study in teaching and learning, instructional media and technology, immigrant and refugee education, educational research and development, and personal courses of interest. Students will identify and develop at least one approved area of concentration. The program is uniquely designed to advance the professional knowledge, effectiveness, and skills of P–16, Christian, corporate, career and technical, youth, adult, and other educators.

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

Required Courses ..... 36 credits

EDU5095	Concentration Elective I	3 cr
EDU5096	Concentration Elective II	3 cr
EDU5100	Worldview Perspectives on Professional Issues	3 cr
EDU5110	Theoretical Principles and Applications for Learning and Teaching	3 cr
EDU5130	Learners and Learning in Diverse Communities	3 cr
EDU5140	Instructional Design: Theory and Practice	3 cr
EDU5150	Instructional Media and Technology	3 cr
EDU5160	Developing and Facilitating Online Instruction	3 cr
EDU5170	Immigration Studies in Educational Contexts	3 cr
EDU5980	Collecting and Using Data for Educational Decisions	3 cr
EDU6120	Introduction to Research Methods	3 cr
EDU6855	Action Research Capstone and Seminar	3 cr

Master of Arts in Human Services

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

- Upon completion of the required courses, students will begin the concentration in family studies to complete their coursework.
- The degree is granted upon successful completion of the required courses and 36 credits.

Required Courses ..... 21 credits

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

Concentration in Family Studies ..... 15 credits

HMS5310	Family Studies and Education	3 cr
HMS5312	Family Communication and Relationships	3 cr
HMS5314	Parent Education	3 cr
HMS5316	Marriage and Family Dynamics	3 cr
HMS5318	Intervention Strategies with Families	3 cr

Master of Arts in Theological Studies

The Master of Arts in Theological Studies (MATS) is designed for individuals who desire to study the Word of God and ground their faith in the rich theological truths found within its pages. This degree will prepare students in any profession who would like to increase their biblical knowledge and bring a Christian worldview to their profession. It is geared toward those who feel called to lay leadership and professional ministry. Individuals may also have the desire to pursue a teaching ministry, whether in ecclesiastical or academic settings. The MATS degree is designed to prepare students for additional graduate studies such as the Master of Divinity.

In the MATS courses, students will develop biblical principles for spiritual formation and self-awareness, learn advanced principles of biblical interpretation, study the socio-historical worlds that gave rise to the Old and New Testaments, survey the history of Christianity, and study various forms of and issues related to theology.

- Students have the option (not a program requirement) of taking undergraduate-level Greek courses online through Undergraduate Pathways. Contact the Undergraduate Pathways office for more information.
- The degree is granted upon successful completion of the required courses and 36 credits.

Required Courses ..... 36 credits

BIA5011	Spiritual Formation	2 cr
BIA5015	Biblical Hermeneutics	4 cr
BIA5017	Bible in Its World	4 cr
BIA5019	History of Christianity	4 cr
BIB6311	Theological Prolegomena	2 cr
BIB6312	Biblical Theology	4 cr
BIB6313	Systematic Theology I	4 cr
BIB6314	Systematic Theology II	4 cr
BIB6315	Contemporary Issues in Theology	2 cr
MIN5110	Self-awareness in Leadership	2 cr
PHI6316	Apologetics and Ethics	4 cr

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

BIA5011	Spiritual Formation	2 cr
BIA5015	Biblical Hermeneutics	4 cr
BIA5017	Bible in Its World	4 cr
BIA5019	History of Christianity	4 cr
MIN5110	Self-awareness in Leadership	2 cr

Master of Divinity

The Master of Divinity (M.Div.) is designed for individuals who desire a comprehensive program, combining theology and Bible exposition with Christian ministry, preparing students for pastoral and chaplaincy positions. The M.Div. builds on the MATS degree, adding courses in Bible exposition (20 credits) and Christian ministry (20 credits) to provide students with the knowledge and skills necessary to be successful pastors, ministers, church planters, or missionaries.

In the M.Div. courses, students will 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, survey the historical setting and theological message of all biblical books.

Ministry courses will consider the knowledge, character, and skill competencies needed for ministry. Areas of study include calling/vocation, ministry relationships, leadership, management, homiletics, worship, pastoral roles, and global ministry. Students will be embedded in a local ministry during this program, providing the relevant context for applied learning, personal development, and required internships.

- During this program, students are required to be embedded in ministry through internships. Supervised field experience will be accumulated as students progress through the program and will be the basis for completing the two assessment courses near the end of the program.

- Students have the option (not a program requirement) of taking undergraduate-level Greek courses online through Undergraduate Pathways. Contact the Undergraduate Pathways office for more information.

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

Required Courses ..... 76 credits

BIA5011	Spiritual Formation	2 cr
BIA5015	Biblical Hermeneutics	4 cr
BIA5017	Bible in Its World	4 cr
BIA5019	History of Christianity	4 cr
BIB6211	Pentateuch	4 cr
BIB6212	Old Testament Prophets	4 cr
BIB6213	Old Testament Writings	4 cr
BIB6214	Gospels	2 cr
BIB6215	Acts of the Apostles	2 cr
BIB6216	Pauline Epistles	2 cr
BIB6217	Hebrews to Revelation	2 cr
BIB6311	Theological Prolegomena	2 cr
BIB6312	Biblical Theology	4 cr
BIB6313	Systematic Theology I	4 cr
BIB6314	Systematic Theology II	4 cr
BIB6315	Contemporary Issues in Theology	2 cr
MIN5110	Self-awareness in Leadership	2 cr
MIN5210	Leading and Organizing Ministry	4 cr
MIN5310	Pastoral Ministries	4 cr
MIN5410	Ministries of Word and Worship	4 cr
MIN5510	Ministry Relationships	2 cr
MIN5610	Ministering Culturally and Globally	2 cr
MIN5995	Graduate Internship Assessment I	2 cr
MIN5996	Graduate Internship Assessment II	2 cr
PHI6316	Apologetics and Ethics	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. Organizations are recognizing the need for leaders who possess relevant knowledge and skills necessary to effectively navigate increasingly complex environments. Learners will be equipped in the principles and practices needed to be effective leaders in public and private organizations. Coursework is designed to be relevant and immediately applicable to professional work.

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

Required Courses ..... 36 credits

BUA5410	Corporate and Personal Ethics	3 cr
BUA5610	Data Analysis for Decision Making	3 cr
LDR5100	Personal Growth for Effective Leadership	3 cr
LDR5110	Management and Leadership, Theory and Practice	3 cr
LDR5200	Strategic Leadership	3 cr
LDR5202	Effective Communication and Leadership	3 cr
LDR5300	Program Evaluation	3 cr
LDR5304	Leading in the Knowledge Economy	3 cr
LDR5306	Leading for Organizational Success	3 cr
LDR5308	Leading Organizational Change	3 cr
LDR5510	Human Resource and Organizational Development	3 cr
LDR5855	Capstone Project	3 cr

Graduate Certificate in Leadership ..... 15 credits

LDR5100	Personal Growth for Effective Leadership	3 cr
LDR5110	Management and Leadership, Theory and Practice	3 cr
LDR5200	Strategic Leadership	3 cr
LDR5202	Effective Communication and Leadership	3 cr
LDR5510	Human Resource and Organizational Development	3 cr

COURSE DESCRIPTIONS

Legend

cr Credit(s)
PQ Prerequisite(s)

Undergraduate Courses

LOWER-LEVEL GENERAL STUDIES

ANT2049 Anthropology ..... 3 cr
A study of selected individual societies ranging from bands to states, representing a wide range of geographical environments. Students conduct an in-depth study of one particular society. Equivalent to ANT2045.

ART1009 Art Appreciation ..... 3 cr
An introductory study in the field of art, covering the elements and principles of design and representational and creative expression. The course is designed to develop the student's appreciation of art. Equivalent to ART1005.

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

BIA2119 Bible Study Methods ..... 2 cr
Development of inductive Bible study skills. Attention is given to historical and cultural factors of the text that relate to understanding biblical passages as well as to methods for application of biblical principles. Equivalent to BIA2115.

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

BIB1009 Old Testament Studies ..... 2 cr
A survey of critical passages of the Old Testament that tie together God's plan as manifested through the covenants. Attention is given to the role of Israel as God's agent on earth and the prophetic references to Jesus Christ as the fulfillment of God's plan. Important principles for ministry and Christian living are identified. May not be counted toward/for BIB1001.

BIB1019 New Testament Studies ..... 2 cr
A survey of critical passages of the New Testament, focusing on the work of Christ and showing the place of the church and Israel in God's plan. Attention is given to the extension of Christ's work through the Apostles and local churches as a basis for formulating biblical principles of ministry. Equivalent to BIB1002.

BIB2229 Jesus in the Gospels ..... 4 cr
A study of the socio-historical background of the gospels, the various interpretative methods applied to the gospels, the portraits of Jesus found in the four gospels, and a survey of the life of Christ. Equivalent to BIB2220.

ECO2209 Concepts of Economics ..... 3 cr
Economic history tracing the principles of macroeconomics and microeconomics. Not equivalent to ECO2201 and ECO2202.

ENG0099 English Lab ..... 2 cr
An introduction to college-level writing, usage, and punctuation skills, including an emphasis on focused writing and organizational strategies. Credits do not apply to degree requirements.

ENG1109 Composition ..... 4 cr
(PQ: Writing Assessment or ENG0099) A writing course designed to prepare students for college-level thinking and writing. Emphasis will be placed on the writing process, including editing skills. Equivalent to ENG1105.

ENG2209 Critical Thinking and Writing ..... 2 cr
(PQ: C- or better in ENG1109 or equivalent transfer course, and Editing Competency Exam passed or equivalent) A writing course designed to improve students' skills in source analysis, critical thinking, and argumentation as they create research papers. Students will develop skills in research by using reference materials, journals, and databases used by scholars in their disciplines. Equivalent to ENG2205.

HIS1009 History of the Western World ..... 4 cr
A survey of Western civilization with emphasis upon the development of Western cultural traditions from ancient to early modern times. Special attention is given to the Bible as an historical document and to institutional development and cultural diffusion. Equivalent to HIS1005.

LIT1109 Introduction to Literature ..... 3 cr
A study of the literary genres of fiction, poetry, and drama. Emphasis is placed on literary conventions and textual analysis. Equivalent to LIT1100.

MAT1009 Liberal Arts Mathematics ..... 4 cr
A course designed for non-mathematics majors to expose students to the mathematics they will use to function in society. Topics include the development of problem- solving skills, the mathematics of finance, and the basics of probability and statistics. Equivalent to MAT1005.

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

PLA1019 Prior Learning Assessment ..... 2 cr
(PQ: C- or better in ENG1109 and admission to a GCE program) This course is designed to help students assess their experiential learning background and petition for credit for prior learning. Theories of experiential learning and learning styles will be explored and applied to personal, work, and educational settings. In particular, David Kolb's model of experiential learning will provide the framework for students to analyze, reflect on, and narrate their learning experiences. Students will prepare a PLA portfolio that demonstrates their knowledge, skills, and experience commensurate with college-level learning.

PSY1009 General Psychology ..... 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. Equivalent to PSY1005.

SCI1029 Environmental Science ..... 4 cr
The main topic for this course is the interrelationship between organisms and the environment. Course topics include the role of science in understanding the background of many issues, such as global warming, water pollution, and energy resources, that confront Americans and the total global community. Various strategies for natural resource management will be discussed, including Christian stewardship of God's creation. Laboratory activities will be included with each week's discussion. May not be counted toward/for SCI1010.

SOC1039 Sociology ..... 4 cr
A study of social organization, process, 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. Equivalent to SOC1035.

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

STS1019 Adult Learner Success Strategies .....2 cr
This course is intended to provide students with skills for managing their lives as they pursue an academic degree and future career goals. Students will study time management strategies, learning styles, techniques for studying, experiential learning as a framework for possible future experiential essays (PLE), and career development strategies.

BUSINESS MANAGEMENT

BSM4007 Professional Skills in Business.....1 cr
Students study professional skills with a strong emphasis on written and oral communication used in the business setting.

BSM4025 Business Ethics .....2 cr
Students address ethical theory and values from a Christian perspective. Accountability in government, human rights, and ethics in business are covered in readings, classroom discussions, and debates.

BSM4030 Accounting .....3 cr
(PQ: BSM4050) Students study business records and financial statements, plant and equipment, payroll accounting, and partnership and corporate accounting. An introduction is also provided to cost accounting. Emphasis is placed on understanding the basic components of an accounting system used in businesses with application toward best financial decisions.

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

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

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

BSM4050 Business Mathematics and Statistics .....3 cr
This course covers the practical business application of finite mathematics and elementary statistics. The student is expected to master the following finite mathematics concepts: functions, percent increase/decrease, contribution margin, simple interest, compound interest, the future value of an annuity, the present value of an annuity, and consumer credit. The elementary statistics portion of the course covers: types of data, critical thinking, the design of experiments, frequency distributions, the visualization of data, measures of center, variation, and relative standing. In addition, the following topics are covered: the standard normal distribution, applications of normal distributions, estimating population proportions and means, correlation and regression analysis, goodness of fit testing, and statistical process control.

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

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

BSM4061 Marketing.....3 cr
Students explore the structure, function, and behavior of marketing systems, with discussion of the implications of international marketing. 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.

BSM4063 Business Law and Contracts.....2 cr
Students examine the legal framework and issues that arise from business entities. Emphasis is placed on contemporary issues and contracts as the basic law affecting business transactions. Negotiable instruments and the law of principal and agency relationships are discussed.

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

BSM4067 Corporate Strategies.....3 cr
(PQ: All program courses) Students explore case studies and outside readings centered on contemporary business problems in business case group discussion format. Students apply skills acquired throughout the program to investigate a specific issue related to their professions, which is summarized in an oral presentation to the class and submitted as a formal written report.

BSM4069 Management of Operations.....2 cr
This course includes an organized and disciplined study of the approaches, tools, and techniques used in solving production and operational problems in both service and manufacturing organizations. Students will also learn about continuous improvement models used to address operational problems in manufacturing, distribution and service organizations. Emphasis will be placed on understanding and applying the use of Six Sigma, Lean, Constraint Management, Supply Chain Management, Just-In-Time, Total Quality Management, and Performance Measures to organizations.

CHRISTIAN COUNSELING

CHC4052 Crisis Counseling.....3 cr
Skills related to counseling in crisis situations are examined with special attention to the role of the Bible in addressing various circumstances. Referral agencies and skills are considered.

CHC4054 Trauma, Loss, and Grief Counseling.....3 cr
This course explores the nature of trauma and loss and the biblical principles that are applicable to recovery. Attention is given to the psychological implications of trauma and loss and indicators that require referral. Counselor skills and theories are discussed.

CHC4056 Substance Abuse and Addictions.....3 cr
This course addresses the causes and consequences of addictive behaviors as well as a biblical model for addressing individual responsibility and change. Networking and resource acquisition are addressed.

CHC4081 Biblical Foundations for Christian Counseling....3 cr
This course provides the biblical and theological foundations for the practice of Christian counseling. Attention is given to the nature of man, sin, salvation, sanctification, and how these impact the counseling process. Ethical issues and counselor skills are presented.

CHC4083 Use of Scriptures in Christian Counseling.....3 cr
This course provides a framework and process for the use of Scripture in counseling. The application of the Bible to specific issues such as depression, anxiety, spiritual development, sexuality, marriage, and parenting is presented. Counselor skills and case management are addressed.

CHC4085 Spiritual Formation and Christian Counseling....3 cr
This course examines the dynamics of spiritual formation and the role of Christian counseling in facilitating spiritual growth and development. Attention is given to the processes of spiritual development and challenges facing new and mature Christians.

CHC4087 Cultural Diversity and Christian Counseling.....3 cr
Specific issues related to counseling diverse cultures are addressed in the context of a Christian worldview. Methods for increasing sensitivity and intercultural counseling techniques are examined.

CHC4089 Case Studies in Christian Counseling .....3 cr
Various case studies are examined and discussed in terms of problem identification and biblically-based solutions. Role play is incorporated to demonstrate skill development.

CHC4855 Christian Counseling Capstone .....3 cr
(PQ: Highly recommended that all other major courses be completed) This course synthesizes concepts learned in previous classes and enables students to formulate an integrated model of Christian counseling. Students complete a capstone project reflecting this achievement.

COMMUNICATION STUDIES

CMN4013 Concepts of Communication .....2 cr
An introduction to the various dimensions of human communication and communication theory. Topics include interpersonal, intercultural, group, and mediated communication.

CMN4015 Communication Theory and Practice .....2 cr
(PQ: CMN4013) An examination of the theories of human communication, beginning with its origins in classical rhetorical theory and progressing through the wide variety of communication theories developed during the 20th century.

CMN4016 Intercultural Communication .....2 cr
(PQ: CMN4013) An introduction to intercultural communication through a combination of readings, observation, simulations, and application. Both effective practices and potential barriers to intercultural communication will be explored. Course assignments and discussions are designed for application for everyday encounters with individuals from other cultures.

CMN4017 Group Communication ..... 2 cr
(PQ: CMN4013) Group communication provides students with strategies for using theory and contemporary research findings to enhance group communication, group productivity, and member satisfaction. Using balance as a framework for looking at how groups work and "how to" work in groups, this course imparts students with tools for successful communication in groups with the ability to relate group communication theories, methods, and tools to group goals and member needs.

CMN4018 Interpersonal Communication ..... 2 cr
(PQ: CMN4013) This course examines the type of communication that happens when the people involved talk and listen in ways that maximize the presence of the personal. It is the quality of contact that emerges between people whenever they are willing and able to highlight in their speaking and listening aspects of what makes them human. Increasing our understanding of interpersonal communication can help us realize who we are and why we are that way, who we are in relation to God, and in relation to people. This course will give practical suggestions and skills that will help you communicate more effectively with family, friends, and co-workers.

CMN4025 Communication Ethics..... 2 cr
(PQ: CMN4013) Students address ethical issues, cases, and values from a Christian perspective. Accountability in media business, government regulation, and human rights is covered in readings, classroom discussion, and debates.

CMN4031 Business Communication ..... 2 cr
(PQ: CMN4013 and in-class computer access required) This course examines the mechanics of business communications, including the study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. Basic writing, proofreading skills, and clear business English are stressed. Students are taught to draft and evaluate a variety of letters, e-mails, memos, and reports, as well as demonstrate oral presentation skills using PowerPoint.

CMN4032 Public Relations Principles and Writing ..... 2 cr
(PQ: CMN4013) An overview of the role of the public relations function with practical emphasis on developing proficiency in producing the basic communication materials used by public relations professionals.

CMN4034 Public Relations Event Planning ..... 2 cr
(PQ: CMN4013) This course is designed to help students utilize principles and techniques of public relations to create, script, execute, and evaluate successful PR events. The class will emphasize both theory and practice, which will serve both the classroom experience and the world beyond the classroom.

CMN4042 Advanced Speaking and Presentation ..... 2 cr
(PQ: SPE1079 and CMN4013; in-class computer, microphone, and webcam access required) Students will build upon fundamental principles of effective speech preparation and delivery. Using various methods, strategies and tools, students will develop presentations for various professional scenarios, including speech writing.

CMN4044 Technology and Communication ..... 2 cr
(PQ: CMN4013) An introduction to the technologies used to create and deliver communications in today's workplace such as social media, blogs, mobile messaging, web conferencing, online chat, etc., and their impact upon the quality and process of communication.

CMN4046 Communication and Conflict Resolution ..... 2 cr
(PQ: CMN4013) A theoretical and practical overview of interpersonal conflict, with an emphasis on the role communication plays in resolution strategies.

CMN4048 Mediation and Communication ..... 2 cr
(PQ: CMN4013) An examination of the mediation process, the role of the mediator, how mediation differs from other forms of conflict resolution, and practicing the art of mediation through role-playing.

CMN4051 Methods of Communication Research ..... 3 cr
(PQ: All CMN courses except CMN4052) A survey and analysis of the most commonly used methods of social science inquiry relating to the communication discipline. Both qualitative and quantitative methods are examined. Students engage in original research projects.

CMN4052 Communication Research Project ..... 3 cr
(PQ: All program courses) Students apply scientific research methods to produce original communication research projects that are based in communication theory. The course will culminate with a public presentation of student research projects.

ETHICS

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

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

HUMAN RESOURCE MANAGEMENT

HRM4025 Business Ethics ..... 2 cr
Students address ethical theory and values from a Christian perspective. Accountability in government, human rights, and ethics in business are covered in readings, classroom discussions, and debates.

HRM4031 Business Communication ..... 2 cr
(PQ: In-class computer access required) This course examines the mechanics of business communications, including the study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. Basic writing, proofreading skills, and clear business English are stressed. Students are taught to draft and evaluate a variety of letters, e-mails, memos, and reports, as well as demonstrate oral presentation skills using PowerPoint.

HRM4040 Understanding Business ..... 3 cr
This course is an introduction to foundational components of business operations. Students gain an understanding of contemporary business and its environment as well as economic challenges facing the United States. Attention is given to global dimensions of business and forms of business ownership such as entrepreneurship, small business, and franchising, as well as the components of business to include marketing management, information systems, and financing.

HRM4042 International Human Resource Management ..... 3 cr
This course addresses challenges to human resource management due to the global village dynamic and the resulting phenomena of organizations operating in an international context. Topics include international strategic human resource planning, international HR policy development, global staffing, performance management, training, and development in an international context, international compensation, and developing an understanding of cultural and communications differences that have significant effects on organizations.

HRM4070 Compensation and Benefits ..... 3 cr
This course focuses on the aspects of a total compensation system. The student will develop an understanding of systems for developing pay structures within various contexts. Issues concerning various types of benefits, including an analysis of related costs, value, and relationship to business strategy are addressed. Students will also gain an understanding of significance of both compensation and benefits in relationship to recruitment, retention, and motivation of employees. In this course, students will each develop a basic compensation and benefits program in the context of a case study.

HRM4071 Principles of Human Resource Management.... 3 cr
This course is an overview of the principles of human resource management. Students will integrate human resource management with a Christian worldview. Attention is given to the role of human resource management in the overall organizational context as well as human resource personnel as organizational team builders.

HRM4072 Employment Law ..... 3 cr
The purpose of this course is to make students cognizant of the basic components of this significant aspect of human resource management. This course will delineate the various aspects of key pieces of legislation with which profit and not-for-profit organizations must comply. Specific topics include issues of legal and/or political environment, including the extent and content of laws, compliance, penalties, and implications for the organization. Attention is also given to such issues as sexual harassment, equal opportunity, and labor law.

HRM4074 Talent Management..... 3 cr
This course focuses on ensuring quality performance and how an organization can systematically achieve being consistently smart and healthy by maximizing the talent of its personnel to the fullest potential. Students will learn how to effectively identify, encourage, measure, evaluate, improve, and reward employee performance as well as how to design an appraisal process. The student will be introduced to various appraisal methods. Employee coaching and disciplinary processes are also addressed.

HRM4076 Recruiting, Selection, and Training..... 3 cr
The focus of this course is an in-depth study of effective recruitment, selection, and employee development techniques. Attention is given to methodology and the rules for recruiting qualified employees and how to understand, design, and deliver an employee orientation, training, and development program. This course will also provide a perspective on how adults learn while considering several methods of training while providing the student insight into determining whether training is successful.

HRM4080 Employee and Labor Relations ..... 3 cr
This course provides the student with an overview of labor/management issues as well as its present and future dynamics. Christian principles lay the foundation for discussion and learning in the areas of union structures and government, union organizing and employer response, collective bargaining and contract negotiations, and union management cooperation.

HRM4082 Leadership and Motivation ..... 3 cr
This course examines the history of leadership and organizational leadership theory. It also examines the behaviors, roles, and characteristics that constitute factors of leadership in developing and maintaining a smart and healthy organization. The course will examine roles of leaders and followers in leadership and organizational development. Students will also be exposed to the role of leadership and organizational health and culture as they relate to ethics, values, diversity, and social justice.

HRM4084 Conflict Management ..... 3 cr
This course examines the major causes of conflict, the effects of personality and perception on conflict, and recommended strategies to manage the conflict in our lives and our organizations. The course will provide students with the skills required for the productive management of conflict, such as active listening, clear direct speech, understanding personalities, integrative (win-win) negotiation, and mediation. Course content will also prepare the student to effectively deal with disruptive win-lose style negotiation.

HRM4085 Organizational Development ..... 3 cr
This course examines the history of organizational development theory. Topics include the nature of smart and healthy organizations, the structure and function of organizations, organizational life cycles, the organization in its environment, and the role of an organization in the context of society. In this course, students will gain an understanding of the concepts related to organizational learning.

HRM4086 Strategic Management and Human Resource Management ..... 3 cr
This course addresses the integration of human resource management within the organization's mission and strategies. This course will examine how to manage human resources effectively in dynamic legal, social, and economic environments currently constraining organizations. Topics include but not limited to the formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of HRM systems.

MARKETING

MKG4056 Economics ..... 3 cr
Students examine the concepts of marginal analysis, supply, and demand, fiscal and monetary policies affecting individual businesses, and recent economic history.

MKG4060 Principles of Marketing ..... 3 cr
The structure, function, and behavior of marketing systems are discussed. Emphasis is placed on the impact of social and economic environment and on the process of the decision-making aspect of marketing.

MKG4062 Sales and Sales Management ..... 3 cr
The management of company sales forces is the main focus of this course, which includes topics such as recruiting and hiring salespeople, defining sales territories, sales training, sales compensation, and sales presentation techniques.

MKG4064 Consumer Behavior and Research ..... 3 cr
This course acquaints the student with the basic dynamics of consumer behavior and analytical techniques used in marketing to study consumer behavior. Consumer behavior examines influences upon consumer decision-making while marketing research relates to methods used to explore, examine, and evaluate existing market opportunities.

MKG4066 Managerial Marketing ..... 3 cr
(PQ: C or better in MKG4060 and SPE1079) A study of the managerial problems relating to the development of a total marketing program: planning, organizing, coordinating, and controlling. Analysis of the complexity of decision-making in product development, pricing, research, and channel selection is studied.

MKG4068 Advertising and Promotion ..... 3 cr
Analysis of the role of advertising and sales promotion in marketing is studied. Subject areas treated include advertising strategy, agencies, media, and consumer motivation.

MINISTRIES

MNS4005 Introduction to Ministry ..... 2 cr
An introduction to the field of ministry and God's calling to serve in a ministry setting. Self-awareness of gifts and skills are explored as well as reflection on God's calling in the student's life. A provisional ministry philosophy is developed.

MNS4101 Old Testament Overview ..... 2 cr
(PQ: MNS4005) The Story of God as recorded in the Scriptures is explored through an overview of the Old Testament. Particular emphasis is placed on the relationship of God to His people.

MNS4102 New Testament Overview ..... 2 cr
(PQ: MNS4005) The Story of God as recorded in the Scriptures as continued in the New Testament is explored. Particular emphasis is placed on the Life of Christ and how Jesus did ministry.

MNS4115 Theology for Ministry ..... 2 cr
(PQ: MNS4005) Developing a theological framework is crucial to the work of ministry. This course will assist students in developing their theological understanding, especially ecclesiology.

MNS4135 Exegesis for Ministry ..... 3 cr
This course teaches exegetical methods and habits that will equip the student to "rightly handle the word of truth" and apply it to today.

MNS4215 Understanding Cultural Contexts ..... 2 cr
(PQ: MNS4005) This course explores principles and practices for understanding the seminal influence of culture on ministry in all contexts. The impact of culture through cross-cultural ministry, diversity, and organizational cultures are explored.

MNS4235 Human Growth and Development..... 2 cr
(PQ: MNS4005) This course studies human growth and development through the life span, including such areas as developmental psychology, family systems, and sociology. Special emphasis is given to applying learning to ministry situations.

MNS4255 World Religions ..... 2 cr
(PQ: MNS4005) An introduction to the major religions of the world. Special emphasis is given to understanding and reaching the 21st century world with the gospel.

MNS4315 Technology in Ministry ..... 2 cr
(PQ: MNS4005) This course explores both the use of technology in ministry and the theological and theoretical issues of these tools. Included are relevant trends and technological issues for ministry.

MNS4335 Teaching Methods for Ministry ..... 3 cr
(PQ: MNS4135) A theoretical and practical approach to developing practices and skills necessary to effectively teach others. Topics include understanding the learner, role of the teacher, developing lessons, methodology and curriculum. Practice teaching is also included.

MNS4355 Interpersonal Communication..... 2 cr
(PQ: MNS4005) This course will examine biblical and theological foundations, as well as social science research, for communication as well as applications to team building and communication.

MNS4375 Leadership for Ministry ..... 2 cr
(PQ: MNS4005) A study of the principles and practices of team based ministry and leadership in the local church and other ministry settings. Topics include team development, the functioning of organizations, and leadership styles.

MNS4395 Contemporary Religious Cultures and Evangelism ..... 2 cr
(PQ: MNS4005) Looking at the current spiritual cultures in the world, this course will work toward understanding and application for evangelism in the 21st century.

MNS4535 Interpersonal Relationships and Family Systems..... 2 cr
(PQ: MNS4005) This course will examine biblical and theological foundations, as well as social science research, for healthy relationships and family systems.

MNS4755 Spiritual Formation for Personal Growth ..... 3 cr
(PQ: All program courses and concurrently taken with MNS4855) During the final semester, students will be experiencing and building on their learning about spiritual formation through a series of retreats focused on spiritual practices. (NOTE: Fees may be assessed for retreat participation and related expenses).

MNS4855 Ministry Capstone ..... 3 cr
(PQ: All program courses and concurrently taken with MNS4755) During the final semester, students will be required to be involved in a ministry setting that allows them to practice and reflect on their call to ministry. Students will complete their own Philosophy of Ministry to guide them in future ministry.

PSYCHOLOGY

PYC4011 Adult Learning Theory ..... 3 cr
Students examine learning theories and the role of learning in the development of behavior. Attention is given to methods of assessing learning style and how learning style affects educational and occupational decision-making.

PYC4025 Professional Ethics ..... 3 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.

PYC4033 Life Span Development ..... 6 cr
Students examine developmental theories from birth through adulthood. Attention is given to emotional, social, cognitive, and spiritual dimensions related to development. Emphasis is placed on aspects of development most related to clinical issues.

PYC4041 Research and Statistics ..... 6 cr
Students examine various approaches to research and data analysis. Attention is given to descriptive and inferential statistics as well as the use of empirical research for developing clinical techniques.

PYC4043 Tests and Measurements..... 3 cr
(PQ: PYC4041) Students examine the principles of psychological measurement, including validity and reliability, and the administration and interpretation of tests. Attention is given to tests measuring personality, learning, and occupational interests.

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

PYC4053 Counseling Children and Adolescents ..... 3 cr
(PQ: PYC4051) Students examine clinical issues facing children and adolescents in treatment planning. Reference is made to assessment procedures and related personality concepts. Attention is given to specific techniques for treating children, including play therapy.

PYC4055 Marriage and Family Counseling ..... 3 cr
(PQ: PYC4051) Students examine theories and intervention techniques in marriage and family counseling. Methods of assessment are addressed. Specific issues facing couples and families are considered.

PYC4061 Criminology and Juvenile Delinquency..... 4 cr
An examination of the extent and nature of crime in the United States, with an emphasis on a sociological analysis of the youth offender. Attention is given to theories of crime causation and an analysis of the social processes leading to criminal behavior.

PYC4063 Criminal Justice ..... 3 cr
An examination of the philosophies, principles, and social dynamics which have led to the current system of law and justice administration in the United States. Special attention is given to law enforcement, the court system, penal institutions, and community corrections such as probation and parole.

PYC4065 Corrections ..... 3 cr
(PQ: PYC4061) An examination of the historical development, theories, and institutions of punishment, rehabilitation, and social control. Special attention will be given to jails and prisons, probation and parole, and institutional and community corrections in the United States.

PYC4067 Criminal Law ..... 3 cr
An examination of the sociology of law, definitions of criminal behavior, and defenses to criminal prosecution. Special attention will be given to substantive law and to procedural law, such as constitutional issues surrounding arrest through incarceration.

PYC4069 Deviance ..... 3 cr
(PQ: PYC4061) An examination of the etiology of criminal behavior, with an emphasis on addictions and chemical abuse and how these relate to rehabilitation versus social control. Attention is also given to ways in which social inequality contributes to criminal behavior and its impact on the criminal justice system.

PYC4071 Interpersonal Psychology..... 3 cr
A survey of the various dimensions of human intimacy. The impact of psychological, biological, and theological factors on relationships is examined with emphasis given to sexual function and dysfunction.

PYC4073 Personality and Psychopathology ..... 6 cr
An examination of the major modern theories of personality including classical psychoanalytic, object relations, trait, behavioral, cognitive, narrative and humanistic approaches. Students will be encouraged to evaluate each theory constructively and develop a comprehensive theory of personality. A systematic consideration of the nature and causes of various forms of mental illness will be included. Assessment and treatment approaches from the various theories of personality will also be examined.

PYC4075 Psychology of Gender ..... 3 cr
An examination of current approaches to the psychological study of men and women. Attention is given to perspectives on counseling people and their role in ministry.

PYC4077 Treatment of Special Populations ..... 3 cr
An examination of issues and dynamics associated with understanding and treating persons dealing with death, dying, bereavement, child abuse, and substance abuse.

PYC4081 Psychology of Stress Management ..... 3 cr
This course examines the physiological, psychological, and spiritual dimensions of stress and its management. Students are trained in practical stress management techniques. The relationships among stress, illness, and pain management are considered.

PYC4083 Psychology of Pain Management ..... 3 cr
This course examines various theories of pain and the use of the biopsychosocial model in the treatment of pain. Physiological, psychological, and social causes of pain are considered in the context of a Christian worldview. Attention is given to the role of personality characteristics and pain. Methods of treating pain are examined.

PYC4085 Clinical Health Psychology ..... 6 cr
(PQ: Highly recommended that PYC4081 or PYC4083 be completed) This course addresses the issues for establishing an integrated primary care health psychology practice. Common medical conditions and treatments are explored along with biopsychosocial factors and strategies for intervention within a primary care context.

Graduate Courses

BIBLE

BIB6211 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 ..... 4 cr
An exposition of Old Testament former and latter prophetic writings, emphasizing the historical setting and theological message.

BIB6213 Old Testament Writings ..... 4 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 Gospels ..... 2 cr
An exposition of the four gospels that emphasizes the theological message as discovered in the unfolding of the narrative within its historical context.

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

BIB6216 Pauline Epistles ..... 2 cr
An exposition of Paul's letters that emphasizes the historical setting and theological message.

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

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

BIB6312 Biblical Theology ..... 4 cr
A study of current methods and issues in the field of Biblical Theology, with emphasis on application to Old and New Testament books. Students will develop theological categories from the text and identify the variety and unity of theological themes.

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

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

BIB6315 Contemporary Issues in Theology ..... 2 cr
A study of a contemporary theological issue relevant to Evangelical theology, with a focus on analysis and assessment.

BIBLICAL ARTS

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

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

BIA5017 Bible in Its World ..... 4 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.

BIA5019 History of Christianity ..... 4 cr
In this course, students will survey the history of the church from its birth in the first century AD to its current manifestations in the 21st century. Attention will be given to the people and events that contributed to the growth and development of Christianity.

BUSINESS ADMINISTRATION

BUA5410 Corporate and Personal Ethics ..... 3 cr
Prepares leaders to understand their moral responsibilities and obligations and make ethical decisions as members of the workforce and society. Case studies of contemporary and controversial ethical issues facing organizations and organizational leaders will be studied. Topics include: approaches to ethics, moral reasoning, law and morality, equity, justice and fairness, ethical standards, and moral development.

BUA5610 Data Analysis for Decision Making ..... 3 cr
Students develop the ability to understand and use qualitative and quantitative data to make decisions for the organizations they lead. It is designed to equip organizational leaders to make use of qualitative and quantitative data analysis for effective decision making within various types of organizations.

EDUCATION

EDU5095 Concentration Elective I ..... 3 cr
(PQ: Approval from program director must be obtained prior to course registration) Course may be from another institution, another CGS program, special course offering, directed study, tutorial, internship, etc.

EDU5096 Concentration Elective II ..... 3 cr
(PQ: Approval from program director must be obtained prior to course registration) Course may be from another institution, another CGS program, special course offering, directed study, tutorial, internship, etc.

EDU5100 Worldview Perspectives on Professional Issues ..... 3 cr
This course examines the biblical foundations for education leaders within education and training contexts. The role of leadership and the unique moral and ethical challenges in educational organizations are explored. Students will use biblical foundations and their roles as education leaders to identify, explore, and contextualize the issues, needs, and challenges within their area(s) of concentrated study.

EDU5110 Theoretical Principles and Applications for Learning and Teaching ..... 3 cr
This course provides a strong foundation for understanding learning theory and its implications for curriculum design, instruction, and assessment. A historical perspective on learning theory as well as recent research is explored. Special emphasis is placed on the application of the theory to educational practice.

EDU5130 Learners and Learning in Diverse Communities ..... 3 cr
This course explores learning theories that guide student learning in today's diverse educational environments. Research-based practices are presented and discussed. Differentiated Learning and Universal Design models are explored with an emphasis on developing teacher competency in designing instruction responsive to the learning needs of all students.

EDU5140 Instructional Design: Theory and Practice ..... 3 cr
This course introduces instructional design process, from analysis through implementation and evaluation. Students will practice designing effective and appealing instruction based on principles from instructional theory.

EDU5150 Instructional Media and Technology ..... 3 cr
This course surveys emerging media and technology for teaching and learning. It prepares students to effectively integrate media and technology for engaging their learners and improving instructional practice.

EDU5160 Developing and Facilitating Online Instruction ..... 3 cr
This course surveys the theoretical and pedagogical applications of computer-based and online learning. It guides students to reflect on their teaching methods using computer technology. It also provides guidelines for selecting and evaluating instructional media and methods.

EDU5170 Immigration Studies in Educational Contexts .... 3 cr
This course examines contemporary issues related to immigration: motivations for migration, immigration laws and policies, impact of immigration on U.S., integration theories and practices of immigrants in social, economical and health areas, and the education of immigrants in the school. Emphasis is placed on impacts and implications of these issues in educational contexts.

EDU5980 Collecting and Using Data for Educational Decisions ..... 3 cr
(PQ: C or better in EDU3215, equivalent course, or program director approval) This course develops a knowledge base for understanding assessment and evaluation in the school context. The alignment of curriculum, instruction, and assessment is explored with an emphasis on applying methodologies and tools which support this alignment. The use of assessment data to inform instruction, to monitor learner progress, and to improve curriculum is discussed with an emphasis on applications to the current educational setting of the students.

EDU6120 Introduction to Research Methods..... 3 cr
This course provides a foundation for understanding educational research and its role in improving teaching and learning. The course introduces research methodologies and process and allows students to critique research reports. In addition, this course guides students to explore action research process including writing a literature review, designing a research question, and defining data collection methods to prepare a research proposal.

EDU6855 Action Research Capstone and Seminar ..... 3 cr
(PQ: C or better in all other program courses) This course is the final course in the curriculum. It builds heavily upon the content and skills developed in the *EDU6120 Introduction to Research Methods* course. Students will conduct research, analyze data, write a final report, and create a presentation of an approved research study that relates to a topic within their area of concentration.

HUMAN SERVICES

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

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

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

HMS5210 Research Methods and Human Services ..... 3 cr
This course reviews various applications of descriptive and experimental research methods. Quantitative and qualitative methods are reviewed. Students learn to evaluate human service research and apply research to the development and assessment of human service interventions.

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

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

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

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

HMS5312 Family Communication and Relationships ..... 3 cr
This course focuses on the psychosocial and spiritual foundations for healthy communication and interpersonal relationships within families. Strategies for developing appropriate problem solving and communication patterns are discussed.

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

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

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

LEADERSHIP

LDR5100 Personal Growth for Effective Leadership ..... 3 cr
Examines theories of leadership style and the personal and spiritual dimensions of leadership that are related to effectiveness. Emphasis is placed on the identification and development of personal and spiritual disciplines. Attention is given to methods for assessing and analyzing personal strengths and weaknesses of leaders and assisting others in developing leadership qualities.

LDR5110 Management and Leadership, Theory and Practice ..... 3 cr
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.

LDR5200 Strategic Leadership ..... 3 cr
Investigates the theories related to the use of mission and vision statements using strategic planning in relation to an organization's purposes and goals. Processes and rubrics 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 ..... 3 cr
Examines the dynamic role of communication in creating a productive, quality organization. The responsibility of leadership in helping to maintain an effective system of internal and external communication is considered. Subjects include these dynamics of organizational life: organizational culture and climate, internal communication to build morale, communication with the external environment, direction and effectiveness of communication flow, methods of decision making and communicating effectively in groups and teams. Attention will also be given to communication diagnosis through a communication audit.

LDR5300 Program Evaluation ..... 3 cr
(PQ: C or better in all program courses except LDR5855) This course focuses on research strategies for investigating organizational problems and on methods for performing program evaluations. Relevant research design and statistical concepts are also introduced as they pertain to data gathering and analysis that will be performed as part of the capstone project.

LDR5304 Leading in the Knowledge Economy ..... 3 cr
Students learn to lead in a knowledge economy in which knowledge and information are considered the most valuable assets. The course investigates methods for building leadership throughout all levels of an organization, achieving better results through knowledge management and teamwork, harnessing current and emerging technologies to manage global information, spurring innovation, and leading an organization that can effectively perform while maintaining the flexibility to change.

LDR5306 Leading for Organizational Success ..... 3 cr
This course focuses on methods for building healthy, functioning global organizations through processes that leverage organizational strengths and effective communication. Students will learn leadership methods that promote trust, integrity, reliability, fairness, caring, competence, loyalty, open communications, and ethical behavior. Students will investigate the quantifiable value of these organizational assets.

LDR5308 Leading Organizational Change ..... 3 cr
Students learn the tools used to implement change more smoothly as they develop an understanding of how change is initiated, nurtured, and managed in an organization. This course emphasizes the importance of communication in a leader's creating and casting a vision for the organization, choosing and exercising the appropriate leadership style, using power and authority within the organization, motivating organization members, and creating the organizational culture that is desired. The biblical role of a leader in conflict resolution is also explored.

LDR5510 Human Resource and Organizational Development ..... 3 cr
Examines the role of the human resource management as a strategic component in managing and developing today's organizations. The course provides a strategic overview of the key concepts and principles of each human resource function, along with their practical implications for organizational development to various types of firms including entrepreneurial and global firms. Key functions as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed.

LDR5855 Capstone Project ..... 3 cr
(PQ: C or better in all program courses) This course provides students the opportunity to complete their research or evaluation projects developed throughout the program. The capstone project will be a rigorous, comprehensive study applying and integrating leadership concepts to a real-world situation.

MINISTRY

MIN5110 Self-awareness in Leadership ..... 2 cr
This course is designed to help students become more aware of their calling, strengths, and growth areas. Personality, spiritual gifts, general biblical knowledge, spiritual growth, and family of origin issues will be addressed.

MIN5210 Leading and Organizing Ministry ..... 4 cr
(PQ: C or better in MIN5995) This course considers the leadership development of the whole person: knowledge, character, and skill. Practice of leadership and management for the church and for Christian nonprofit organizations will be studied. Students will examine God's vision for their lives, leading and organizing a ministry to accomplish a mission, and how to develop leaders who equip other leaders.

MIN5310 Pastoral Ministries ..... 4 cr
(PQ: C or better in MIN5995 and MIN5210) This course examines the theological foundations and practice of pastoral ministry. Consideration is given to personal discipleship, pastoral care, biblical counseling, the ordinances, relational skills, and leading a healthy church.

MIN5410 Ministries of Word and Worship ..... 4 cr
(PQ: C or better in MIN5995 and MIN5210) 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
(PQ: C or better in MIN5995 and MIN5210) 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
(PQ: C or better in MIN5995 and MIN5210) This course provides a brief overview of the biblical and philosophical principles on which Christian ministry in other cultural settings (both in the U.S. and abroad) is based, and the practices by which those principles are carried out.

MIN5995 Graduate Internship Assessment I ..... 2 cr
(PQ: C or better in the 18 courses/56 credits taken prior to this course in sequence; approval from internship coordinator which will be based upon the student's successful completion of supervised field experience) This assessment course integrates the disciplines of ministry with the M.Div. curriculum. It provides a mentored experience in various phases of Christian ministry. Students will discuss the events and ministry issues they encountered during their supervised field experience. Students will also share what they have learned regarding their strengths, growth areas, and call to ministry.

MIN5996 Graduate Internship Assessment II ..... 2 cr
(PQ: C or better in the 24 courses/74 credits taken prior to this course in sequence; approval from internship coordinator which will be based upon the student's successful completion of supervised field experience) As with MIN5995 Graduate Internship Assessment I, this assessment course integrates the disciplines of ministry with the M.Div. curriculum. Students will discuss foundational ministry assumptions, ministry issues that were encountered during their supervised field experience, and the outcomes of the learning goals that were established in their Internship Agreement. Students will also share what they have learned regarding their strengths, growth areas, and call to ministry.

PHILOSOPHY

PHI6316 Apologetics and Ethics..... 4 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.

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M.A., University of Toledo;
B.A., Gwynedd-Mercy College

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M.Div., Denver Seminary;
B.A., Moody Bible Institute

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