



GRADUATE  
**Catalog**  
2025–2026







# **UNIVERSITY OF NORTHWESTERN**

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## **ST. PAUL**

3003 SNELLING AVENUE NORTH  
ST. PAUL, MN 55113-1598

651-631-5100 | 800-692-4020 | UNWSP.EDU

In principle and practice, University of Northwestern does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in its educational policies, programs, or admissions.





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## ACADEMIC CALENDARS

# Academic Calendar

## Fall 2025

August 27, 2025 – December 21, 2025

## Spring 2026

January 12, 2026 – May 14, 2026

## Summer 2026

May 18, 2026 – August 25, 2026

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

September	1	UNW Closed – Labor Day
November	27	UNW Closed – Thanksgiving Day
	28	UNW Closed – Post Thanksgiving Day
December	19	Fall Commencement
	19-Jan 11	No Classes & UNW Closed on Specific Days – Christmas Recess
January	19	UNW Closed – Martin L. King Jr. Day
March	9-15	UNW Closed – Semester Recess
April	3	UNW Closed – Good Friday
	6	UNW Closed – Easter Monday
May	16	Spring Commencement
	25	UNW Closed – Memorial Day
June	19	UNW Closed – Juneteenth
July	3	UNW Closed – Independence Day

# University Information

## 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.

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## Vision Statement

The Vision Statement can be found at [unwsp.edu/about-us/christian-values/mission-and-vision/](http://unwsp.edu/about-us/christian-values/mission-and-vision/).

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## Declaration of Christian Community

The Declaration of Christian Community can be found at [unwsp.edu/about-us/christian-values/declaration-of-christian-community/](http://unwsp.edu/about-us/christian-values/declaration-of-christian-community/).

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## Doctrinal Statement

The Doctrinal Statement may be found at [unwsp.edu/about-us/christian-values/doctrinal-statement/](http://unwsp.edu/about-us/christian-values/doctrinal-statement/).

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## Philosophy of Education

The Philosophy of Education may be found at [unwsp.edu/about-us/christian-values/philosophy-of-education/](http://unwsp.edu/about-us/christian-values/philosophy-of-education/).

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## Accreditations & Memberships

University of Northwestern – St. Paul is:

- Accredited by The Higher Learning Commission ([hlcommission.org](http://hlcommission.org), 312-263-0456). Thus, credits earned at Northwestern are recognized by other colleges and universities. Also, Northwestern students are eligible for all federally funded financial aid programs and other aid programs.
- Incorporated under the laws of the State of Minnesota as a non-profit operated exclusively for educational, religious, and charitable purposes.
- Registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
- Approved by the State of Minnesota Department of Veteran Affairs for the training of veterans as well as survivors and dependents of veterans.

Additional accreditation information may be found at [unwsp.edu/about-us/accreditations-and-memberships/](http://unwsp.edu/about-us/accreditations-and-memberships/).

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## Northwestern Media

Northwestern Media information may be found at [unwsp.edu/about-us/northwestern-media/](http://unwsp.edu/about-us/northwestern-media/).

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## President

### Corbin Hoornbeek, Ph.D.

Information about President Hoornbeek may be found at [unwsp.edu/about-us/university-leadership/president/about-the-president/](http://unwsp.edu/about-us/university-leadership/president/about-the-president/).

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# Campus Life

Within the Christ-centered learning environment of University of Northwestern, there are many opportunities for students to develop and mature. The Northwestern community is a place where living and learning are combined intentionally for the good of the individual and the community and to bring honor to God.

## Student Responsibility

Students are held responsible for all information published in the University of Northwestern catalog and Student Handbook.

## Academic Achievement

Academic Achievement equips all UNW students to reach their academic goals through well-researched resources and services. With professional staff and highly-trained peer tutors and coaches, we develop resilient, life-long learners who will serve in their workplaces, homes, and communities.

Academic Achievement provides the following services:

- Academic Coaching
- Culture and language transitioning
- Disability Services
- Subject and writing tutoring

Academic Achievement is located on the 4th floor of Nazareth Hall (N4012). Visit or call 651-628-3316 for more information. Also check [my.unw.edu/pages?category=academic-achievement](http://my.unw.edu/pages?category=academic-achievement) and view the Academic Achievement page.

## Academic Computing

Northwestern provides each person—student, staff, and faculty—with a digital identity (UNW account) that is granted access to university technology resources. These resources include the university network; university email; the portal, with access to all electronic tools; our online course-management system; the online registration system; the library's online catalog and databases; and many other resources. The UNW account must be protected with supported multifactor authentication, either through a smart phone application or alternative method.

Northwestern's portal, myUNW, which is available from both a web browser and a mobile app, is the institution's official and primary means of delivering resources, content, institutional software tools, and communication to students. Communication among students, faculty, staff, and Northwestern administration occurs through announcements, tasks, and notifications in the portal, and through emails to students' university email addresses, which can be accessed in the portal. Students are responsible for checking the portal and their university email regularly. Students are also to use their UNW account when communicating within the Northwestern community.

## COURSE SITES

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

## Alumni & Parent Engagement

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

## Athletics

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

## Campus Store

The Campus Store is located on the first floor inside the Billy Graham Community Life Commons and is the one-stop shop for all your academic and spirit wear needs. We provide Northwestern-branded apparel, school supplies, gifts, snacks, and textbooks to students, faculty, staff, and alumni.

The store partners with students to help them achieve academic success through providing for purchase all required course materials including new, used, and rental textbooks as well as eTextbooks. All books and required materials may be ordered online through our website or purchased in store. In addition, during finals week each semester the store hosts a textbook buyback in which students may sell their textbooks back for cash dependent on our needs.

Please visit our website for more information [campusstore.unwsp.edu/home](http://campusstore.unwsp.edu/home).

## Career & Leadership Development

The Career & Leadership Development Department supports the University's mission to equip 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. Career & Leadership Development assists students through personalized coaching, engaging events, relevant tools and resources, and the coordination of experiential learning opportunities (internships, study abroad, and service learning) to

- discover their God-given design and how it influences academic and career direction
- choose and/or confirm an area of study
- gain relevant experience outside of the traditional classroom
- research employers, industries, or marketplace trends
- develop key competencies and professional skills
- evaluate and prepare for graduate and professional programs
- make meaningful connections with alumni and employers

Career & Leadership Development tools and resources are available via myUNW, including access to Handshake, where, in addition to searching for jobs and internships, students can schedule virtual and in-person appointments with Career & Leadership Development staff, including for study abroad, and register for events. Career & Leadership Development's main office is Nazareth Hall N4106. Visit or email [career@unwsp.edu](mailto:career@unwsp.edu) for more information.

## Disciplinary Process & Action

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

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

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

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

Northwestern may respond to behavioral violations with one or more of the following options:

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

The purpose of disciplinary probation is to provide additional external discipline and counseling for students struggling to abide by Northwestern's standards and policies. Conditions of probation may include, but are not limited to, the following: a contract stating behavior changes and expectations; weekly meetings with an assigned faculty/staff member; pledge of adherence to the Declaration of Christian Community; and completion of a topical assignment, seminar, or series addressing personal development. Students involved in co-curricular or extracurricular activities (i.e., athletics, music, drama, leadership roles) are subject to certain restrictions that would adjust levels of involvement for a determined period of time.

## Disciplinary Suspension

A suspension occurs when students lose the privilege of continuing at Northwestern for a designated period of time. Disciplinary suspension may be implemented at any time (immediately or at the completion of a semester), based upon flagrant or repeated violations of Northwestern's standards.

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

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

## Disciplinary Expulsion

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

## Disciplinary Appeals

If students are the recipient of disciplinary action and wish to appeal the decision, a written request for an appeal must be filed with Academic Affairs leadership within 30 days of receiving the disciplinary decision.

An appeal must include an explanation of the situation and a reason for the appeal, based upon one or more of the following:

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

When a request for an appeal is made, Academic Affairs leadership or designee will determine the appropriate response and may call for an appeals hearing.

## Library

The Berntsen Library is a 37,800-square-foot, free-standing facility located next to the Totino Fine Arts Center. The building is named in honor of William B. Berntsen, former president and chancellor of Northwestern College, who served the college for over 40 years. The Berntsen Library serves the Northwestern community through information resources and expertise, in order to advance the university's educational mission and to enrich the student learning experience.

The library provides growing book, reference, periodical, and audiovisual collections in a variety of formats to support learning. Access to online databases and research services greatly enhance and expedite the research process. Librarians are available to help students with research questions.

The library is a member of the MnPALS Consortium, which provides for resource-sharing with partner libraries across Minnesota, and works with other library networks to share resources regionally and nationally.

**CAMPUS LIFE**

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

**Persistence/Retention – Student Services**

Northwestern seeks to have all incoming students persist to complete their academic goals, most often including graduation. Faculty and staff participate in this process by submitting early alerts for students who may be struggling. Staff members collectively serve these students depending on the need and jointly intervene for the benefit of the student. The care and service provided to students is individualized and customized to match each situation. This individual approach is aimed at providing the best care for students, while also supporting the university's goal of retaining students.

**Public Safety**

Students are issued an identification (ID) card (online students may request a card) when they enroll at Northwestern. This ID card is the property of Northwestern; it must be returned to Public Safety upon termination or graduation at which time an alumni card will be issued. If an ID card is lost, damaged, or stolen, a replacement may be obtained for a fee. Vehicles are required to have a parking permit while on campus. More information may be found at myUNW.

**Student Concerns & Complaints**

Student concerns and complaints about Northwestern and the services provided are issues that Northwestern takes very seriously. We care deeply about ensuring that all students enjoy a healthy, productive and enriching experience as they pursue their education. We realize there may be an occasion where students have a concern or complaint, and we seek to provide an efficient response and resolution in these matters. We have established several situation-specific processes for students to express their concerns or complaints. We strongly encourage students to attempt to resolve the situation directly with the offending person/department/office prior to filing an official concern or complaint. More information which includes our policies and procedures may be found at [unwsp.edu/policies-and-legal-information/student-concerns-complaints/](http://unwsp.edu/policies-and-legal-information/student-concerns-complaints/) and [my.unw.edu/pages/student-concerns-complaint](http://my.unw.edu/pages/student-concerns-complaint) (login required).

Students enrolled in online courses through the University of Northwestern may submit initial concerns or complaints via the outlined procedure found on the webpages listed above. If resolution is not achieved through contact with Northwestern, students residing in a National Council for State Authorization Reciprocity Agreement (NC-SARA) state, pursuant to the NC-SARA Complaint Process, may contact our SARA State Portal Entity at the Minnesota Office of Higher Education. More Information on NC-SARA may be found at [nc-sara.org/](http://nc-sara.org/).

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



# Admission to Northwestern

The university does not discriminate on grounds of race, color, national or ethnic origin, sex, or disability. Admission to University of Northwestern does not guarantee any unique or specific disability-related accommodations. Prospective students with such concerns should contact Disability Services at 651-631-5292.

## Admission of Graduate Students

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

### Admission Criteria

The following criteria are applied when admitting graduate students:

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

Certain programs may have additional admission requirements, stipulations, or restrictions. Exceptions to admission criteria may be made on a case-by-case basis.

### Admission of Accelerated Graduate Track (Dual Degree) Students

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

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

The following criteria are applied when admitting accelerated graduate track (Dual Degree) students to their subsequent graduate program:

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

**ADMISSION TO NORTHWESTERN****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.

The following criteria are applied when admitting non-degree seeking students:

1. Evidence of a new birth in Jesus Christ.
2. Willingness to abide by the conduct expectations as outlined in the Declaration of Christian Community.
3. Submission of an Individual Course(s) Application.
4. Submission of an official transcript from where the Bachelor's degree was awarded and/or the most recent graduate school attended.
5. Ability to demonstrate English language proficiency (see complete policy for requirements).

**Admission of Special M.Div. Students**

A maximum of 10% of M.Div. students may be admitted to the M.Div. program without a Bachelor's degree (this special M.Div. program exception may not apply to the MATS or MAML program). In addition to the regular graduate admission criteria except having a Bachelor's degree awarded, students must meet the following requirements to be considered for this exception.

First, students must have at least twenty years of post-secondary life experience that includes full-time ministry work. Second, students must have two years of college, completed a minimum of 60 credits which includes English composition, and a minimum cumulative GPA of 2.80. Third, students must write an essay, in addition to the application essay, explaining how their life experience, vocational training, and education have prepared them for graduate work.

Students who meet these requirements and who have been approved by both academic and admissions leadership will be considered for admission on a provisional basis. These students may not be awarded the Master of Arts in Theological Studies (MATS) or Master of Arts in Ministry Leadership (MAML). Furthermore, students must achieve a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester, or they will be administratively withdrawn from the program.

**English Language Proficiency**

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

- A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based TOEFL, or 80 on the internet-based TOEFL.
- A minimum score of 6.5 on the International English Language Testing System (IELTS).
- A minimum score of 58 on the Pearson Test of English Academic (PTE).
- A minimum score of 105 on the Duolingo English Test.

The TOEFL/IELTS/PTE/Duolingo requirement may be waived for the following reasons:

- Student is from a recognized English-speaking country (contact Admissions for a list of identified countries).
- Student has successfully completed an English writing course with a grade of C- or better and has earned a minimum of 12 credits from an accredited U.S. college/university.

**Provisionally Admitted Students**

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

1. **Inadequate GPA**  
Graduate students who are admitted on a provisional basis because of inadequate GPA must have a minimum Northwestern cumulative GPA of 3.00 by the end of the first registered semester. If the applicable GPA provision is not satisfied, students will be academically suspended from their program, and they may apply for reenrollment after waiting one semester.
2. **Missing Official Transcript(s)**  
Students who are admitted on a provisional basis because of missing official transcript(s) must submit all missing official documents to the Registrar's Office by the end of the first registered semester. If all missing official transcript(s) are not received by the end of the first registered semester, students will not be allowed to register for any future courses until the provision has been satisfied.
3. **Other**  
Any other provision may be stipulated by Northwestern and must be satisfied in order to continue registering for courses. If any other provisions are not satisfied, students will be administratively withdrawn from their program, and they may apply for reenrollment after waiting one semester.

# University Costs

## Billing Notifications

Since billing is electronic, students are responsible to check their student account activity and view their online billing statement on a monthly basis. New eBills are generated the first week of every month and notifications are sent to the student's university email if a balance is due by the last day of the month.

## Delinquent Accounts

All bills are due in full by the last day of the month. If enrolled in a payment plan, the scheduled installment amount is due by the last day of each month to avoid a late fee. Students are not eligible to register for the next semester or obtain their diploma until their student account balance is paid in full or their payment plan is made current. Delinquent account balances will be transferred to ECSI for future monthly billing for nonregistered students.

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

## Payment of Accounts

Payments may be made in person, by phone, mail, or online. All payments should reference the student's ID number. In order to help students and their families make convenient arrangements for payment of their educational expenses, University of Northwestern offers two options:

1. Full Payment - Students pay the entire semester balance from Northwestern by August 31, 2025 for fall semester or January 31, 2026 for spring semester. With this payment option, a \$40 late payment fee will be assessed on any unpaid balance.
2. Monthly Payment Plans - Students may make up to four monthly payments, and there is a \$50 enrollment fee per semester. Deadline for enrollment in a payment plan is August 30, 2025 for fall semester or January 30, 2026 for spring semester. Students must reenroll in a payment plan each semester. If an installment is missed or is late, a \$10 late fee will be assessed for each installment payment that is late. Information about monthly payment plans may be obtained from Student Accounts at 651-631-5352 or studentaccounts@unwsp.edu.

Students are responsible to pay any charges that post to their account after a refund has been issued to them.

## Tuition & Fees

Tuition rates are subject to change each Fall semester. More information may be found at [unwsp.edu/admissions/financial-aid/tuition-fees/](http://unwsp.edu/admissions/financial-aid/tuition-fees/).

### Tuition

Per credit (excluding MBA) . . . . .	\$595
Per credit (MBA) . . . . .	\$650

### General Fees

Diploma Replacement . . . . .	\$10
Graduation Administration . . . . .	\$100
Payment Plan Enrollment . . . . .	\$50
Replacement of ID Card . . . . .	\$25

### Course-Related Fees

Directed Study Processing . . . . .	\$50
Online Course Technology (per credit) . . . . .	\$25
Also applies to Directed Studies and Tutorials	
Tutorial Processing . . . . .	\$50

**Note:** Fees are nonrefundable and are subject to change.

## Tuition Reimbursement

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



# Financing the Cost of Education

A student needing financial aid should begin the process of seeking assistance from all possible sources as early as possible. Financial aid comes in the form of scholarships and loans. Recipients of such assistance are selected on the basis of need, academic performance, or special qualifications. Students can complete their Free Application for Federal Student Aid (FAFSA) starting in October, prior to the academic year for which students need financial aid. This is also a good time to look and apply for outside scholarships. Students receiving financial aid must maintain satisfactory progress toward degree completion as defined in the Student Handbook. The majority of students at Northwestern receive some form of financial aid, which could include, scholarships and loans, to help with their university costs.

## How to Apply

Students begin the financial aid process by completing a Free Application for Federal Student Aid (FAFSA) at [studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa) for the appropriate academic year (e.g., if planning to start in Fall 2025, Spring 2026, or Summer 2026, complete the 2025–26 FAFSA); enter code 002371 for Northwestern.

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

- Electronic copy of the FAFSA and the student's Social Security number must be on file in order to receive this electronically.
- All official transcripts.
- Any other information that FAFSA is requesting Northwestern to verify.

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

## How Financial Aid is Determined

Graduate students are eligible for Direct Unsubsidized Loans from the U.S. Department of Education by completing the FAFSA and meeting certain eligibility requirements (i.e., enrolled at least half-time per semester).

## Minnesota GI Bill

Graduate students who meet the state's residency definition, have served or are serving in the military, and have completed the FAFSA may be eligible for this discount. It is supplemental funding to any other military benefits that they could receive. Students should apply at the Minnesota Department of Veteran Affairs website.

## U.S. Department of Veteran Affairs (VA)

Northwestern cooperates with the U.S. Department of Veterans Affairs to make it possible for eligible students to request VA benefits for courses and programs. To qualify, eligible students must be enrolled in an approved degree program at the University of Northwestern. The VA has the final authority regarding disbursement of all benefits for eligible students. For more information, contact Northwestern's VA School Certifying Official at 651-631-5119 or [registrar@unwsp.edu](mailto:registrar@unwsp.edu).

## Federal Direct Loan Programs

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

### Direct Unsubsidized Stafford Loan

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

### Graduate Plus Loans

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

## Completion of Coursework

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

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

## Satisfactory Academic Progress

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

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

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

### QUALITATIVE MEASURE (CUMULATIVE GRADE POINT AVERAGE)

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

Credits Attempted	Required Cumulative Grade Point Average
Graduate Credits	3.000

### QUANTITATIVE MEASURE (CUMULATIVE CREDITS EARNED)

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

Attempted Credits	Required Completion
All attempted credits	67%

### MAXIMUM TIME FRAME

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

Students become ineligible for financial aid at the time when it's determined that they are unable to complete their degree within the maximum time frame as indicated below.

Degree Type	Required Credits	Maximum Credits Attempted
Graduate Certificate	14-16	21-24
Master	36-76	54-114

### TREATMENT OF COURSES

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

#### Withdrawals

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

#### Incompletes

Courses in which students receive an incomplete are counted as attempted credits but not earned credits. Incompletes will be re-evaluated at the subsequent SAP review. Changes in grades will be considered along with a SAP appeal if the grade change makes the student eligible for aid. Per Northwestern policy, incomplete course grades are rolled to failing course grades if not complete by the timeline set by the Registrar's Office.

#### Repeated Courses

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

#### Audited Courses

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

#### Transfer Credits

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

#### Remedial Courses

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

#### Consortium Coursework

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

#### Change of Program

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

### FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS (SAP)

#### Financial Aid Warning Status

Students who do not meet SAP during a given semester will be put on financial aid warning status for the following semester. Students may receive financial aid while on warning status, and an appeal is not necessary. Students will be notified in writing that their financial aid is now in a warning status and be instructed that they will have one additional semester to meet SAP standards. If the student does not meet the SAP academic standard by the end of the warning semester, they will be put on financial aid termination status, pending an appeal.

**FINANCING THE COST OF EDUCATION****Financial Aid Probation Status**

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

**Financial Aid Termination Status**

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

**Reestablishing Financial Aid Eligibility**

If students are denied aid due to not meeting SAP standards, they will be ineligible for financial aid. Eligibility may be regained by raising the completion rate of credits attempted to 67% and cumulative GPA to the required number for credits attempted. Students can reestablish their eligibility the next time SAP is reviewed by either meeting the minimum standard, or by meeting the standard of an approved academic plan (see below). Once SAP is established, no further appeals are required unless in a subsequent term standards drop below the minimum.

**Financial Aid Appeal Process**

Students are able to appeal the loss of financial aid eligibility due to their failure to meet SAP standards, both qualitative and quantitative, after a semester on financial aid warning status. Students are also able to appeal the maximum time frame rule if they feel there are

extenuating circumstances that prevented them from completing their program of study within this defined limit. Circumstances that may warrant an appeal include, but are not limited to, the following: medical reasons, full-time employment, or being out of school for a long period of time. Previous non-receipt of federal financial aid funds does not qualify as an extenuating circumstance.

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

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

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

**Setting up an Academic Plan**

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

## Scholarships Available Through Northwestern

### Application Process

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

### Graduate Scholarships

The following scholarship is available to graduate students:

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

## Tuition Discounts

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

### Alumni Discount

This 20% discount is for students who have a previous degree awarded from Northwestern in any venue.

### Military Discount

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

### Christian Worker's Discount

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

### Family Discount

This discount is for families who have more than one student (parent, child, sibling, or spouse) enrolled in an Adult Undergraduate or Graduate program at the same time. Both students must be seeking a degree or certificate as an Adult Undergraduate or Graduate student at Northwestern to qualify.

There is also a family discount given to the Graduate student who has a son or daughter attending the Traditional Undergraduate program. The parent must be seeking a degree or certificate, and the Traditional Undergraduate student does not receive the discount. Students must reapply for this discount every academic year.

**Note:** Christian Worker's and Family discounts are \$220 per semester for full-time (6+ credits) graduate students. These discounts are prorated if students are enrolled less than full-time.

# Academic Information

## Academic Advising

Academic Advisors are available to assist students with program planning and provide academic counsel throughout the duration of their program. Students are responsible for course registration to ensure they are not taking duplicate or unnecessary courses. To successfully progress through their program, students are expected to be in regular communication with their Academic Advisor.

Academic Advisors will provide students with an introduction to the Degree Audit tool. Ongoing access and tutorials are available via myUNW.

## Academic Calendar

The Registrar uses Northwestern-approved principles to develop the annual academic calendar for the Traditional Undergraduate program. The Registrar coordinates with the School of Nursing to determine academic calendar dates that are unique to program needs. The Registrar also coordinates to have approved principles for online programs. Using these approved principles helps to ensure that consistent, accurate, and appropriate calendar information is available to students, faculty, staff, and the community.

For all graduate programs, an academic year consists of Fall, Spring, and Summer semesters. Graduate courses are accelerated in nature (typically 4 - 8 weeks in length) and delivered in a modular system, which means that students may take one course at a time.

## Academic Catalog

Across all Northwestern venues, the Registrar coordinates with academic administrators, deans, department chairs, program managers/directors, and offices such as Admissions, Financial Aid, Student Experience, Student Accounts, etc. that contribute to the production of University of Northwestern catalogs. This team effort helps to ensure that consistent, accurate, and appropriate catalog information is available to students, faculty, staff, and the community.

## Academic Exceptions

Students may request an exception to Academic Policy. Exceptions to academic policies will be considered by the appropriate committee. Petitions for exceptions should utilize the Academic Exception Request form available on myUNW. Completing the form does not guarantee your request will be approved.

Questions about an Academic Exception should be directed to the student's Academic Advisor or the Registrar's Office.

## Academic Internships & Practicums

University of Northwestern is committed to incorporating experiential education into its curriculum. Some graduate programs offer an academic internship or practicum either as a requirement or as an elective. An academic internship is an opportunity for a student to earn university credit during a structured, out-of-classroom, "real-world" experience. As a result of these applied experiences, students develop professionally and spiritually while exploring their fields of interest and clarifying career goals. In addition, many employers use internships/practicums as "feeder" programs for entry-level roles, which in turn provides higher placement rates for students who have completed one or more experience during their time at Northwestern.

Internship credits required for a University of Northwestern program may not be transferred from another institution unless written prior approval is obtained from the appropriate department chair/assistant

dean to allow such a transfer. Tuition charges and eligibility for financial aid will follow established university policy. The university reserves the right to remove any student from an internship at any time. Appeals will follow established university policy for academic or disciplinary probation. Tuition refunds will follow established university policy.

**Note:** An internship or practicum may be taken more than once and impact the student's GPA in each case as long as the work is a new, substantive experience rather than a continuation or repeat of a current or previous work experience.

## Assignments & Late Work

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

## Attendance

Due to the accelerated nature of the curricula, students are expected to participate in all online course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the online course activities for a given week because of a medical, family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in online course activities and fail to withdraw from the course will receive a failing grade.

## Auditing a Course

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

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

## Class Cancellations

The Registrar's Office reserves the right to change the start date or to cancel any course if minimum enrollment has not been met or for other extenuating circumstances.



## Classification of Students

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

## Course Load/Overload

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

### Military Training Time

Since graduate courses and programs are modular, non-standard in length, and in an accelerated format, military graduate students are considered full-time enrollment. Rate of pursuit as defined by the Department of Veteran Affairs is not associated with Federal Student Aid eligibility.

## Credit by Competency

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

Northwestern offers (for a fee) the following examinations:

- BIB2005 Survey of the Old Testament
  - Part 1 = Old Testament History and Literature: Law and History (2 credits)
  - Part 2 = Old Testament History and Literature: Poetry and Prophecy (2 credits)
- BIB2008 Survey of the New Testament

**Note:** Graduate students only need to successfully complete Part 1 (preferred) **OR** Part 2 to satisfy the graduate program Old Testament (OT) prerequisite.

## Credit Hour

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

1. one hour (not fewer than 50 minutes) of in-class or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit. This accounts for approximately 700 minutes of in-class or direct faculty instruction and a minimum of 1,400 minutes of out-of-class student work for a total of approximately 2,100 minutes for one semester hour of credit; or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by Northwestern, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## Degree Audit & Academic Plans

Students may view their grades, GPA, progress with credits earned toward degree completion, courses in progress, and remaining degree requirements. In addition, the Degree Audit includes a way to preview registration selections for future semesters.

## Diplomas

Diplomas are issued to students throughout the year if the student has:

- fulfilled all degree requirements
- submitted an Application for Graduation
- paid Graduation administration fee (charged during last term)
- paid Student Account balance in full
- received clearance from the Berntsen Library
- submitted all necessary official transcripts.

If a graduate's diploma becomes lost or damaged, he/she may request a replacement diploma from and pay a replacement fee to the Registrar's Office.

Graduating students of Northwestern have the option to choose how their name appears on their diploma (e.g. using their middle name or maiden name). No prefix or suffix relating to a title or credential is allowed to be printed on the diploma (e.g., Mr., Mrs., Miss, Dr., DMD, Esq., etc.).

When requesting a new diploma after graduation due to a name change, a completed Name Change Request form must be submitted by the student, along with appropriate documentation and applicable fees, before a new diploma will be issued.

## Directed Study

A directed study is a personalized, independent course of study designed to offer educational opportunities not provided by an existing course in the course catalog. Directed study courses are primarily designed to provide additional study opportunities related to the graduate program.

A student may complete more than one directed study in the same subject area, with each directed study impacting the student's GPA, as long as the content of the study is unique.

To be eligible for a directed study, a student must have a minimum Northwestern cumulative GPA of 3.500 and have a minimum of 67% of graduate program requirements completed.

The following procedure is utilized for a directed study:

1. The student submits the Directed Study Request (Form 1 of 2) which may include, but is not limited to, a proposed subject prefix (course number is 5815), proposed course title, desired number of credits, proposed Faculty Supervisor, reason(s) for pursuing, and the objective and/or a description of the directed study.
2. If approved, the student will receive specific details on how to register for the directed study which includes a processing fee.
3. The student will work with the Program Director and the selected Faculty Supervisor to identify the information needed to complete the Directed Study Proposal (Form 2 of 2) which may include, but is not limited to, the course learning outcomes, utilized books/materials, assignments/assessment activities, meetings, deadlines, expectations, and credit hour calculations.

## ACADEMIC INFORMATION

4. When feasible, the Directed Study Proposal (Form 2 of 2) should be approved one semester in advance; however, it must be submitted by the student no later than the seventh calendar day of the course and be fully approved (i.e., Faculty Supervisor and Program Director) by day 14, or the student may be administratively withdrawn from the course.

## Graduation Honors

Latin honors are not awarded for graduate-level degrees.

## Graduation Requirements

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

1. Matriculated students are required to meet the graduation requirements of the most recently published catalog at the time the chosen degree program was started. These requirements will remain in effect for a period of seven academic years beginning with the semester of initial enrollment in the chosen degree program, whether or not enrollment is continuous.
2. Students who do not complete all degree requirements within the seven academic year time frame must comply with the current degree requirements.
3. Students who change their graduate degree must comply with the current degree requirements.
4. Students must submit an Application for Graduation to the Registrar's Office.
5. The Registrar is authorized to make decisions on a student-by-student basis in consultation with appropriate faculty members and administrators.

## GRADUATE CERTIFICATE REQUIREMENTS

1. Successful completion of the required courses and credits as listed in this graduate catalog.
2. Successful completion of all graduate-level courses with a grade of C or better.
3. A minimum Northwestern cumulative GPA of 3.000.
4. **Residency Requirement:** A minimum of 75% of program credits must be completed at Northwestern.
5. A maximum of 25% of program credits may be earned by transfer credit.
6. When an academic discipline offers both a graduate certificate and a Master's degree:
  - Students may not concurrently pursue a graduate certificate and a Master's degree in the same academic discipline.
  - Students who have been awarded a graduate certificate may apply all of the credits toward a subsequent Master's degree.
  - Students will not be awarded a graduate certificate once a Master's degree in the same academic discipline has already been awarded.
  - Students who have already been awarded a Master's degree and subsequently return to pursue a different academic discipline that is offered as a concentration or graduate certificate must comply with the current requirements and must declare the graduate certificate (concentrations are not stand-alone).

## MASTER'S DEGREE REQUIREMENTS

1. Successful completion of the required courses and credits as listed in this graduate catalog.
2. Successful completion of all graduate-level courses with a grade of C or better.
3. A minimum Northwestern cumulative GPA of 3.000.
4. A maximum of 4 credits may be earned by directed study.
5. **Residency Requirement:** A minimum of 75% of program credits must be completed at Northwestern.
  - For the M.Div. degree, a minimum of 50% of program credits must be completed at Northwestern.
6. A maximum of 25% of program credits may be earned by transfer credit.
  - For the M.Div. degree, a maximum of 50% of program credits may be earned by transfer credit.
  - If a M.Div. student changes his/her program to a different degree (e.g., MATS, MAML, MOL), then a maximum of 25% of program credits may be kept as transfer credit.
7. A minimum of 50% of credits for each concentration must be unique to that concentration when compared to a student's other concentration(s), and the non-elective courses for each concentration must be taken.
8. Students who are pursuing a Master's degree which requires a concentration that is also offered as a graduate certificate will earn the concentration.
9. A maximum of 12 common credits may be shared between degrees if students pursue a second Master's degree; this does not apply to students who pursue the M.Div. degree.

## COMMENCEMENT ATTIRE

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

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

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

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

## COMMENCEMENT PARTICIPATION

- Students may participate in the December commencement ceremony only if all degree requirements are met by the end of fall semester.
- Students may participate in the May commencement ceremony only if all degree requirements are met or if it can be demonstrated that remaining credits have been registered for and may be completed no later than the beginning of the fall semester following commencement.

## Modality (Course Delivery Format) Definitions

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

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

## Program Transitions

### Change/Add a Program

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

### Program Withdrawal

A program withdrawal occurs when students terminate their enrollment at Northwestern. It is their responsibility to initiate the withdrawal online via myUNW. Withdrawing may jeopardize financial aid and may affect future graduate program requirements. Prior to withdrawing from their program, students should contact their Academic Advisor.

Within a month after withdrawing from their program, students will receive a bill or a refund check. A student account balance that is not paid in full within sixty days will be transferred to ECSI for future monthly billing. Students who withdraw from their program and desire to reenroll must follow the procedures for re-enrollment.

### Administrative Withdrawal

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

## Registration for Courses

### Deadlines & Expectations

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

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

### Course Drop

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

### Course Withdrawal

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

COURSE LENGTH	Drop 100% Tuition Refund  No Transcript Notation	WITHDRAWAL 50% Tuition Refund  W Transcript Notation	WITHDRAWAL 0% Tuition Refund  W Transcript Notation
4 WEEKS	Days 1-8	Days 9-10	Days 11-15
6 WEEKS	Days 1-8	Days 9-12	Days 13-22
8 WEEKS	Days 1-8	Days 9-14	Days 15-29
12 WEEKS (Includes full Summer semester)	Days 1-8	Days 9-18	Days 19-43
16 WEEKS (Full Semester)	Days 1-8	Days 9-22	Days 23-57

**Note:** This policy only applies to graduate courses.

## Re-Enrollment

Re-enrolling students are allowed to complete their original degree program requirements within a period of seven years from when they first enrolled. For those unable to do so, they must meet the current requirements as described in the current catalog at the time the re-enrollment request is submitted.

## ACADEMIC INFORMATION

Students who leave UNW under probationary status may be subject to the same probationary status upon returning to UNW. Students who leave under academic suspension have limitations as stated under the Academic Standing section of the Academic Policy Manual found on myUNW.

A student who has been academically suspended may petition for readmission to the university one semester after termination. (For Traditional Undergraduate students, summer session is not counted in the required one semester.) Evidence must be supplied to support the request. The best evidence is at least 4 credits of college-level academic work completed with a grade(s) of B- or better.

Students eligible for re-enrollment who were previously enrolled in programs that have since been discontinued or substantially revised may be required to comply with the current degree program requirements.

UNW staff will work with re-enrolling military service members, whose service obligations temporarily interrupted their educational plans, to determine best possible solutions.

See "Graduation Requirements" (page 16) for more information.

Inactive students who desire to reenroll must complete an application through Admissions, meet all current admission requirements (including the submission of any outstanding transcripts), and fulfill any outstanding student account financial obligations. However, the ability to reenroll is not guaranteed.

## Transcript Services

**University of Northwestern – St. Paul transcripts:** Northwestern has retained the National Student Clearinghouse to provide online ordering of official electronic and paper transcripts.

- A paper transcript produced by Northwestern is considered official as long as it remains in its envelope and the seal is unbroken. This includes a paper transcript issued to a student, with the envelope stamped "Issued to Student."
- An electronic (PDF) transcript issued to the end recipient is considered official. An electronic transcript issued to the student is considered unofficial. A printed copy of an electronic transcript is considered unofficial.
- For more information or to place a transcript request, please visit [unwsp.edu/transcript](http://unwsp.edu/transcript).

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

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

## Transfer of College Credit to University of Northwestern Graduate Programs

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

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

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

Only courses taken from the following will be evaluated for the transfer of credits:

- Regionally, nationally, professionally, or specialized accredited institutions (recognized by the U.S. Department of Education).
- Foreign institutions that are recognized by their country's ministry of education.
- Non-accredited or non-recognized institutions with an established Credit Transfer Agreement with Northwestern.

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

- Credits (not grades) earned at another institution may be accepted at Northwestern subject to review and approval by the Registrar.
- Prior learning credits from other institutions are not accepted.
- Graduate-level courses transferred from other institutions must have a grade of C or better, but the applicability of those credits depends upon the selected graduate program at Northwestern.

## Tutorials

A tutorial is the way in which a student may independently take a course, which is listed in the course catalog and is part of the curriculum of the student's graduate program. In essence, a tutorial is an existing course that is taught to one student.

A course should be taught as a tutorial only in extenuating circumstances (e.g., a course is cancelled or is no longer offered, or a student has an unavoidable schedule conflict).

If a student needs to fulfill a program requirement through an independent course of study, it is preferred that departments/schools assist the student by providing a directed study to meet the objectives of the course missed rather than by arranging a tutorial.

The faculty instructor, the appropriate department chair, and the school dean must approve a student's request to register for a tutorial. Contact your Academic Advisor for more information.

See fees on page 9.

## Verification of Student Status

Students may obtain enrollment verification at the Advising Registration page at myUNW. This self-service link allows students to print enrollment verification certificates, view their enrollment history, and view the proofs of enrollment sent on their behalf to student service providers.

The Registrar's Office will provide written verification of student status (dates of attendance, graduation, academic achievement, etc.) upon written request of the student. Such formal verification is often needed for student loan purposes or for obtaining "good student" auto insurance discounts.

# Academic Standards

## Academic Appeals

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

## Academic Dishonesty

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

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

## Academic Probation & Suspension

Students will be placed on academic probation when they are not in good academic standing which requires a minimum cumulative GPA of 3.000. Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid future academic probation or academic suspension from the university.

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

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

While academically suspended, a student may take up to 2 UNW graduate credits in a semester.

After being away for two semesters, an academically suspended student may seek re-enrollment.

## Cheating & Plagiarism

Students cheating or plagiarizing in coursework or examinations are subject to discipline. The standard disciplinary response is an immediate F (failing grade) for the course and the student placed on academic integrity probation. The disciplinary action may be decreased to failure of assignment if work is a minor part of the total grade (less than 5%) and if judged not to be premeditated.

If there is a subsequent incident of academic dishonesty, the student is placed on academic integrity suspension for the subsequent semester (may include summer suspension as well if a spring semester incident). Incidents of and appeals regarding academic cheating will be directed to the Registrar.

See the Academic Policy Manual on myUNW for full details.

## Cheating

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

## Plagiarism

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

- Failure to use quotation marks when quoting
- Failure to make a thorough paraphrase when attempting to put the idea in one's own words
- Failure to give the source of the information

## Disclosure Information

### ANNUAL SECURITY & FIRE SAFETY REPORT (ASR) – CLERY ACT

In compliance with the Clery Act (effective 1990), Northwestern's most recent Annual Security & Fire Safety Report may be found at [unwsp.edu/resources/public-safety/campus-safety/](http://unwsp.edu/resources/public-safety/campus-safety/). Printed copies may also be obtained through Public Safety.

## ASSESSMENT OF STUDENT LEARNING

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

## DISCLAIMER

University of Northwestern reserves the right to change, without notice, any statement concerning, but not limited to, rules, policies, tuition, fees, faculty, curriculum and courses.

## NOTICE OF NONDISCRIMINATION

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

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The university is required by Title IX and its regulations not to engage in sex discrimination in its education



**ACADEMIC STANDARDS**

program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently, in an education program or activity. Sexual Harassment is a form of sex discrimination. In accordance with Title IX and its regulations, this policy addresses the university's prohibition of the following forms of unlawful sex discrimination: Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation. Allegations of sex discrimination that do not involve sexual misconduct will be handled in accordance with the Non-Discrimination Policy and Harassment: All Unlawful Forms Policy.

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

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

Bret Hyder  
Office of Student Experience/Title IX Coordinator  
Billy Graham Community Life Center G108  
3003 Snelling Ave North, St. Paul, MN 55113  
titleix@unwsp.edu

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

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

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

Pearl Ferrin  
Assistant Vice President of Human Resources  
Riley Hall: R1705  
3003 Snelling Avenue North, St. Paul, MN 55113  
651-631-5375  
plferrin@unwsp.edu

**PRIVACY ACT (FERPA)**

University of Northwestern conforms to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Detailed information about FERPA and University of Northwestern can be found at [unwsp.edu/academics/registrar/ferpa/](http://unwsp.edu/academics/registrar/ferpa/).

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, University of Northwestern hereby designates the following items as Directory Information. 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. Directory Information includes the student's name, address, telephone number, email address, digitized image/photograph/video, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate, full-time, or part-time, etc.), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent previous educational institution attended.

Currently enrolled students may withhold disclosure of information under the provisions of FERPA. To withhold disclosure, a Request to Restrict Information form must be submitted.

Submitting this form will make the directory information confidential until the student requests to lift the restriction. As with all confidential student records, University of 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. University of Northwestern cannot assume the responsibility to contact the student for subsequent permission to release directory information. Regardless of the effect upon the student, the university assumes no liability for honoring an instruction to withhold directory information.

Further information concerning FERPA may be found at [unwsp.edu/academics/registrar/ferpa/](http://unwsp.edu/academics/registrar/ferpa/). Questions or concerns may also be referred to the U.S. Department of Education's Family Policy Compliance Office:

Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
Email: FERPA@ed.gov  
<https://studentprivacy.ed.gov/>

**RETENTION & GRADUATION RATES**

Retention and graduation rates may be found at: [unwsp.edu/admissions/financial-aid/student-consumer-info/](http://unwsp.edu/admissions/financial-aid/student-consumer-info/)

**SOLOMON AMENDMENT**

University of Northwestern must comply with the Solomon Amendment and therefore supplies the following student data upon request to the Department of Defense, military services, and other related federal agencies for the purpose of recruitment and manpower fulfillment:

Student's name, address, UNW email address, telephone listing, age (or year of birth), place of birth (not currently collected or available), level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), most recent educational institution attended, and current major(s).

For further information or specific questions, please contact the Registrar.

## STUDENTS SEEKING ACCOMMODATIONS

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

## Good Academic Standing

Graduate students must maintain a minimum Northwestern cumulative GPA of 3.000 to remain in good academic standing.

## Grading System

### GRADES & GRADE POINTS

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

GRADE	QUALITY	GRADE POINTS
A	Excellent	4.000
A-		3.670
B+		3.330
B	Good	3.000
B-		2.670
C+		2.330
C	Satisfactory	2.000
C-		1.670
D+		1.330
D	Unsatisfactory	1.000
D-		0.670
F	Failure	0.000

GRADE	QUALITY
AU	Audit
I	Incomplete
IP	In Progress
LP	Low Pass (equal to D-, D, D+)
NC	No Credit (equal to F)
NR	Not Reported
P	Pass (minimum of C-)
S	Satisfactory
SNE	Satisfactory/Not Earned
U	Unsatisfactory
UNE	Unsatisfactory/Not Earned
W	Withdraw (16-70% through term)
WC	Withdrawal COVID-19
WV	Waived

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

### Final Grades

Final grades are posted approximately two weeks after the end of each course and are viewable on myUNW or Degree Audit. Grades filed with the Registrar's Office are considered final. Students are advised to review their transcript carefully and promptly once each course has ended.

### Grade Point Average

Courses with grades of A through F contribute to total grade points and are called "quality credits." Courses with the following grades do

not contribute to the GPA: AU, I, LP, NC, P, PR, S, T, U, and W. The cumulative grade point average (GPA) is the result of dividing total grade points by total quality credits for all courses taken in University of Northwestern academic programs.

### Incomplete Grade

A grade of "I" (incomplete) is given only if the instructor is satisfied that there is a valid excuse, such as prolonged illness. Incompletes are given only by pre-arrangement with the instructor.

Students have up to three weeks from the end of the course to submit the necessary coursework. Faculty then have one week to submit a final grade. If a grade is not received within four weeks from the end of the course, a failing grade will be recorded on the transcript. To request an incomplete, students must submit an Incomplete Request Form prior to the end of the course and include appropriate documentation.

### P/NC & S/U Grades

A grade of P permits credit without influencing GPA calculations; a grade of NC disallows credit but does not affect grade point average. In courses which are required but carry no credit, the grading system is S (Satisfactory) or U (Unsatisfactory). For the purpose of transfer, a P grade is equivalent to a C- or better and an NC grade is equivalent to an F.

### Repeating a Course

For courses specifically designated as repeatable (e.g., choir), the below information does not apply.

For courses not specifically designated as repeatable, a student may repeat any course no matter the grade earned; however, a student who receives a grade of F in any course is strongly advised to repeat that course as soon as possible. Students on probation will find that this is the most effective way of raising their cumulative grade point averages.

The highest grade earned will be used in calculating the cumulative GPA. This repeating of a course includes Northwestern courses listed as equivalent courses in the student information system. All earned grades for the same course remain on the transcript but only the highest grade earned counts in the final GPA calculations.

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

- A failed course may be repeated as many times as needed until passed.
- A previously passed course may only be repeated once.
  - This includes even those courses where a higher grade is required for the program (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.
  - If a student finally passes a failed course with a passing grade, he/she may repeat the course one more time to try to achieve a higher grade.

### Withdrawal Grade

When a student withdraws from a course the transcript will reflect a notation of W if the withdrawal occurs during the allowed time frame. See chart on page 17.

# Course Numbering and Subject Prefixes

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

## Course Levels

5000–6999      Graduate courses

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## Subject Prefixes

BIA	Biblical Arts	HIS	History
BIB	Bible	LDR	Leadership
BUA	Business Administration	MIN	Ministry
DAL	Data Analytics	PHI	Philosophy
HCM	Healthcare Management		

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# Academic Program Summary

## Graduate Credit Requirements

MASTER'S DEGREES	PROGRAM	CONCENTRATION	TOTAL
Master of Arts in Ministry Leadership	24	12	36
Master of Arts in Theological Studies	24	14	36
Master of Business Administration	28	14	42
Master of Divinity	64	12	76
Master of Organizational Leadership	22	14	36
CERTIFICATE PROGRAMS	PROGRAM	CONCENTRATION	TOTAL
Christian Studies	16	–	16
Data Analytics	16	–	16
Healthcare Management	14	–	14
Leadership	16	–	16
Ministry Leadership	16	–	16

## Master's Degree Programs

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## Graduate Certificate Programs

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# GRADUATE STUDIES PROGRAMS

The Graduate Studies program offers a variety of degree options designed for busy, working adults since courses are offered online and at an accelerated pace. Students may select from graduate certificates and Master's degrees.

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

## Graduate Core Competencies

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

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

## School of Business

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Healthcare Management (Certificate). . . . .	page 27
Leadership (Certificate). . . . .	page 27

## School of Theology & Ministry

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Ministry Leadership (Certificate). . . . .	page 31



# SCHOOL OF BUSINESS

## Mission Statement

The School of Business is committed to graduating Christian students in career-ready programs and majors, who have acquired exceptional professional and technical skills and a solid biblical worldview. Our goal is for alumni to excel in their careers, becoming leaders and advancing Christ's Kingdom in the marketplace.

The School of Business is dedicated to providing a fully integrated business curriculum for our alumni to function exceptionally within their business field. Northwestern offers courses in all facets of business, integrating moral and ethical considerations with practical, market-relevant application. This comprehensive education, taught from a Christian perspective, allows our alumni to fulfill the scriptural demand to steward the resources and talents which the Lord has entrusted to them.

The School of Business offers the following degree and certificate programs: Master of Business Administration, Master of Organizational Leadership, Data Analytics (Certificate), Healthcare Management (Certificate), and Leadership (Certificate).

## Master of Business Administration

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

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

### Program Core ..... 28 cr

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

### Concentration/Electives..... 14 cr

Students may declare a concentration or complete 14 credits of electives (BUA, DAL, HCM, LDR, or MIN5069). Related transfer courses may apply toward elective credits.

#### Data Analytics Concentration (14 cr)

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

DAL5625	Business Statistics and Analytics.....	4
DAL5645	Generative AI in Business.....	2
DAL5655	Data Modeling for Business Analytics.....	4
DAL5675	Forecasting Economic Principles and Applications.....	4

#### Healthcare Management Concentration (14 cr)

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

HCM5080	Healthcare Policy and Management.....	4
HCM5085	Leadership in Healthcare.....	4
HCM5087	Law and Ethics in Healthcare.....	2
HCM5089	Healthcare Financial Systems.....	4

#### Management Concentration (14 cr)

BUA5110	Strategic Technology.....	2
BUA5210	Legal Aspects of Business.....	2
BUA5220	Human Resource Leadership.....	2
LDR5308	Leading Organizational Change.....	4
Electives	BUA, DAL, HCM, LDR, or MIN5069 Courses.....	4

## Master of Organizational Leadership

The Master of Organizational Leadership (MOL) is designed for individuals who want to integrate a Christian perspective into the context of leadership. Students will be equipped with relevant knowledge and skills to navigate complex environments and effectively lead in public or private organizations. Coursework is designed to be relevant and immediately applicable to professional work. Students are encouraged (though not required) to declare a concentration.

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

### Program Core ..... 22 cr

BUA5010	Managerial Leadership.....	4
BUA5220	Human Resource Leadership .....	2
BUA5420	Business Leadership Ethics .....	4
BUA5620	Data Analysis and Decision Making.....	2
LDR5202	Effective Communication and Leadership .....	4
LDR5304	Leading in the Knowledge Economy .....	2
LDR5855	Capstone Practicum.....	4

### Concentration/Electives..... 14 cr

Students may declare a concentration or complete 14 credits of electives (BUA, DAL, HCM, LDR, or MIN5069). Related transfer courses may apply toward elective credits.

#### Data Analytics Concentration (14 cr)

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

DAL5625	Business Statistics and Analytics .....	4
DAL5645	Generative AI in Business .....	2
DAL5655	Data Modeling for Business Analytics.....	4
DAL5675	Forecasting Economic Principles and Applications ..	4

#### Healthcare Management Concentration (14 cr)

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

HCM5080	Healthcare Policy and Management .....	4
HCM5085	Leadership in Healthcare.....	4
HCM5087	Law and Ethics in Healthcare .....	2
HCM5089	Healthcare Financial Systems.....	4

#### Management Concentration (14 cr)

BUA5110	Strategic Technology .....	2
BUA5210	Legal Aspects of Business .....	2
LDR5200	Strategic Leadership.....	2
LDR5308	Leading Organizational Change .....	4
Electives	BUA, DAL, HCM, LDR, or MIN5069 Courses .....	4

## Graduate Certificate in Data Analytics

- This graduate certificate is granted upon successful completion of the required courses and 16 credits.
- Students may not take these courses if they already took the related UNW undergraduate courses. A course substitution will be required.

### Required Courses ..... 16 cr

BUA5620	Data Analysis and Decision Making.....	2
DAL5625	Business Statistics and Analytics .....	4
DAL5645	Generative AI in Business .....	2
DAL5655	Data Modeling for Business Analytics.....	4
DAL5675	Forecasting Economic Principles and Applications....	4

## Graduate Certificate in Healthcare Management

- This graduate certificate is granted upon successful completion of the required courses and 14 credits.
- Students may not take these courses if they already took the related UNW undergraduate courses. A course substitution will be required.

### Required Courses ..... 14 cr

HCM5080	Healthcare Policy and Management .....	4
HCM5085	Leadership in Healthcare .....	4
HCM5087	Law and Ethics in Healthcare .....	2
HCM5089	Healthcare Financial Systems .....	4

## Graduate Certificate in Leadership

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

### Required Courses ..... 16 cr

BUA5010	Managerial Leadership.....	4
BUA5420	Business Leadership Ethics .....	4

#### Select 8 credits from the following:

BUA5220	Human Resources Leadership.....	2
BUA5620	Data Analysis and Decision Making.....	2
LDR5200	Strategic Leadership.....	2
LDR5202	Effective Communication and Leadership .....	4
LDR5304	Leading in the Knowledge Economy .....	2
LDR5308	Leading Organizational Change .....	4

# SCHOOL OF THEOLOGY & MINISTRY

## Mission Statement

The Graduate School of Theology & Ministry prepares Kingdom leaders who understand and cherish the Scriptures, pursue holy thinking and living, and minister effectively in the church and beyond. More information may be found at [unwsp.edu/academics/schools-and-departments/school-of-theology-and-ministry/](http://unwsp.edu/academics/schools-and-departments/school-of-theology-and-ministry/).

The Graduate School of Theology & Ministry offers the following degree and certificate programs: Master of Arts in Ministry Leadership, Master of Arts in Theological Studies, Master of Divinity, Christian Studies (Certificate), and Ministry Leadership (Certificate).

## Master of Arts in Ministry Leadership

The Master of Arts in Ministry Leadership (MAML) is designed to equip local church, nonprofit, and parachurch leaders with core competencies in spiritual formation, biblical interpretation, and organizational leadership. In addition, students will complete one year of required field experience in the form of internships. Students are encouraged (though not required) to declare a concentration.

- The MAML is granted upon successful completion of the required courses and 36 credits.
- **MAML Prerequisites:** Undergraduate Old Testament Survey, Undergraduate New Testament Survey, and Undergraduate Biblical or Systematic Theology. Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120, BIB5124, BIB6312, BIB6313, or BIB6314 that will apply toward elective credits.

### Program Core ..... 24 cr

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

#### Select one of the following:

BIA5021	Apologetics	2
PHI5310	Ethics	2

### Concentration/Electives ..... 12 cr

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

#### Biblical Studies Concentration (12 cr)

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

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

#### Clinical Pastoral Education (12 cr)

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

MIN5999	Clinical Pastoral Education	12
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#### Cultural Engagement Concentration (12 cr)

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

#### Select the course that was not taken in the Core:

BIA5021	Apologetics	2
PHI5310	Ethics	2

#### Organizational Leadership Concentration (12 cr)

BUA5010	Managerial Leadership	4
LDR5308	Leading Organizational Change	4
Electives	BIB, BUA*, HCM, LDR, MIN Courses	4
*BUA5420 is a recommended elective		

#### Pastoral Leadership Concentration (12 cr)

MIN5310	Pastoral Care	4
MIN5410	Ministries of Preaching and Worship	4
Electives	BIB, BUA, HCM, LDR, MIN Courses	4

#### Theological Studies Concentration (12 cr)

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

# Master of Arts in Theological Studies

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

- The MATS is granted upon successful completion of the required courses and 36 credits.
- **MATS Prerequisite:** Undergraduate Old Testament Survey and Undergraduate New Testament Survey. Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120 & BIB5124 that will apply toward elective credits.

## Program Core ..... 24 cr

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

## Concentration/Electives. .... 12 cr

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

### Biblical Studies Concentration (12 cr)

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

### Cultural Engagement Concentration (12 cr)

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

### Ministry Leadership Concentration (12 cr)

MIN5011	Spiritual Formation for Leadership .....	2
MIN5210	Leading and Organizing Ministry .....	4
Electives	BIA, BIB, LDR, MIN, or PHI Courses .....	4
<b>Select one of the following:</b>		
MIN5510	Ministry Relationships .....	2
MIN5610	Ministering Culturally and Globally .....	2

### Elective Courses

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



# Master of Divinity

The Master of Divinity (M.Div.) is designed for individuals who desire a comprehensive program which combines Bible exposition, theology, and Christian ministry. This prepares students with the knowledge and skills necessary to be successful pastors, chaplains, church planters, missionaries, or para-church leaders. Students are encouraged (though not required) to declare a concentration.

- The M.Div. is granted upon successful completion of the required courses and 76 credits.
- **M.Div. Prerequisites:** Undergraduate Old Testament Survey and Undergraduate New Testament Survey. Students who do not meet the prerequisites may fulfill these requirements by completing BIB5120 & BIB5124 that will apply toward elective credits.
- Students may substitute Clinical Pastoral Education coursework for the required graduate internship and/or graduate capstone project courses.

## Biblical & Theological Foundations ..... 38 cr

BIA5015	Biblical Hermeneutics .....	4
BIB6201	New Testament Greek for Biblical Study. ....	4
BIB6211	Interpreting the Pentateuch .....	4
BIB6214	Interpreting the Gospels .....	2
BIB6216	Interpreting the Pauline Epistles .....	2
BIB6312	Biblical Theology of the Old and New Testaments ...	4
BIB6313	Systematic Theology I .....	4
BIB6314	Systematic Theology II .....	4
HIS5019	History of Christianity .....	4
Electives BIB courses .....		4

### Select one of the following:

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

## Ministry Leadership ..... 26 cr

MIN5011	Spiritual Formation for Leadership .....	2
MIN5210	Leading and Organizing Ministry .....	4
MIN5310	Pastoral Care .....	4
MIN5410	Ministries of Preaching and Worship .....	4
MIN5510	Ministry Relationships .....	2
MIN5610	Ministering Culturally and Globally .....	2
MIN5710	Religious Heritage and Church Polity .....	2
MIN5993	Graduate Internship I .....	1
MIN5994	Graduate Internship II .....	1
MIN5995	Graduate Capstone Project .....	2
MIN5996	Graduate Capstone Project II .....	2

## Concentration/Electives. .... 12 cr

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

### Biblical Studies Concentration (12 cr)

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

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

### Clinical Pastoral Education Concentration (12 cr)

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

MIN5999	Clinical Pastoral Education .....	12
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### Organizational Leadership Concentration (12 cr)

BUA5010	Managerial Leadership .....	4
LDR5308	Leading Organizational Change .....	4
Electives	BIB, BUA*, HCM, LDR, MIN Courses .....	4
*BUA5420 is a recommended elective		

### Practical Theology Concentration (12 cr)

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

### Select the course that was not taken in the Core:

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

## Graduate Certificate in Christian Studies

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

<b>Required Courses . . . . .</b>		<b>16 cr</b>
Electives	BIA, BIB, HIS, or PHI Courses . . . . .	4
<b>Select 4 credits from the following:</b>		
BIA5015	Biblical Hermeneutics . . . . .	4
BIA5017	Bible in Its World. . . . .	2
BIB5120	Old Testament Survey . . . . .	2
BIB5124	New Testament Survey . . . . .	2
<b>Select 8 credits from the following:</b>		
BIB6312	Biblical Theology of the Old and New Testament . . .	4
BIB6313	Systematic Theology I . . . . .	4
BIB6314	Systematic Theology II . . . . .	4

## Graduate Certificate in Ministry Leadership

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

<b>Required Courses . . . . .</b>		<b>16 cr</b>
MIN5011	Spiritual Formation for Leadership. . . . .	2
MIN5510	Ministry Relationships . . . . .	2
MIN5610	Ministering Culturally and Globally . . . . .	2
Electives	BIA, BIB, BUA, HCM, HIS, LDR, MIN, or PHI Courses . .	6
<b>Select one of the following:</b>		
MIN5210	Leading and Organizing Ministry . . . . .	4
MIN5310	Pastoral Care . . . . .	4
MIN5410	Ministries of Preaching and Worship. . . . .	4

# Course Descriptions

## Course Description Legend

Course Code/Course Title .....	Number of Credits
PQ .....	Prerequisite(s)
V .....	Online course is offered in the synchronous (virtual) modality

### Biblical Arts

#### **BIA5015 Biblical Hermeneutics .....4 cr**

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

#### **BIA5017 Bible in Its World .....2 cr**

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

#### **BIA5021 Apologetics. ....2 cr**

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

#### **BIA5203 Science and Christianity .....2 cr**

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

#### **BIA5301 Theology of Gender and Sexuality .....2 cr**

A biblical and theological analysis of matters related to gender and sexuality, including careful assessment of key passages of Scripture and study of relevant history, philosophy, science, and social issues.

### Bible

#### **BIB5120 Old Testament Survey .....2 cr**

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

#### **BIB5124 New Testament Survey .....2 cr**

An overview of the New Testament, focusing on content and structure. Additional topics include authorship and historicity, genres, and continuity with the Old Testament.

#### **BIB6201 New Testament Greek for Biblical Study. ....4 cr**

An introduction to New Testament Greek with the goal of being able to utilize electronic resources and read exegetical commentaries.

#### **BIB6211 Interpreting the Pentateuch. ....4 cr**

An exposition of the first five books of the Old Testament, emphasizing the historical setting and theological message.

#### **BIB6212 Old Testament Prophets .....2 cr**

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

#### **BIB6213 Old Testament Writings .....2 cr**

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

#### **BIB6214 Interpreting the Gospels. ....2 cr**

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

#### **BIB6215 Interpreting Acts. ....2 cr**

An exposition of Acts that emphasizes the historical setting and theological message.

#### **BIB6216 Interpreting the Pauline Epistles. ....2 cr**

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

#### **BIB6217 Hebrews to Revelation .....2 cr**

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

#### **BIB6312 Biblical Theology of the Old and New Testaments. ....4 cr**

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

#### **BIB6313 Systematic Theology I .....4 cr**

(PQ: BIA5015 recommended) The advanced study of the doctrines of bibliology, theology (proper), angelology, anthropology, and hamartiology.

#### **BIB6314 Systematic Theology II. ....4 cr**

(PQ: BIA5015 recommended) The advanced study of the doctrines of Christology, soteriology, pneumatology, ecclesiology, and eschatology.

#### **BIB6891 Thesis Research I. ....2 cr**

(PQ: Program Director approval) Students will work with a Thesis Advisor during an entire semester to narrow the focus of study and to develop a working title and thesis statement. Students will also create an annotated bibliography of sources relevant to the thesis topic. Finally, students will assess the various positions that emerge from their studies.

#### **BIB6892 Thesis Research II .....2 cr**

(PQ: BIB6891 and Program Director approval) Students will work with a Thesis Advisor during an entire semester to distinguish their position from other viewpoints on the thesis topic. Students will also prepare an outline of the thesis paper. Finally, students will begin to write the chapters of the thesis paper.

## Business Administration

### **BUA5010 Managerial Leadership . . . . .4 cr**

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

### **BUA5110 Strategic Technology . . . . .2 cr**

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

### **BUA5210 Legal Aspects of Business . . . . .2 cr**

Businesses must be aware of the legal boundaries within which they operate. A business with high ethical standards needs to comply with the letter and the spirit of the law. This course analyzes the predominant bodies of law that guide the firm. Augmented with legal precedents, four principal areas of law are examined: operating laws (fair business competition, consumer protection, and employee protection), contract laws, intellectual property laws, and bankruptcy laws. Students are challenged to examine the spirit of these laws and determine the ethical boundaries that will govern their relationship with and respect for the legal aspects of business.

### **BUA5220 Human Resource Leadership . . . . .2 cr**

Examines the role of the human resource management as a strategic component in managing and developing today's organizations. This course provides a strategic overview of the key concepts and principles of each human resource function, along with their practical implications for organizational effectiveness in various types of organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of current issues such as diversity training, total rewards, and employee engagement are analyzed.

### **BUA5314 Applied Economics . . . . .4 cr**

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

### **BUA5420 Business Leadership Ethics . . . . .4 cr**

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

### **BUA5510 Marketing for Managers . . . . .4 cr**

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

### **BUA5620 Data Analysis and Decision Making . . . . .2 cr**

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

### **BUA5710 Financial Accounting . . . . .4 cr**

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

### **BUA5720 Managerial Finance . . . . .2 cr**

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

### **BUA5810 Strategic Management . . . . .4 cr**

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

## COURSE DESCRIPTIONS

## Data Analytics

**DAL5625 Business Statistics and Analytics** .....4 cr  
(PQ: C or better in BUA5620) This course is designed to equip participants to apply business statistics for the purposes of business intelligence: effectively communicating both technical information and informed recommendations to decision-makers. Emphasis will be placed on using a leading business analytical software to investigate, test, summarize, and visualize data. The course will introduce business case studies, data discovery projects, and best practices in presenting technical results. Emphasis will be placed on making interactive dashboards and effective technical presentations.

**DAL5635 Trends in Data Analytics** .....2 cr  
(PQ: C or better in BUA5620) This course explores current and upcoming trends and rapid changes in data analysis and data science, such as the integration of Analytics and Artificial Intelligence (AI) and the ways analytical algorithms are transforming organizations and society. Students will examine potential disruptive or transformational opportunities in the application of analytics and discover new prospects in an industry, organization, or career field familiar to them. Familiarity with statistics, modeling techniques, and using business data, is recommended.

**DAL5645 Generative AI in Business** .....2 cr  
This course examines Artificial Intelligence (AI) and its transformative impact on modern business strategy, decision-making, and organizational leadership. AI reshapes industries by enhancing data-driven insights, optimizing operational efficiency, and redefining customer interactions. The integration of AI presents complex ethical, regulatory, and societal challenges that demand careful consideration which students will analyze.

**DAL5655 Data Modeling for Business Analytics** .....4 cr  
(PQ: C or better in DAL5625) The aim of this course is to develop modeling techniques to go beyond basic descriptive statistics and introduce students to a variety of methods that are informative and technically advanced and provide learners with the knowledge, skills, and abilities necessary to examine data in a variety of applications and settings. The course will provide a theoretical background, but the primary focus will be on the application of data modeling algorithms, which include logistic regression, decision trees (Bootstrap Forests and Boosted Tree), artificial neural networks, deep neural networks, ensemble models, principal component analysis, and explore machine learning and artificial intelligence applications. Course materials will encompass a wide selection of industries, and students will be introduced to leading commercial analytical software tools that include JMP, SAS Studio, Tableau, and BayesiaLab.

**DAL5675 Forecasting Economic Principles and Applications** . . .4 cr  
(PQ: C or better in DAL5625) This course will introduce students to business forecasting and economic data analysis techniques and methods that can aid in business decision making. Students will critically analyze time series data and apply forecasting methods to make estimates on future business metrics. Students will use regression analysis, time series modeling techniques, and statistical concepts to build business intelligent dashboards, documentation, and develop presentation materials for a nontechnical audience.

## Healthcare Management

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

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

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

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

## History

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



## Leadership

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

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

### **LDR5202 Effective Communication and Leadership. ....4 cr**

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

### **LDR5304 Leading in the Knowledge Economy.....2 cr**

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

### **LDR5308 Leading Organizational Change.....4 cr**

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

### **LDR5855 Capstone Practicum .....4 cr**

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

## Ministry

### **MIN5011 Spiritual Formation for Leadership<sup>v</sup>.....2 cr**

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

### **MIN5069 Missional Leadership<sup>v</sup> .....2 cr**

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

### **MIN5210 Leading and Organizing Ministry<sup>v</sup> .....4 cr**

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

### **MIN5310 Pastoral Care<sup>v</sup> .....4 cr**

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

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

This course prepares students to evaluate contemporary approaches to preaching including overall sermonic structure and technological integration. Students identify and utilize advanced preaching strategies.

### **MIN5410 Ministries of Preaching and Worship<sup>v</sup>.....4 cr**

This course will focus on the public delivery of God's Word and on the creation and leadership of corporate worship.

### **MIN5510 Ministry Relationships .....2 cr**

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

### **MIN5610 Ministering Culturally and Globally .....2 cr**

This course prepares students to investigate social and cultural contexts in order to communicate and minister effectively in a diverse and globalized society. This course also applies theological and philosophical principles related to the global and local mission of the church.

### **MIN5710 Religious Heritage and Church Polity. ....2 cr**

This course examines the relationship between the mission of the church, religious heritage, and church polity. Students investigate ecclesial traditions with which they are closely affiliated in order to understand the influence of theological distinctives and ecclesial structure on contemporary church practice.

### **MIN5993 Graduate Internship I .....1 cr**

(PQ: Program Director approval) Students complete at least 50 hours of ministry field experience during an entire semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to test your vocational calling through field experience.

### **MIN5994 Graduate Internship II .....1 cr**

(PQ: C or better in MIN5993 and Program Director approval) Students complete at least 50 hours of ministry field experience during an entire semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to further refine one's vocational calling.

**COURSE DESCRIPTIONS**

**MIN5995 Graduate Capstone Project I . . . . . 2 cr**  
 (PQ: C or better in MIN5994 and Program Director approval) Students complete a supervised ministry experience or a practical ministry project that is designed in consultation with a mentor during an entire semester. Through a process of practice and reflection, students evaluate their learning goals, personal growth, and overall growth as a ministry leader. A primary goal of the course is to complete a self-awareness in ministry project.

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

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

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**Philosophy**

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

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