

NORTHWEST CHRISTIAN UNIVERSITY

VISION

*To be a university known for its integration of excellent academic programs,
a foundation in the Christian faith,
and a focus on teaching leadership and ethics*

MISSION

*To develop competent, ethical leaders for service in the workplace,
community, Church, and world*

VALUES

*Academic excellence
Faith commitment
Ethical leadership
Character development
Caring community
Global engagement*

OUR COMMITMENT AS A CAMPUS COMMUNITY

*As a Christian institution of higher learning,
we are committed to being a caring, welcoming community
characterized by diversity, inclusiveness, respect for all people,
and a passion for social justice.*

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2009-2010 ACADEMIC YEAR

Fall Semester

Classes begin
Last day to drop/Declare P/NP
Labor Day holiday
Last day to withdraw
Thanksgiving holiday
Commencement
Last day of classes

Session 1

August 24, 2009
August 31, 2009
September 7, 2009
September 25, 2009

Session 2

October 20, 2009
October 26, 2009

November 20, 2009
November 24-27, 2009
December 11, 2009
December 18, 2009

October 19, 2009

Spring Semester

Classes begin
Last day to drop/Declare P/NP
Martin Luther King, Jr. holiday
Spring break (on-campus courses)
Last day to withdraw
Good Friday holiday
Last day of classes
Commencement

Session 1

January 4, 2010
January 11, 2010
January 18, 2010

Session 2

March 2, 2010
March 8, 2010

March 23-26, 2010
April 2, 2010
April 2, 2010
April 30, 2010
May 8, 2010

February 5, 2010

March 1, 2010

Summer Semester

Classes begin
Last day to drop/Declare P/NP
Memorial Day holiday
Independence Day holiday
Last day to withdraw
Last day of classes

Session 1

May 3, 2010
May 10, 2010
May 31, 2010

Session 2

June 28, 2010
July 5, 2010

July 5, 2010
July 30, 2010
August 20, 2010

May 28, 2010
June 27, 2010

2010-2011 ACADEMIC YEAR

Fall Semester

Classes begin
Last day to drop/Declare P/NP
Labor Day holiday
Last day to withdraw
Thanksgiving holiday
Commencement
Last day of classes

Session 1

August , 2010
August , 2010
September , 2010
September , 2010

Session 2

October , 2010
October , 2010

November , 2010
November , 2010
December , 2010
December , 2010

October , 2010

Spring Semester

Classes begin
Last day to drop/Declare P/NP
Martin Luther King, Jr. holiday
Spring break (on-campus courses)
Last day to withdraw
Good Friday holiday
Last day of classes
Commencement

Session 1

January , 2011
January , 2011
January , 2011

Session 2

March , 2011
March , 2011

March , 2011
April , 2011
April , 2010
April , 2010
May , 2010

February , 2011

March , 2011

Summer Semester

Classes begin
Last day to drop/Declare P/NP
Memorial Day holiday
Independence Day holiday
Last day to withdraw
Last day of classes

Session 1

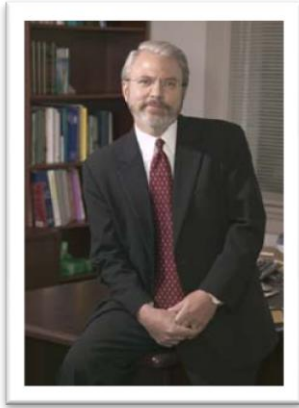
May , 2011
May , 2011
May , 2011

Session 2

June , 2010
July , 2010

July 5 2010
July , 2010
August , 2010

May , 2010
June , 2010



Dr. David Wilson, President

A WELCOME FROM THE PRESIDENT

Dear students:

It is with great pleasure that I welcome you to Northwest Christian University. What an exciting time this is to be a student at NCU! As an institution of higher learning, we have been educating students since 1895. One constant since that time has been our commitment to the Bible and Christian values as our foundation. But NCU has changed dramatically over the years and has experienced a transformation from a Bible college to a Christian liberal arts university. Today, undergraduate students prepare for careers in a diverse array of fields ranging from the ministry and professional careers such as business and education to liberal arts areas such as psychology and speech communication. Furthermore, we have expanded our offerings to include graduate programs in school counseling, community counseling, business administration, and teacher education.

Whatever your choice of major and career happens to be, you will find at NCU well-designed curricula and superb faculty and staff who are focused on your success. At NCU, faculty and staff care not only about a student's intellectual development but about his or her personal development as well. It is a place where breadth and depth of knowledge, critical thinking, relationships, character development, faith development, and values all take center stage. And it is a learning environment from which students leave well-prepared for productive and satisfying careers and lives of Christian service, civic engagement, and ethical leadership.

Look around campus, visit with faculty and staff, and you will soon realize that we are growing, building new facilities, enhancing our technology, adding new programs of study, and offering an increasing number of student learning and growth opportunities such as study abroad, mission trips, and internships.

I invite you to explore this catalog for all that it offers you in the way of challenging and exciting programs of study and avenues for personal growth. And I encourage you to take full advantage of our rich learning environment. Our faculty and staff stand ready to assist you. I hope you will seek and welcome their good counsel and mentoring.

Again, I welcome you to this jewel of a university we call NCU. I trust that your journey with us will be rewarding.

Sincerely,
Dr. David W. Wilson

BOARD OF TRUSTEES

Governance and Support

Northwest Christian University is an Oregon corporation, governed by a board of trustees, whose purpose is to maintain a Christian institution of higher learning.

The board of trustees consists of not fewer than 20 nor more than 36 people. Members are elected by the board. Sixty percent must be members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ, four of whom will be from official entities of these church bodies. Four trustees are elected from the alumni of the University. Additionally, one faculty representative, elected annually by Faculty Forum, and one student representative (current president of ASNCU) serve on the Board as non-voting members.

The board of trustees is the policy-making and governing body of the University. On the basis of recommendations made by the president of the University, it establishes a course for the development of the total program of the University and fulfillment of its mission, and it strives to provide essential funds.

Officers/Executive Committee of the Board of Trustees

Greg Strausbaugh, chair	Bob Hutchins, at-large
Linda McKay Korth, vice chair	Ada Lee, at-large
Gary Pierpoint, secretary	Jeff Miller, at-large
Kay Merrill, treasurer	Jim Treece, at-large

Members

Kathleen Carr, *senior vice president, GCO Servicing Corp., Payette, ID*
Roger Davidson, *retired minister, Tacoma, WA*
Marvin Eckfeldt, *retired senior minister, Kent, WA*
Jim Fort, *professional photographer, Twin Falls, ID*
Bonnie Haddow, *president, All Wanderlands Travel, Tacoma, WA*
Bruce Hanna, *Oregon State Representative; President and CEO, Coca-Cola Bottling Co., Roseburg, OR*
Bob Hutchins, *senior vice president, Smith Barney, Medford, OR*
Bill Jennison, *deputy prosecuting attorney, Spokane, WA*
Gary Jurden, *financial planner, Ameriprise Financial Services, Eugene, OR*
Linda Korth, *co-owner, McKay Investments, Eugene, OR*
Ada Lee, *president, B & A International, Inc., Eugene, OR*
Shannon Lechlitter, *volunteer, Boise, ID*
Kay Merrill, *volunteer, Beaverton, OR*
Jeff Miller, *vice president, Pacific Benefit Consultants/Eugene Insurance, Eugene, OR*
Frank Morse, *Oregon State Senator; retired president, Morse Bros. Inc., Albany, OR*
Barbara Olson, *co-owner, XL Hospice, Inc., Ontario, OR*
Gary Pierpoint, *retired senior vice president, Umpqua Bank, Eugene, OR*
Michael Raz, *retired advertising director, Register-Guard, Eugene, OR*
John Richardson, *senior minister, Kern Park Christian Church, Portland, OR*
Sharon Rimmer, *marriage and family counselor, Christians Addressing Family Abuse, Eugene, OR*
Cherie Reynolds, *volunteer, Albany, OR*
Norv Ritchey, *retired Univ. of Oregon athletic director, Eugene, OR*
Mike Solomon, *vice president of sales, Far West Steel, Eugene, OR*
Greg Strausbaugh, *business owner, Eugene, OR*
Judi Beard Strubing, *retired assistant vice president, Merrill Lynch, Eugene, OR*
Jim Treece, *retired executive, Weyerhaeuser Co., Tacoma, WA*
Clayton Walker, *real estate developer, Eugene, OR*
David W. Wilson, *president, Northwest Christian University*
Barney Wimer, *retired businessman, and interim minister, Kenmore, WA*
Cathy Myers Wirt, *regional minister, Christian Church in Oregon (Disciples of Christ), Beaverton, OR*

Ex-officio

Faculty Representative - TBA
Student Representative - Jenifer Rider

ADMINISTRATIVE OFFICERS AND STAFF

Office of the President

President David W. Wilson
Executive Administrative Assistant Carla Aydelott

Academic Affairs

Vice President for Academic Affairs and Dean of the Faculty Dennis R. Lindsay
Director of the School of Arts and Sciences
Director of the School of Business and Management
Director of the School of Christian Ministry Doug Dornhecker
Dean of the School of Education and Counseling Jim Howard
Director of Career Development and Academic Advising Angela Doty
Disability Officer Angela Doty

Advancement

Vice President for Advancement
Director of Alumni Relations Jeannine Jones
Director of Church Relations Garth Blake
Senior Development Officer Beth Walsh

Business Affairs

Vice President for Finance and Administration/Chief Financial Officer Diana Barkelew
Accounts Payable Technician
Payroll Analyst/HR Records Greg Battle
Student Billing/Revenue Collection Specialist Darcy Nolte
Bookstore Manager Ben Pottorf
Plant Superintendent Oskar Bucher

Enrollment

Vice President for Student Development & Enrollment Michael Fuller
Executive Director of Enrollment Services Brian Mills
Director of Admission Jennifer Samples
Director of Financial Aid David Haggard
Registrar Aaron Pruitt

Information Systems Department

Analyst Programmer II Dean Niewart
Campus Computing Specialist Doug Vermilyea
Help Desk/Network Technician Samuel Robinson
Network Administrator Jason Barta

Kellenberger Library

Director Steve Silver
Reference Librarian Scott Gallagher-Starr
Public Services Supervisor Karen Head
Technical Services Supervisor Debbie Caudell

Student Development & Athletics

Vice President for Student Development & Enrollment Michael Fuller
Director of Residence Life and Student Services Jocelyn Hubbs
Area Residence Coordinator Elizabeth Seybold
Director of Student Programs Kirsten Madsen
Campus Pastor Steven Poetzi
Athletic Director Corey Anderson
Athletic Trainer Jarred Gibson
Sports Information Director Nick Askew

FACULTY

Steve Andersen, D.H.A., *Associate Professor of Business and Management*

B.S., University of the Pacific, 1970; M.B.A., California State University, 1982; D.H.A., Medical University of South Carolina, 2002. (Since 2007)

Timothy M. Bergquist, Ph.D., *Professor of Quantitative Methods*

B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara

Michael Kennedy, D.B.A., *Professor of Business & Management*

B.S., University of Oregon, 1969; M.Div., Yale University, 1972; M.S., Naval Post Graduate School, 1983; D.B.A., Nova Southeastern University, 2001. (Since 1997)

Anne Maggs, M.B.A., *Associate Professor of Business and Management*

B.S., University of Oregon, 1982; M.B.A., Northwest Christian College, 2001. (Since 2001)

Jeanie O'Laughlin, Ph.D., *Associate Professor of Accounting*

B.S., California State University, 1983; M.B.A., California State University, 1986; Ph.D., Claremont Graduate University, 2003. (Since 2007)

The above are faculty who regularly teach in the Professional Studies Program. Other full-time and part-time faculty in the undergraduate schools also teach specific PSP courses from time to time, as do a number of carefully selected and approved adjunct faculty. For a complete listing of NCU full-time and part-time faculty, see the Undergraduate Catalog. For a complete list of current adjunct faculty teaching in the PSP, please contact the assistant vice president for academic affairs.

GENERAL INFORMATION

History of Our Name

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus so that students could use the extensive resources of that state institution while providing its own courses in Bible and Christian ministry. The name of the College was changed to Eugene Bible University in 1908 and again in 1930 to Eugene Bible College.

On May 10, 1934 Eugene Bible College merged with Spokane University. Established in 1912, Spokane University was forced to close its doors in 1933 as a result of financial difficulties. Following this merger, the name was changed to Northwest Christian College.

In the years following the decade of the 1980s, Northwest Christian College began to expand its curriculum beyond ministerial training which had been the major emphasis through most of the twentieth century. By the outset of the twenty-first century, and in addition to the continued emphasis upon biblical studies and Christian ministry, the institution was offering a broad range of academic programs – undergraduate, graduate, and degree completion – in the liberal arts, teacher education and counseling, and business and management. In recognition of the growth and expansion of curriculum and facilities, Northwest Christian College changed its name to Northwest Christian University on July 1, 2008.

Northwest Christian University is the faithful heir of the pioneer conviction that led to the institution's establishment in 1895.

Accreditation and Academic Standing

NCU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The association accredits the universities and colleges both public and private in the Northwest.

NCU is authorized as a degree-granting institution by The Office of Degree Authorization, Oregon State Board of Licensure.

Degree programs in business and management are further accredited by International Assembly for Collegiate Business Education (IACBE). Teacher education and school counseling programs are approved by the Oregon State Teachers Standards and Practices Commission (TSPC).

NCU is approved by the U.S. Department of Justice, Immigration, and Naturalization Service for international and non-immigrant students. Programs at NCU are approved for the use of veteran's benefits.

Educational Programs

As a Christian liberal arts university, NCU offers a variety of courses of study, ranging from preparation for the ministry to professional programs in business management and teacher education; to liberal arts degrees in areas such as psychology and speech communication; to graduate degree programs in business, education, school counseling, and professional counseling. The University seeks to provide an education that equips men and women for a variety of vocations and professions, while grounding all of its degrees in biblical studies and Christian values.

Resolution of Commitment to Excellence and the Assessment of Institutional Effectiveness

We, the faculty, staff, and administration of NCU, are committed to excellence in all that we do as we seek to be one of America's great Christian liberal arts universities and live out faithfully our vision, mission, and values.

With that commitment, we embrace a continuous and institution-wide strategy of assessing and improving the effectiveness of our programs and activities.

Preamble to Institutional Goals

Our vision, mission, and values set the stage for a liberal arts education in a faith-based, Christian context focused on preparing competent leaders of character for service to Christ and humanity. Within that context, the University strives to achieve the following institutional goals:

Institutional Goals

1. To offer a Christian liberal arts education, integrating faith with learning, through approved academic programs.
2. To promote ethical leadership amongst students by exposing them to training in ethics and leadership in both curricular and co-curricular programs and in every major.
3. To enable students to celebrate diversity within a caring community while being engaged globally.
4. To enable students to increase their ability to think rationally, critically, and creatively through fluent spoken and written communication.

5. To prepare students for the workplace and/or for graduate and professional programs through majors providing in-depth knowledge, values, and professional specialization.
6. To provide a supportive environment in which students' educational goals and the University's vision, mission, and values can be fulfilled
7. To facilitate students' intellectual, social, spiritual, emotional, character, physical, and career development through an effective integration of curricular and co-curricular programs.
8. To be an institution of integrity and a leader in our community, mindful of its history and church heritage, and serving Christ and humanity.
9. To nurture lifelong learning and meet the broad educational needs of the local community, region, and world through diverse programs and formats.

Educational Philosophy

NCU is a community of higher learning in which faculty and students strive together for knowledge, understanding, and meaning in relation to the life and teachings of Jesus Christ. The Christian quest for truth relates to all aspects of the liberal arts and sciences, including the humanities, social sciences, and physical and life sciences. The institutional framework and objectives of this community recognize the individual and his/her need for biblical faith, intellectual development, personal effectiveness, and social awareness.

NCU seeks to create learning situations, both in and out of the classroom, where students will have the opportunity to discover their potential and consider their relationships with the many environments of their world. Such learning situations require that biblical and general studies be effectively and meaningfully integrated and made relevant to the issues and needs of society. The faculty assumes that the learning process involves the active participation of students; this participation will increase the student's capacity to think critically and responsibly in an environment of openness, freedom of expression, and respect for one another.

Church Relationships and Theological Context

NCU is closely affiliated with the churches that make up the so-called Stone-Campbell Movement. In particular, the historical roots of NCU lie in the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Since its beginnings the University has shared its human resources with these churches, and these churches generously support the University with prayers and encouragement, student referrals, financial contributions, and representation on its governing board. Many of the ministers of these congregations and a large number of lay leaders in the Pacific Northwest are alumni of NCU.

Because of this heritage from the Stone-Campbell Movement, NCU also has a strong ecumenical interest. The University offers its resources to students and congregations from virtually every tradition of the Church - locally, nationally, and globally.

Characteristics of Our Churches*

The family of churches known as Christian Churches, Christian Church (Disciples of Christ), and Churches of Christ grew out of an early 19th Century movement with origins in both the United Kingdom and the United States of America. Today there are congregations related to this Christian World Communion in more than 178 countries.

Today in any Christian World Communion there is great diversity in belief and practice. There are also many features of each family that are shared by the whole church of Jesus Christ. What follows is an attempt to create an overall but simple picture of who Churches of Christ and Christian Churches are and so it needs to be read as a whole. It also needs to be read in the context that no attempt is being made to separate this family from the church of Christ universal but rather to describe its place within the whole church.

It is possible to choose ten major characteristics of the churches that comprise this common heritage:

1. A concern for Christian Unity
2. A commitment to Evangelism and Mission
3. An emphasis on the centrality of the New Testament
4. A simple Confession of Faith
5. Believers' Baptism
6. Weekly Communion
7. A Biblical Name
8. Congregational Autonomy
9. Lay Leadership
10. Diversity/Freedom/Liberty

1. A concern for Christian Unity.

In the 1808 "Declaration and Address" Thomas Campbell wrote that the "Church of Christ on earth is essentially, intentionally and constitutionally one". Another pioneer, Barton Stone, spoke of Christian unity being the "polar star". The "Christian" movement was a movement for unity within the fragmented and often hostile and

competitive church environment of that time but ultimately became a separate movement. Today there are different understandings of how Christian unity might be understood and achieved ranging from commitment to the ecumenical movement, with some involved in dialogue and negotiation with other church families, through a belief that there is already an underlying God-given unity despite apparent division, to those who feel that they have discovered what the church should be like and that unity will come through others recognizing this and joining with them.

2. A commitment to Evangelism and Mission.

Unity was never an end in itself. Its desirability came out of the understanding “that the world could be won only if the church became one”. Today that commitment is shown both by emphasizing the need for personal commitment to Jesus Christ and by a concern for peace and justice for all people. Many will balance these two emphases but often one will be emphasized much more than the other.

3. A New Testament emphasis.

Christian Churches and Churches of Christ are “People of The Book.” They believed that unity could be achieved by “restoring” the New Testament Church—stripping away the accumulation of traditions that had brought about division. The authority was the scriptures—not the church. Many still like to be referred to as the “Restoration Movement”; others believe there are difficulties in accepting that the New Testament provides a clear unified model for the church and believe that the church must also be open to God’s present word measured against the biblical revelation. All members of Churches of Christ and Christian Churches would describe themselves as biblical but interpretation varies greatly.

4. A simple confession of faith.

From Matthew 16:16 came the cornerstone question for church membership: “Do you believe that Jesus is the Christ and accept him as your Lord and Savior?” Answering yes to that question is all that is required for membership, though many congregations now have membership classes. This simple question avoided the use of—often divisive—creeds. Many today will not make any use of creeds; others will use them as a means of expressing faith—but not a test of faith.

5. Believers’ Baptism.

Only people who have reached an age where they can make their own confession of faith are baptized. The means of baptism is always immersion. Many congregations will now accept into membership—by transfer—those who become church members through other traditions; other congregations are adamant that believers’ baptism is essential. Baptisteries—for immersion—are features of worship facilities.

6. Weekly Communion.

Again believing that they follow the New Testament model, Christian Churches and Churches of Christ celebrate communion or “The Lord’s Supper” each Sunday.

7. Biblical Name.

Members of the emerging 19th Century Movement wanted to be known only as “Christians” or “Disciples of Christ”. Slogans such as “Christians only—but not the only Christians” and “Biblical names for Biblical people” captured this emphasis. Congregations use names such as Church (or Churches or church) of Christ, Christian Church or Christian Church (Disciples of Christ). There are also congregations within uniting churches in many areas and countries.

8. Congregational Autonomy.

Members of Churches of Christ and Christian Churches live under the authority of Christ but this authority is seen as being worked out in the local congregation. For many this congregational autonomy is absolute; many others guard their autonomy jealously but have established ways of working together; many are organized in regions and/or nationally but still with a very large degree of congregational autonomy. Globally there is very limited organization. Some countries that have nationally organized work cooperate through the “Disciples Ecumenical Consultative Council”. The World Convention of Churches of Christ is a global fellowship which endeavors to build up fellowship and understanding within the whole family.

9. Lay Leadership.

The “Priesthood of all Believers” is a mark of all Christian Churches and Churches of Christ. We speak of “mutual ministry”. Participation by lay people in all aspects of the church’s life is a notable feature. Lay people conduct the sacraments. Women and men are seen as equal by many parts of the family but others see distinct roles for men and women. There is an employed and trained ministry with recognition varying from a “paid member” to an expectation of special leadership.

10. Diversity.

"In essentials unity, in nonessentials liberty, and in all things love" is the best known slogan in our family. Christian Churches and Churches of Christ have always allowed for diversity and much of that diversity has been enriching. Diversity also allows for the possibility of intolerance and division and that unfortunately has been part of our experience. This Christian family is left with the challenge of finding for itself the unity-in-diversity it seeks for the whole church of Jesus Christ.

** "Characteristics of Our Churches" is adapted from a statement prepared by Lorraine & Lyndsay Jacobs, former General Secretaries of the World Convention of Churches of Christ, and is used by permission. The text may also be found at the World Convention of Churches of Christ web site: <http://www.worldconvention.org>.*

Relations with Other Institutions

Memberships

NCU is a member of the Eugene Chamber of Commerce, the Springfield Chamber of Commerce, the Oregon Independent Colleges Association, the National Association of Independent Colleges and Universities, the Klamath Falls Chamber of Commerce, the Council for Christian Colleges and Universities, and the Council of Independent Colleges.

University of Oregon

The founders of NCU located the University adjacent to the University of Oregon campus in order to utilize their extensive resources of that institution. Formal agreements exist between the NCU and the University of Oregon for the sharing of certain facilities such as the library.

Online Consortium of Independent Colleges and Universities (OCICU)

NCU is a member of the Online Consortium of Independent Colleges and Universities (OCICU). Through this consortium we offer a wide range of online courses that provide a rich breadth and depth of curriculum and enable students to advance through their respective programs at their own pace.

Other Colleges

NCU accepts the Associate of Arts Oregon Transfer (AAOT) degree from community colleges in Oregon as satisfying the lower division requirements for degrees at NCU except for the biblical requirements for graduation from NCU. NCU has specific articulation agreements for several majors with community colleges in the southern area of Oregon. These community colleges include Lane Community College (Eugene), Linn-Benton Community College (Albany), Umpqua Community College (Roseburg), and Rogue Community College (Grants Pass). In addition, NCU has articulation agreements for various business majors with Pioneer Pacific College in Eugene.

Traditional Undergraduate Studies

NCU offers additional bachelor degree programs as part of a traditional curriculum. Most classes are offered during the day. Please see the Undergraduate Academic Catalog for further information.

Graduate Studies

In addition to undergraduate level coursework, NCU offers master's degree programs in business administration (MBA), education (M.Ed.), school counseling (M.A.), and community counseling (M.A.). Please see the Graduate Catalog for further information about these programs.

Academic Honors

Northwest Christian University Dean's List

Each year, traditional undergraduate students who have completed at least 12 graded credit hours with a GPA of 3.50 or better during the fall and spring semesters are nominated for inclusion on the Dean's List. Required courses that grant only P/NP grades count toward the 12 credit hour requirement.

If students enroll in courses at the University of Oregon or Lane Community College, official transcripts from those institutions must be received within two weeks of the end of the semester in order to be considered for the honor. Delayed reporting may result in the cancellation of the honor.

Academic Honors

Graduating seniors with a cumulative GPA of 3.50 or higher are recommended by the faculty for graduation with appropriate academic honor, as follows:

Cum laude: for students with 3.50-3.69 cumulative GPA.

Magna cum laude: for students with 3.70-3.89 cumulative GPA.

Summa cum laude: for students with 3.90-4.00 cumulative GPA.

Criteria for these academic honors are:

1. All grades taken at NCU and all transferable credits from other colleges or universities are computed to determine the cumulative GPA for honors only.
2. All grades earned through completion of the degree will be computed.
3. To be considered for the honor, students must submit a transcript of courses taken elsewhere two weeks prior to graduation. Delayed reporting of the grades could result in the cancellation of the academic honor.

Scholastic Awards for Graduating Seniors

Victor P. Morris Memorial Award

Each year the Victor P. Morris Award is presented to a graduating Professional Studies Program student considered by the faculty as the most outstanding on the basis of academic excellence and leadership. This award is given in honor of Dr. Victor P. Morris, who encouraged persons of all ages to complete college. He served many years as dean of the University of Oregon School of Business Administration (now Charles H. Lundquist College of Business). Dr. Morris also served with distinction as a member of the NCU Board of Trustees, and twice he served as the acting president of NCU.

The recipient of the Victor P. Morris Award will receive a copy of a current bestselling management book during the Commencement exercises. The recipient's name will also be added to a permanent plaque to be kept at the University.

Honor Societies

Sigma Beta Delta

Sigma Beta Delta, the international honor society for business, management and administration, was established in 1994 to recognize outstanding scholarship by students enrolled in institutions that have regional accreditation. The principles of Sigma Beta Delta are represented by three Greek words, the initials of which form the name of the society, ΣΒΔ. Sigma is the initial letter of the Greek word ΣΟΦΙΑ, which means wisdom. Beta is the initial letter of the Greek word ΒΕΒΑΙΟΣ, which signifies honor. Delta is the initial letter of the Greek word ΔΙΟΙΚΩ, which signifies the pursuit of meaningful aspirations. The NCU chapter of Sigma Beta Delta was established in November 2006 and resides in the School of Business and Management. The top 20 percent of students (traditional undergraduate, PSP undergraduate, and graduate), who have completed at least half of their major, are invited to lifetime membership. Graduating students may wear a green and gold honor cord at commencement.

Edward P. Kellenberger Library

The Edward P. Kellenberger Library contains approximately 74,000 cataloged books, journals, audiovisuals and microforms; and it receives over 260 journal subscriptions. The majority of the collection is in open stacks arranged by the Dewey Decimal Classification System. The Library's resources are extended through reciprocal borrowing agreements with the University of Oregon Knight Library and other regional libraries. Inter-library loan services provide further access to national and international resources.

The NCU on-line catalog, OPALL, provides computerized access to over 500,000 items of seven consortium libraries, including NCU, Corban College, Mt. Angel Abbey, Concordia University, Warner Pacific College, Multnomah College and Biblical Seminary, and Western Seminary. OPALL is accessible on campus as well as through the University web page at <http://www.northwestchristian.edu/library>. A courier service ensures rapid resource sharing of materials among the consortium libraries and other libraries in Oregon and Washington. Library materials can be mailed to students or faculty at a distance from the main campus who are not near a library served by the courier.

Reference services include helping students and faculty locate research materials in the library and from around the world. The library subscribes to several electronic databases, including EBSCOHost databases, LexisNexis Academic Universe, OCLC book and journal databases, ReferenceUSA, and Facts on File. These online databases provide access to the full text of magazine and journal articles, book chapters, and other specialized information. The Kellenberger Library web page provides helpful user guides, access to other library catalogs, library policies, lists of newly purchased titles, faculty services, Friends of the Library membership, and selected resources that focus on the needs of the Northwest Christian community. Librarians provide assistance for individual research and collaborate with faculty to help students learn how to use the library effectively. E-mail and a toll-free phone number are available to students and faculty wherever they are.

Several special collections are located in the Library. Unique and valuable rare Bibles, incunabula, facsimile copies, early manuscripts and other rare books comprise the Rare Book and Bible Collection. A museum collection features African and Asian artifacts donated by missionaries as well as pioneer items. Materials on the early history of the Northwest and fine editions of printed books are in the Northwest and Turnbull Collections. The records and memorabilia of NCU and its predecessor institutions dating from 1895 are located in the archives. History of the Christian Churches in the Northwest is included in the Disciples Historical Collection. A unique hymn book collection is also part of the special collections.

The library is an institutional member of the American Library Association, Association of College and Research Libraries, and Northwest Association of Private Colleges and Universities.

Technology on Campus

Purpose

The mission of the Information Systems (IS) Department is to serve the computing and communication needs of all faculty, staff, and students on campus in a Christian, professional and timely manner. The department is responsible for all communication and data networks and systems on campus, including telephones, data lines, servers, computer hardware and software.

The Media Center service provides media materials and equipment for classroom, special University-sponsored events, and individual instruction. Media includes video recordings, sound recordings, and other graphic materials. The videotape-recording laboratory offers learning opportunities for speech and music courses. The computer lab provides services to students for computer courses and is available for personal use. The computer lab also provides the campus with Internet access and e-mail.

I.T. Access

Students have access to the computer lab located on the second floor of the library as part of their tuition. The lab, which has 20 PC workstations, is open during the same hours as the library. In addition, students can obtain an e-mail account for use on campus. The computer classroom features a state-of-the-art data/video projection system and 20 PC workstations. The library has placed its entire inventory on an automated card catalog system and has links to numerous on-line reference sources that students can access for coursework.

The data network includes all buildings on campus and the residence halls, except the apartments. All classrooms are wired for Internet access.

Student Records Policy

Complete policies regarding student privacy and records can be viewed at <http://www.northwestchristian.edu/registrar/FERPA.htm>. Students' rights regarding personal information include:

1. The right to view material in his/her records filed at NCU, with the exception of those records for which there is a signed waiver of that right.
2. The right to limit access to personal records. Consent of the student must be given for release of any personal or academic records to persons other than NCU faculty and staff having a legitimate official reason or under emergency circumstances.
3. The right to limit personal material (directory type information) printed in publications such as the Student Directory. Directory type information (the information that could be given out to whomever inquires) includes the following: student's full name, local and permanent address(es) and telephone number(s), e-mail address, date and place of birth, the fact that the student is or has been enrolled, dates of attendance, class level and academic major, number of credit hours (not grades), degrees and honors awarded, participation in officially recognized activities, heights and weights of members of athletic teams, photographs, and previous institutions attended.
4. A student who challenges any item in his/her records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar's Office. A request for a hearing regarding financial records should be referred to the Student Services Office.

Nondiscrimination Policy

The policy of NCU is to provide equal opportunity for all qualified persons in the educational programs and activities that the University operates. The University does not discriminate on the basis of race, color, national or ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status to the extent prohibited by applicable nondiscrimination laws in its admission policy, employment, scholarship and loan programs, educational, athletic, and other activities that it operates.

Catalog Changes and Authority Policy

Students whose studies are uninterrupted will graduate under the requirements listed in the Catalog in effect at the time of original admission. Since the University reserves the right to discontinue courses at any time, course substitutions may be assigned for discontinued courses. The University reserves the right to change fees, rules, and calendars regulating registration at, admission to, conduct in, instruction in, and graduation from the University. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students but also to those who at that time are matriculated in the University.

STUDENT FINANCES

TUITION AND FEES FOR THE 2008-09 ACADEMIC YEAR

Students must sign a Financial Responsibility Agreement before their first semester begins in order to complete official class registration and to qualify for campus housing. There are two methods of paying an account at NCU:

- Pay in full at the beginning of each semester.
- The Student Services Office may approve, on an individualized basis, an NCU payment plan with a \$55 enrollment fee. Interest is charged if no payment is made or if a payment is late.

Deposits

An advanced tuition deposit is required for students admitted for the first time to the University and must be submitted by June 1. This deposit is held in the student's account and applied to his/her tuition expenses upon enrollment. An advanced tuition deposit is required in order to proceed with advanced class registration or housing arrangements. Full refunds are given for cancellations received in writing by the Admissions Office until June 1.

Money on Account

Money sent to NCU for student accounts will be disbursed as designated. Unless the Student Services Office receives written instructions to the contrary, the office will apply small amounts immediately and apply half of significant payments to NCU accounts at the beginning of each semester.

Tuition and Fees

	Fall	Spring	Summer
Undergraduate tuition per hour	\$375	\$375	\$375
Audit	\$140	\$140	\$140
Credit for prior learning: *1-30 hours cost	\$75		

**These hours must be charged specifically and cannot be discounted as the 16th, 17th or 18th hours.*

Health Insurance*

Single Student	\$877 per year
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*Mandatory without proof of insurance for students with 6 or more hours. Rates for families also available.

Registrar's Fees

Late Registration Fee - \$50.00. Late Graduation Application Fee - \$25. Diploma Replacement Fee - \$25. Official Transcripts - \$5 a copy. Additional cost to mail overnight - \$30 per address. Overseas overnight transcript request - \$50. Petition of the Academic Deadlines - \$20. Transcription Fee - \$75.00.

Finance Charges

Outstanding balances are assessed a finance charge of 1.5 percent monthly (18 percent annual rate) computed on the balance at the end of the billing cycle.

Kellenberger Library Fines

Books and Media - \$.50 per item per day. Lost or damaged items—cost to library to replace item plus \$5.00 service charge.

Returned Check Charge

Returned checks subject to \$25 charge.

Room Replacement Key Fees

Master - \$100, Floor - \$50, Room/Apt - \$35.

Housing Options

Students in the Professional Studies Program have the option to reside on campus. Single and family housing is available, as is summer housing in both dormitories and apartments. Please consult the Undergraduate Catalog for further rates and information.

Meal Options

Students in the Professional Studies Program have the option to purchase meal plans. Please consult the director of residence life and student services for further rates and information.

Refund Policy

Upon complete withdrawal or dismissal from the University, students, including veterans, receive a proportional refund for tuition. All student fees are nonrefundable, including but not limited to, vehicle permits, application fees, etc. A student must notify an appropriate school official prior to the 2nd class session in order to receive a full refund for an individual course. After the 2nd class session, no tuition refund is given.

All academic withdrawals must be processed in accordance with the policy of the University. Refunds are based on the date of initial contact made with an appropriate school official. Students who do not meet the financial conditions of the University can be administratively withdrawn from their courses at the discretion of the Student Services Office.

The first step of a complete withdrawal is to contact the dean of the program to perform an exit interview and sign the withdrawal form. The form is then given to the Student Services Office to be processed. If students fail to contact the dean and perform the appropriate withdrawal steps, the student may be charged a fee of \$100.

Refund of Residence Hall Room and Board

Refer to the residence hall contract for refund policy. The vice president for student development will set any termination penalties required by the contract.

Account Collections

If NCU needs to pursue collection efforts, reasonable attorney fees and collection costs can be added to the account whether or not an action is filed. If an action is filed, the prevailing party shall be entitled to recover attorney fees and court costs.

The official transcript remains the property of NCU and cannot be issued until all amounts owed the University, including accounts receivable, notes, loans, and other amounts, are paid in full.

FINANCIAL AID PROCESS

The Financial Aid Office is committed to helping students who wish to attend Northwest Christian University but who may not be able to meet all the expenses from personal and family income. NCU provides a full range of grants, student employment and education loans to help those who qualify. In addition, the Financial Aid Office provides financial aid counseling to students and their families to guide them through the process of applying for and receiving financial aid. Our goal is to provide the service and financing resources needed to enable deserving students to attend NCU.

Financial aid may be grouped into the two broad categories of need-based and non-need aid. All federal and state student aid is based on financial need with the exception of a few federal student loan programs.

Federal Methodology Need Analysis

1. Many factors are considered, including but not limited to:
 - income of student and custodial parent(s) (if dependent)
 - number of family members
 - number of family members in college at least half-time (excludes parents)
 - age of the oldest parent (to protect savings for retirement)
 - assets (checking, savings, investments, real estate equity [excluding home]).
2. Home equity programs and accumulated retirement accounts are NOT used in calculating need.

Financial Aid Equation

Cost of Attendance (COA) minus Expected Family Contribution (EFC) = Estimated Need

Application Procedure

To apply for financial aid the student must:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the U.S. Department of Education. NCU and the federal school code 003208 should be listed in Section 5. The FAFSA is available in both a paper version or online at <http://www.fafsa.ed.gov>.
Note to late income tax filers: Many of the questions on the FAFSA require income tax information from the most recent year. If taxes have not been filed at the time the FAFSA is to be submitted, use estimated data or most recent tax information available.
2. Apply for admission. Students must be accepted for admission to NCU before a comprehensive financial aid package can be determined.
3. If selected for verification by the federal processor, provide additional information as requested to Financial Aid Office (see Verification Process).
4. Review for accuracy the Student Aid Report sent from the federal processor to the student after submission of the FAFSA. The Financial Aid Office receives a similar report at the same time, which is used to calculate the student's financial need and eligibility for need-based aid.

Students must complete and submit a FAFSA for each academic year. Eligibility and level of need are recalculated each year by federal standards.

All financial aid awards cover a period of one academic year (or what remains of the academic year if the student is awarded mid-year). The process of applying for financial aid, including submission of a FAFSA, is repeated each academic year for which the student seeks aid. Financial aid awards are packaged each year on the basis of current data on a first-come, first-served basis to all eligible applicants.

Online FAFSA

Students may apply for financial aid online at <http://www.fafsa.ed.gov>. Simple instructions guide the student in preparing and transmitting the Free Application for Federal Student Aid (FAFSA) directly to the federal processor. Online transmission is secure and significantly reduces errors and processing time. By registering for a PIN the student and parent(s) may also sign and update applications electronically. A PIN further provides access to various Department of Education web sites that allow the student to view the status of their financial aid application or a summary of their financial aid history.

Electronic transmittal of information may expedite other steps in the financial aid application process, as well. For convenience, the admission application may be submitted via the Internet at <http://www.northwestchristian.edu>. A downloadable version of the Verification Worksheet is also available on the NCU web site.

Verification Process

The U.S. Department of Education requires additional information from some FAFSA filers, including a completed Verification Worksheet, copies of W-2s and federal tax returns. If required, the Financial Aid Office will notify the student and request the information needed.

Federal regulations require the Financial Aid Office to review this information before awarding the student's financial aid. If verification documents contradict information on the FAFSA, the student may be required to make appropriate corrections on her/his Student Aid Report (SAR) and return it to the federal processor. Final determination of eligibility and financial aid awards must await completion of the verification process.

Fraud and Misrepresentation

Students or parent/guardians suspected of supplying false or misleading information in connection with the financial aid application may be reported to the U.S. Department of Education. Before such action is taken, however, the Financial Aid Office contacts the student to allow him/her an opportunity to explain and/or correct questionable information. If fraud or misrepresentation is still evident after such attempts, the Financial Aid Office refers the application to the U.S. Department of Education. No financial aid is awarded until the matter is satisfactorily resolved.

Updating

Although a student's FAFSA may not be selected for verification, she/he is still responsible for advising the Financial Aid Office of any errors or changes in the information supplied on the FAFSA. For instance, if the FAFSA shows that two family members will be attending college, but only one actually enrolls, the student is required to inform the Financial Aid Office of this change.

Unusual Circumstances

Financial aid guidelines allow for some adjustment in aid to be made in instances when unusual or extreme circumstances are not adequately taken into account through the routine financial aid application. Cases involving death, divorce, loss of job, or major medical expenses may need to be assessed by a financial aid

officer to determine the impact on a student's need and her/his family's ability to contribute to education expenses. Any hardship must be of at least two months' duration before it can be presented for evaluation. Sufficient documentation and justification are required before an adjustment in the student's aid may be allowed.

Independent vs. Dependent Status

Students who are dependent are evaluated for aid using both the parents' and the student's financial information on the FAFSA. (If parents are divorced only the custodial parent's information is used; if the custodial parent is remarried then stepparent information is also considered.) Parent financial information is not used in figuring financial aid for students who are independent.

A student is considered independent only if they meet one of the following criteria:

- 24 years of age
- married
- graduate student
- active duty or a veteran of the US Armed Services
- have children or dependents who receive half their support from you
- Ward of the Court
- special and unusual home circumstances

The fact that an otherwise dependent student lives away from his/her parents and/or is self-supporting does not make that student independent. A student who is dependent is required to provide data from her/his parents on the FAFSA regardless of whether their parents intend to help financially.

Student Eligibility Requirements

The following is an extensive, though by no means exhaustive, list of various requirements that a student must meet in order to be eligible for state and federal aid.

To be eligible for federal aid a student must:

1. Be a U.S. citizen or an eligible non-citizen.
2. Have either 1) a high school diploma or its equivalent, or 2) proof of the "ability to benefit" by passing a test approved by the U.S. Dept. of Education.
3. Attend an approved school participating in a state process for determining academic qualifications.
4. Be accepted for admission.
5. Maintain satisfactory academic progress toward degree requirements (see Satisfactory Academic Progress).
6. Have a valid social security number.
7. Register with the Selective Service or document an exemption (males only).
8. Not be currently in default on a federal education loan.
9. Not owe for receipt of an overpayment of a federal grant.

Students convicted of possessing or selling illegal drugs may not be eligible for federal aid, depending on when the conviction occurred. They can regain their eligibility early by completing a drug rehabilitation program. More information is available from the Federal Aid Student Information Center at 800-433-3243.

Satisfactory Academic Progress

In order to remain eligible for financial aid students are required to maintain "satisfactory academic progress." The conditions for maintaining progress entail completing a sufficient number of credits semester-by-semester and achieving a 2.00 minimum cumulative grade point average at all times. The Financial Aid Office checks each student's academic progress at the time aid is awarded (with the exception of entering freshmen) and at the end of summer semester. A letter notifies the student if he/she fails to maintain satisfactory academic progress.

The requirements for satisfactory academic progress ensure that students who receive aid are adequately meeting academic standards and are proceeding toward an educational goal (degree, certificate) in a reasonable time frame. Standards are established for the minimum number of credits to be taken and earned semester-by-semester, the total number of attempted credits allowed for completing a program of study, and the quality of performance that must be maintained.

The maximum number of credits for which a student may receive financial aid is 150 percent of the credits normally required to earn a degree or program of study. A student who has declared his/her intention to pursue a baccalaureate degree of 124 semester credits may receive financial aid for a maximum of 186 attempted semester credits. Part-time students have the same total number of allowable credits but have a longer time frame over which to extend enrollment (slower pace) commensurate with their enrollment status. (See Credit Requirements and Enrollment Status.)

All credits attempted at NCU, including up to 30 semester credits of pre-approved remedial courses, and credits transferred from other institutions are counted toward the maximum number of credits allowed, whether or not the student received financial aid funds. The Financial Aid Appeals Committee may make exceptions to limits on total credits and time frame for receiving aid because of extenuating circumstances.

Required Grade Point Average

To meet the standards of satisfactory academic progress, a student is expected to maintain a cumulative GPA of 2.00 or better at all times. For the purpose of figuring financial aid eligibility, courses taken through consortium institutions are computed in the cumulative GPA.

Credit Requirements and Enrollment Status

To receive financial aid, an undergraduate student is expected to complete a minimum number of attempted credits each academic year according to the following schedule:

<u>Status Per Semester</u>	<u>Attempted Per Year</u>	<u>Progress Per Year</u>
Full-time	24+ credits	21 credits
3/4 time	18-23 credits	15 credits
1/2 time	12-17 credits	9 credits

Note: An adjustment will be made to Attempted and Progress credit requirements for students who only attend one semester during the academic year.

Enrollment Status for Consortium Courses

Enrollment requirements may be met by courses taken at an institution with which NCU has a consortium agreement. Such courses may count toward course load requirements only if the student obtains written prior approval both from the dean of the respective school and the student's academic advisor and submits evidence of enrollment. At the end of the semester, the student is also responsible for submitting her/his grade report from the consortium school(s) to the Registrar's Office to ascertain satisfactory academic progress. Financial aid for consortium courses is acquired by applying for aid through NCU. (See Consortium Courses for a list of participating institutions.)

Enrollment Status for Credit by Examination

For the purpose of financial aid eligibility, college credits granted for credit-by-examination programs (i.e., Advanced Placement [AP], College Level Examination Program [CLEP], International Baccalaureate and course challenge) are not used in determining enrollment status (part-time, full-time). Such credits do not count toward the minimum number of credits required for each semester nor to the total credits allowed for receiving financial aid.

Financial Aid Disqualification

A full-time student who fails to attain a 2.00 cumulative GPA or who fails to complete at least 21 credits for the semester (or a proportionate number for part-time students; see chart under Credit Requirements and Enrollment Status) is ineligible for further financial aid. The student is notified in writing of the disqualification and the requirements for reinstatement.

Appeal Process for Reinstatement of Eligibility

Students who otherwise would lose financial aid eligibility may appeal to the Financial Aid Appeals Committee in order to:

1. Challenge administrative error from miscalculation of credits completed or GPA attained.
2. Account for incompletes and describe arrangements to make-up credit.
3. Explain extenuating circumstances such as medical problems, family emergencies, learning disability, remedial work requirement, or other unusual or mitigating factors.

An appeal must be submitted in writing to the Financial Aid Appeals Committee and should state the reason(s) for not meeting minimum eligibility requirements during the year in question. The letter should also discuss a plan for correcting the problem(s) and meeting satisfactory standards. Any arrangements made with professors to finish coursework or to make up credits should be specified.

If the appeal is approved, the student is granted an additional semester of financial aid probation. The terms and conditions for continued probation and achieving satisfactory academic progress are indicated in a written response to the student. If the appeal is denied, the student remains disqualified until such time as requirements for reinstatement are met.

It is the responsibility of the student to initiate an appeal and to do so in a time frame that allows an adequate opportunity for review prior to the beginning of the semester. Without an appeal, disqualification will occur automatically in accordance with our policies and regulations. Unless advised differently, the Financial Aid Office assumes that the student has decided to forego an appeal and accept loss of aid eligibility and disbursements.

Reinstatement of Financial Aid Eligibility

A student who is disqualified from receiving financial aid for failure to maintain a 2.00 cumulative GPA is not eligible for aid again until such time as he/she raises the cumulative GPA to 2.00. Likewise, if a student is disqualified from aid for failure to complete the required number of credits, she/he is not eligible until one semester has been completed with the minimum required number of credits. Once reinstated, the student is again eligible for financial aid during the next semester of enrollment.

Courses to raise the GPA or to complete the required number of credits may be taken at NCU or at another institution from which credits are transferred. Completion of a prior Incomplete does not count toward the credits needed for reinstatement. Aid eligibility, once restored, is not retroactive.

Regardless of whether credits are completed with or without financial aid or whether they are completed at NCU or at another college or university, all are counted equally toward the limits established for financial aid eligibility (124 credits). All courses taken at NCU, including those completed without financial aid, are counted in the student's cumulative GPA.

Repeated Courses

A student may receive financial aid for any class that must be repeated in order to meet graduation requirements or for any class in which he/she is attempting to replace a grade lower than a D. Credits for repeated courses count toward the maximum aggregate number of aid-eligible attempted credits.

Course Withdrawals

A course from which the student withdraws is not counted toward the minimum number of completed credits required to maintain satisfactory academic progress. If by withdrawing from the course, the student does not complete the number of credits for her/his enrollment status, the student is NOT required to increase the course load in subsequent semesters to make up for the deficiency. Each course attempted by the student, including withdrawals for which no academic credit is received, are counted against the credit hour ceiling placed on aid benefits. With repeated withdrawals, aid eligibility may be expended before the student completes her/his degree. Courses dropped within the "add/drop" period are not considered withdrawals.

Post-Baccalaureate Students

Students who possess a bachelor's degree are not eligible for federal or state aid, or University-funded grants. By submitting a FAFSA, post-baccalaureate students are eligible to be considered for the Federal Stafford Loan program provided they have not reached the aggregate loan limit for undergraduate students. Post-baccalaureate students may also qualify for Federal Work Study depending on demonstrated need and the availability of funding and positions.

Off-Campus Courses

Full-time, degree-seeking students at NCU may receive federal and state aid for courses taken at institutions with which consortium agreements have been established. Cooperating institutions include Lane Community College, the University of Oregon, and Umpqua Community College. A consortium arrangement is also in place with the Council for Christian Colleges and Universities (CCCCU) to enable students to participate in study abroad opportunities sponsored or endorsed by CCCU. To qualify for aid, consortium credits must be for coursework not available at NCU (excluding study abroad), apply toward the student's degree requirements and be pre-approved both by the vice president for academic affairs and the student's faculty advisor.

Signatures of the advisor and vice president for academic affairs signifying their approval of consortium courses are collected on an Academic Petition form available from the Registrar's Office. A copy of the schedule and billing for courses taken at the other school must be submitted with the Academic Petition before financial aid can be disbursed.

Online Courses

The student is eligible to receive financial assistance for online courses offered by NCU only if such coursework is part of a program that leads to a recognized one-year or longer certificate program or an associate, bachelor's or graduate degree from NCU.

THE FINANCIAL AID AWARD

Once the financial aid application is completed, the Financial Aid Office determines the student's financial aid package. An electronic award is posted online itemizing both the type(s) and amount(s) of aid being offered. Private education loans, federal parent loans, and outside scholarships are not routinely included on the initial award and may be added later. The student is asked to review the award and indicate his/her acceptance by

completing the online process and submitting the award to the Financial Aid Office within 30 days. Funds are then reserved for the student pending enrollment.

Financial Aid Budget

Each year the Financial Aid Office computes an average comprehensive student budget for attending the University, also called the Cost of Attendance. This budget includes both billable expenses such as tuition, books, room and board, and non-billable expenses, such as personal expenses and transportation.

The following five components are important in determining a student's financial aid award:

- A. **COST OF ATTENDANCE (COA)**
Comprehensive budget based on cost of tuition, housing, food, books, transportation and personal living expenses.
- B. **EXPECTED FAMILY CONTRIBUTION (EFC)**
The amount of financial support expected from the student and his/her family according to the federal processor's analysis of data provided on the FAFSA.
- C. **ESTIMATED NEED**
The difference between the total cost of the student's education (Cost of Attendance) and his/her Expected Family Contribution (EFC). $COA - EFC = \text{Estimated Need}$.
- D. **AWARDED FUNDS**
The total of all financial aid awarded from federal, state and NCU sources.
- E. **REMAINING NEED**
Even after all funds are awarded, some need may not be met. Alternate sources of aid may be explored to cover remaining need such as education loans from private lenders, federal loans for parents of college or university students, tax credits, and scholarships from outside sources.

Disbursing Financial Aid

With the exception of Work-Study, all aid is applied to the student's account shortly after the semester's two-week add/drop period. The total aid awarded for the year is divided equally between each semester of enrollment. For example, if aid is awarded for a full academic year of two semesters, an equal portion of the aid is applied to the student's account fall and spring semesters. If a student is a first-time borrower at NCU, loan funds are applied to his/her account only after reviewing the terms of the loan with a financial aid officer and signing a promissory note. If aid exceeds school charges (tuition, fees, room and board, outstanding balances), the student is issued a check from the Student Services Office for the credit balance. In order to receive the full allotment of aid for a given semester, the student must enroll in at least 12 credits. Fewer than 12 credits decreases enrollment to part-time and usually necessitates a reduction in the student's aid.

Receiving Work-Study Funds

Work-Study offered as part of a financial aid package requires the student to pursue placement in one of the University's part-time positions on or off campus. The total number of Work-Study positions is limited and employment cannot be guaranteed. The amount of Work-Study shown on the financial aid award is a projection of earnings possible if the student works his/her full allotment of hours. However, funds are not applied to the student's account until hours are worked and wages are earned. Earnings are based on Oregon minimum wage and work schedules that vary from 6 - 11 hours per week during fall and spring semesters.

Receiving Student Loan Funds

Students eligible for federally insured Stafford education loans must select a lender to provide their funds. With Perkins Loans, NCU is the lender. First-time borrowers at NCU must receive loan entrance counseling and sign a loan contract (promissory note) before funds are disbursed. These requirements ensure that the student understands important details about the loan and his/her responsibilities as a borrower. Promissory notes and loan entrance counseling are provided to the student when they arrive on campus for classes or may be completed online in conjunction with receipt of their electronic award.

PLUS loans for parents of undergraduate students have similar requirements before loan proceeds may be released. Parents who qualify for a PLUS loan must sign a promissory note as an initial borrower. A disclosure statement is sent to the parent(s) informing them of important details about the loan. In most cases, loan funds are electronically transferred by the lender to the Financial Aid Office to be applied to the student's account in the Student Services Office.

Withdrawal and Recalculation of Financial Aid

If a student withdraws from school during an academic semester (after the add/drop period, but before the semester ends), they or the school may be required to return or repay all or a portion of the financial aid they received, depending on the date of withdrawal.

The withdrawal date is defined as one of the following in order of preference:

1. The actual date the student starts the withdrawal procedure.

2. The last recorded date of student attendance.
3. The midpoint of the semester if the student leaves without notifying the University.

After 60 percent of the semester has elapsed, no funds are returned and all awarded aid for the semester is earned (retained). The following equation determines the portion of financial aid that must be returned if the student withdraws from school before completion of a semester.

Number of Semester Days Remaining as of Withdrawal Date ÷ Total Days in Semester = Percent of Aid Returned

If the student withdraws from the University, charges for tuition, campus housing and food service are assessed in proportion to the number of days completed out of the total number of days in the semester. After 60 percent of the semester has elapsed, charges are no longer prorated and are assessed at 100 percent.

Number of Semester Days Elapsed as of Withdrawal Date ÷ ***Total Days in the Semester*** = ***Proportion of NCU Charges Assessed***

What remains of the student's aid after returning the required portion must first be used to pay charges at the University and then is refunded to the student if there is any surplus. The student is responsible for paying any balance due if the remaining aid does not cover NCU charges for the semester.

FINANCIAL AID PROGRAMS

Northwest Christian University offers a variety of federal aid programs to students enrolled in the Professional Studies Program including grants, work opportunities, and loans to those who qualify. Many aid programs come from the federal government, primarily through the U.S. Department of Education. All aid is awarded solely on the basis of need and requires submission of a Free Application for Federal Student Aid (FAFSA).

Grants

Grants are free money for college or university that do not require repayment. Most are based on need and require submission of a FAFSA.

Pell Grant

This grant is the country's largest grant program for undergraduate students without a bachelor's or professional degree. Pell Grants are funded by the federal government, who also sets the level of need required to qualify. The award levels are set by the federal government each year. Pell Grants for PSP students currently range from \$400 to \$4,731 per year. Prorated Pell Grants are available to students enrolled less than full-time.

Federal Supplemental Educational Opportunity Grant (SEOG)

These grants are awarded to Pell Grant recipients with exceptional need. The University awards these grants of up to \$1,000 from an allotment of funds provided each year from the federal government. Funding is limited.

Oregon State Opportunity Grant

Oregon residents who meet established criteria for family income qualify for this grant. The funding and grant amount are determined by the State each biennium. In 2008-2009 the grants range from \$400 to \$3,200. Students must file a FAFSA to be eligible. Students enrolled in a course of study leading to a degree in theology, divinity or religious education are not eligible.

Work Opportunities

NCU offers limited opportunities for part-time employment to qualified students as part of their financial assistance. These jobs are offered through the Federal Work-Study program. Students are paid Oregon's minimum wage, may work up to eleven hours per week and earn up to \$2,550 a year during fall and spring (August - May).

Loans

NCU participates in two major federal programs for education: the Federal Family Education Loan (FFEL) program and the Perkins Loan program. Both programs provide low-interest loans with favorable repayment terms. The vast majority of financial aid awards from NCU include one or more federal education loans. Most students choose to accept such loans to help finance their education. Private alternative loans are also available to help students and their parents pay for university expenses. NCU does not routinely include alternative loans

in the student's initial financial aid package. However, alternative loans may be added if more assistance is needed after exhausting federal, state, University and private student aid opportunities.

Federal Family Education Loans (FFEL)

Loans provided through the FFEL Program are made by banks, savings and loans, and credit unions, backed by the federal government, and guaranteed by guaranty agencies. Through the FFEL Program the federal government offers Stafford Loans for students and PLUS loans for parents.

Stafford Loans

The Stafford Loan Program is the largest student loan program in the nation. There are two types of Stafford Loans: subsidized, for which the government pays the interest while students are in school and during the grace and deferment periods; and unsubsidized, where students pay all the interest on the loan. Students may receive both types at the same time.

The interest rate on new Stafford Loans is fixed at 6.8 percent. Origination and insurance fees of up to 4 percent may be deducted from each disbursement. Contact the Financial Aid Office for current information on interest rates, origination and insurance fees. Generally, repayment begins six months after the student graduates, withdraws from school or drops below half-time. This six-month period is referred to as the "grace" period. No repayment on the principal is required while the student attends school at least half-time or during grace or deferment periods. Borrowers typically have up to 10 years to repay their loans.

Subsidized Stafford Loan

Subsidized Stafford Loans are awarded on the basis of demonstrated financial need. The federal government pays the interest on loans while the student is in college and during grace and deferment periods. To qualify, students must submit a FAFSA and meet all the requirements for federal student financial aid.

Unsubsidized Stafford Loan

Unsubsidized Stafford Loans are not based on financial need and are available to all students, regardless of income or assets. The student is responsible for paying all the interest on the loan, but can choose to allow it to accumulate while in college and during the grace period. To qualify, students must meet the same requirements as those for a subsidized Stafford Loan, except for demonstrating financial need.

Additional Unsubsidized Stafford Loan

Additional unsubsidized Stafford Loans are available to independent students to help cover unmet need or replace some of the expected family contribution (EFC). They are also available to dependent students whose parents' PLUS loan application is denied. Interest and repayment conditions are the same as for the Unsubsidized Stafford Loan (above). Additional unsubsidized Stafford Loans may be added to an existing subsidized or unsubsidized Stafford Loan.

FEDERAL STAFFORD LOAN LIMIT

Academic Year	Dependent*	Independent Student		Maximum
	Subsidized & Unsubsidized	Subsidized & Unsubsidized	Additional Unsubsidized	Subsidized & Unsubsidized
First-year	\$3,500	\$3,500	\$4,000	\$7,500
Sophomore	\$4,500	\$4,500	\$4,000	\$8,500
Junior & Remaining Years	\$5,500	\$5,500	\$5,000	\$10,500
Graduate Professional	-----	\$8,500	\$12,000	\$20,500
Aggregate Limit				
Dependent Undergraduate	\$23,000			\$23,000
Independent		\$23,000	\$23,000	\$46,000
Graduate Professional		\$65,500		\$138,500

*Dependent students whose parents are unable to obtain a PLUS loan may borrow the same amount in unsubsidized loans as independent students.

PLUS Loans

PLUS loans are available to parents or stepparents of dependent undergraduate students. These loans are not based on need nor are they restricted by family income. Creditworthiness of the parent(s) is a determining factor. Parents may borrow up to the total cost of their dependent student's education, minus other financial aid

the student has received. PLUS loans may be a supplemental source of money for parents whose dependents have a Stafford Loan.

PLUS loans carry a fixed interest rate of 8.5 percent. Interest begins to accrue from the date loan funds are first disbursed. Origination and insurance fees of up to four percent may be deducted. Generally repayment typically starts within 60 days of the loan's final disbursement for the school year (no grace period), but some lenders offer an option to delay repayment until after the student leaves school.

To qualify, parents must meet the eligibility requirements for federal financial aid and must pass a credit check. Only parents of dependent students are eligible to apply. Generally, parents must not have any outstanding tax liens or judgments, delinquent or defaulted loan or credit card debt, or any bankruptcy, foreclosure or wage garnishment within the past five years.

If parents do not pass the credit check, they may still receive a PLUS loan if they can find a qualified co-signer. Dependent students whose parents do not qualify for a PLUS loan are eligible to substitute an additional unsubsidized Stafford Loan in its place. This type of aid requires the student or parent to specifically initiate the application process. PLUS loan forms and assistance with the application are available in the Financial Aid Office.

Perkins Loans

These loans are for students with exceptional need and funding is very limited. The University receives an allotment of funds from the federal government to award to students. The University assumes the role of the lender for these loans. No interest accrues while the student is enrolled at least half-time. Repayment begins nine months after the student graduates, leaves school or drops below half-time enrollment. The interest rate at repayment is a fixed five percent.

Alternative Loans

In addition to the federal loan programs described above, many private lending institutions (e.g. Citibank, Sallie Mae, Wells Fargo, etc.) offer loan programs to help students pay for college. These loans may be used by students and their families to close the gap between total education expenses and financial aid. Private education loans are credit based and the rates and conditions vary with each bank. NCU does not include such loans in a student's initial financial aid package.

Veterans and their Dependents

The Montgomery G.I. Bill provides educational benefits for participating individuals who served on active duty or in the Selective Reserves. Benefits are also available under the post-Vietnam era Veterans Educational Assistance Program for those who entered the service after December 31, 1976, and before July 1, 1985, and contributed to the VEAP fund while on active duty or had contributions made for them by the military.

Service-disabled veterans may be eligible for vocational rehabilitation benefits from the U.S. Department of Veterans Affairs. Educational benefits are also available to veterans' dependents if the veteran (spouse or parent) has died, or was totally and permanently disabled in service, or is listed as missing in action. There is also a Veterans Work-Study and Tutorial Assistance Program. For more information, contact the local office of the U.S. Department of Veterans Affairs (in the phone book under U.S. Government Offices), call toll free 888-444-4551, or go to <https://www.gibill.va.gov/>.

Native Americans

Students who are members or close descendants of a federally recognized American Indian tribe or nation may be eligible for grants from the Federal Bureau of Indian Affairs, Office of Indian Education Programs. Students may learn more by contacting their regional Bureau of Indian Affairs or by going to <http://www.bia.edu>.

Federal Tax Benefits

The Taxpayer Relief Act of 1997 provided new tax credits for individuals who are paying higher education costs for themselves or for family members. There are also specific benefits related to interest paid on student loans and educational and traditional IRA's. To learn more about federal tax benefits for education, visit <http://www.irs.gov>, call the IRS help line at 800-829-1040, or read IRS publication 970, "Tax Benefits for Higher Education," available free by calling 800-829-3676.

Education Costs Paid by Employers

Education costs paid by an employer are exempt from federal taxes for undergraduate students. Employers can provide for up to \$5250 per year to each employee on a tax-free basis.

Private Scholarships

Many community service organizations, churches, and national foundations offer scholarships. Some are based on financial need, but many others are based on academic achievement, leadership ability, special

talents, community service, or heritage. Extensive databases of private financial aid resources and scholarships may be found on the Internet at such dot coms as FastWeb, FastAid, Wirescholar, CollegeQuest, and Mach25. Many businesses and corporations also provide scholarships or loans to employees' children or students who live in the communities in which the company is located. Others offer aid to students majoring in fields related to the company's products or services. Company personnel offices have application information. In addition, students are encouraged to check in the Student Services Office, library and on-line World Wide Web for scholarships offered by professional, career, and trade associations in their future career or field of study. Leads also may be listed in magazines related to the student's interests or skills. Scholarships and grants may be available through the student's church, school, local civic organizations (Kiwanis, Lions, Rotary, etc.) and bank trust department.

Questions

Please do not hesitate to contact the Financial Aid Office. Call toll-free at 877-463-6622, extension 7291 or local 541- 684-7291. Many questions may be answered over the phone. We are happy to arrange appointments for students and their families to meet with a financial aid counselor. E-mail questions may be sent to finaid@northwestchristian.edu. The Financial Aid Office is located in the Martha Goodrich Administration Building at the corner of 11th & Alder. Office hours are 8 a.m. to 5 p.m., Monday through Friday, and by appointment.

STUDENT DEVELOPMENT

Code of Conduct

Northwest Christian University, with a foundation in the Christian faith, is committed to holistic student development in the context of our vision, mission, and values. We have established services, policies, and community guidelines that will foster a living-learning environment consistent with our values.

Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep, and live in an atmosphere of mutual respect. It is therefore important to understand what is expected of you while a member of the NCU community. Standards were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole. You may not agree with, or fully understand, some facets of the University's behavioral expectations. However, by enrolling as a student at NCU, you agree to live according to the expectations outlined here. Non-matriculated students admitted to special programs are also expected to maintain these standards. Any questions regarding these statements should be directed to the vice president for student development & enrollment.

Policies and standards for conduct shall apply to conduct that occurs on the University premises, at University-sponsored activities, and off campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). NCU reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances. University policy ensures individual responsibility and an environment that contributes to a learning community. Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary action and sanctions. Each student associated with NCU is expected to be familiar with and to follow all policies and procedures established by the University.

For a complete listing of policies, judicial affairs, and grievance procedures please refer to the Student Handbook posted online at <http://www.northwestchristian.edu/NR/rdonlyres/5B824349-35F9-4143-8785-87FE2A8844F5/0/Handbook.pdf>; hard copies are available by request in the Student Development Office, 684-7345.

Adult Students

Adult students are often juggling full-time employment and family responsibilities. Student Development understands the many roles adult students play every day and works to support and encourage adult students in a variety of ways. Adult students are lovingly referred to as "OWLS"; Older Wiser Learners. The OWL Newsletter publishes events information, study tips, the home athletic schedule, and other opportunities for adult students and their families to engage in the Northwest Christian University community. For more OWL resources and the newsletter, please see <http://www.northwestchristian.edu/studentlife/adult/>.

Bookstore

Fall-Spring Semester Hours:

Monday through Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 4:00 p.m.

The Bookstore observes all campus holidays.

Contact Information:

Phone: (541) 684-7270

Fax: (541) 684-7323

E-mail: ncubookstore@northwestchristian.edu

The NCU Bookstore provides the required textbooks for each class. Additional items includes gifts, imprinted clothing, candy, light lunches, snacks, and drinks.

Return Policy:

Refunds for textbooks purchased for the current semester are available during the first two weeks of each semester (dates are posted at the Bookstore). Books must be in the same condition as when purchased (no highlighting/marks of any kind if purchased new) and preferably accompanied by the original receipts. After the first two weeks of classes, returns will ONLY be accepted with a signed drop slip and a receipt. Non-text merchandise is returnable, with original receipt, within 30 days of the purchase date. Merchandise must be in resalable condition when returned.

Textbook Buyback:

Textbooks are bought back at the Bookstore during the last week of the fall and spring semesters (finals week). Students are given up to 50 percent of the price paid for the book.

Campus Ministries

Student Ministries and spiritual development are at the core of the Northwest Christian University experience. We believe the process of building and equipping men and women to be leaders of the future must be founded on a strong relationship with God (Father, Son, and Holy Spirit). Campus Ministries emphasizes developing the whole person, body, soul, and spirit. This spiritual formation occurs through our Four Wheel Drive: Embracing the Lord, Embracing the Campus Community, Embracing our City, and Embracing the Nations. This approach is evidenced in the many activities and opportunities to grow spiritually at NCU including chapel and worship services, community life, group Bible studies, urban outreach and community service projects, evangelism teams, missions trips, and much more. For more information, please see <http://www.northwestchristian.edu/studentlife/ministry/>. The department offers:

- Daytime and nighttime chapel services that aspire to build community, enable worship, and challenge participants to be devoted followers of Jesus Christ.
- Community Life Groups of four to ten students that meet regularly to encourage accountability to the Lord Jesus Christ, to build community, and to provide a safe and nurturing place.
- Pastoral care when students sense a need for a safe place for encouragement, direction, affirmation, belonging, prayer, and nurturing in the Christian faith. The campus pastor and his staff want to serve the student body of NCU to become whole in Christ.
- Assistance for students to connect with local churches during their years at NCU.
- Opportunities for overseas mission trips and community outreach.

Career Development**Career Planning**

The mission of career development is to empower individuals to determine, pursue, and achieve their professional goals across the life span. In partnership with the National Association of Colleges and Employers (NACE), National Career Development Association (NCDA), and OCDA Oregon, the Career Development Center offers the following services to students and alumni: individual career counseling and planning; assessments and interest inventories; internship and career-related volunteer opportunities; employment information; graduate school assistance; resume, cover letter, and interviewing preparation; and job search seminars and workshops. Resources are also made available in the Kellenberger Library on campus and on the University's web site: <http://www.northwestchristian.edu>.

Employment Services

Students interested in general employment in the Eugene-Springfield area may access online job postings by visiting the University's web site: <http://www.northwestchristian.edu/studentlife/career/> or by consulting the Career Development Center, located in the Pomajevich Faculty Building.

Disability Services

NCU does not discriminate against qualified individuals with a disability in admission or access to its programs or activities. Prospective and admitted students who need information about programs, services and accommodations should contact the Student Development Office. The vice president for student development or his/her designee is the disability officer for NCU. For a complete explanation of disability services, please see the Disability Services Handbook available in the Student Development Office or online at <http://www.northwestchristian.edu/studentlife/disability/>.

Fitness Center, Morse Event Center

The Fitness Center meets student's fitness needs. The center offers a variety of cardio, weight, and strength training equipment to meet physical health needs. Hours of operation are extensive during the school year. These hours will be posted and supervised.

Food Services

Our food service program works with individual students who have special dietary requirements.

Health and Wellness

Health: At Northwest Christian University, the health and well-being of our students is of the utmost importance. The Office of Student Development collects immunization records in compliance with Oregon law and offers assistance to students seeking medical services in the community. Please see <http://www.northwestchristian.edu/studentlife/health/Health+Resources/> for community resources.

Counseling: NCU offers free counseling services to help support our students' wellness needs and is located close to several health care resources in the Eugene community. Mental health counseling services are available to all Northwest Christian University students. Each student may receive ten free sessions with a counselor per year. After ten sessions are completed, students are offered counseling services at a low cost. Students interested in counseling should call (541) 349-7471 to schedule a brief intake appointment. Please see <http://www.northwestchristian.edu/studentlife/health/Mental+Health/>.

Intercollegiate Athletics

NCU is a member of the National Association of Intercollegiate Athletics (NAIA) and a member of the Cascade Collegiate Conference. NCU offers ten opportunities for collegiate athletics participation. Please see <http://www.northwestchristian.edu/athletics/>.

Fall Sports:

Men's Cross Country, Soccer
Women's Cross Country, Soccer, Volleyball

Winter Sports:

Men's Basketball
Women's Basketball

Spring Sports:

Women's Distance Track, Golf, Softball
Men's Distance Track, Golf

Parent Resources

Northwest Christian University understands the commitment required to have a student at NCU and desires to partner with parents for the educational benefit of our students. A website <http://www.northwestchristian.edu/studentlife/parent> and the Parent Newsletter are efforts to update NCU's extended community with campus news and other resources. Student Development hopes that both will serve as a helpful communication tool as parents stay connected with their students.

Residence Life

Residence life is a significant part of the educational experience at NCU and a good portion of your time will be spent in your hall. The Residence Life team works to create a safe, fun, and strong learning-living environment in which to make your home while you are a student. Please see <http://www.northwestchristian.edu/studentlife/residence/> for pictures of the residence areas and information about housing processes.

Student Activities

Student activities at NCU are diverse, meaningful, and memorable. Alongside students, we work to create a fantastic campus culture. From our free Friday night weekly program series, [Beacon Nights](#), to our big signature events like Homecoming and Beacon Night Live, the Student Activities team delivers quality programs that make students want to not just be *at* NCU but to be *a significant part* of Northwest Christian University. Please see <http://www.northwestchristian.edu/studentlife/programs/> for descriptions and pictures from events. Current offerings which serve this end include the following:

- Beacon Nights: A free weekly program that gives students exciting events to participate in on Friday nights at 9 p.m.
- Signature events including Beacon Nights Live, Beacon Madness, Late Night Breakfast, Homecoming events, Spring Formal, Family Weekend, Coffee House concerts, etc.
- A competitive intramural program offers both league and non-league play in the areas of dodge ball, volleyball, ultimate Frisbee, flag football, open gym, etc.
- Cultural programs engaging in local arts—everything from the Eugene Saturday Market to Andrew Lloyd Weber shows at the Hult Center or in Portland—as well local international events such as the Eugene Asian Celebration and Fiesta Latina.
- Educational programs aimed at promoting justice on earth including emphasis weeks and diversity months.
- Outdoor activities including rafting, skiing, coast trips, and hikes.

Tutoring

NCU provides tutorial services free of charge. If you need help with courses, please contact your advisor. Help is available in most academic subjects.

Judicial Affairs and Grievance Procedures

For a complete listing of policies, judicial affairs, and grievance procedures please refer to the Student Handbook posted online at <http://www.northwestchristian.edu/NR/rdonlyres/5B824349-35F9-4143-8785-87EF2A8844F5/0/Handbook.pdf>; hard copies are available by request in the Student Development Office, 684-7345.

ACADEMIC POLICIES

NOTE: Students are subject to academic requirements and academic policies described in the University Catalog as well as to other published academic rules and regulations in effect at the time of their initial admission or readmission to NCU. When significant changes are adopted in the academic policies and requirements after their admission, students have the option of completing their degree under either the old or the new requirements within the degree time limit.

Northwest Christian University Academic Honesty Policy

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Plagiarism, cheating, and any other form of academic dishonesty are not acceptable and will not be tolerated. If a student cheats on a test or assignment he/she will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in writing to the vice president for academic affairs and to the dean of students, who may consider additional actions, including dismissal from the University.

Assessment of Student Learning

Assessing student learning outcomes is an essential part of the academic experience, for both students and faculty. In order to measure the level of knowledge, skills, and abilities that students are expected to attain in their academic majors and individual classes, faculty will employ a variety of assessment methods. Individual course instructors enjoy the academic freedom to use the methods they deem most appropriate to assess student learning, including, but not limited to: attendance/participation, papers, journals, assignments, quizzes, tests, exams, and projects (individual and/or group). Some methods may be adopted across courses and majors using rubrics adopted by faculty in the respective Schools.

Academic Advising/Progress

Academic Advising

Students register for courses through their assigned enrollment advisor. Enrollment advisors work with individual students to determine schedules that will satisfy graduation requirements.

Academic Disqualification

A student whose academic performance falls below minimum standards of the University is academically disqualified. Such a student may petition the Academic Council for reconsideration. As a basis for this petition the student must present evidence of acceptable work in another college, university, or experience in work that demonstrates maturity.

Academic Probation Regulations

Students on academic probation and those admitted conditionally are required to complete the University's current academic skills development program. Failure to do so may result in academic disqualification. Students are encouraged not to carry more than 12-13 credits while on academic probation.

1. The minimum cumulative grade point average (GPA) required for graduation at NCU is 2.00.
2. A student whose semester GPA falls below a 2.00, but whose cumulative GPA remains equal to or above a 2.00, is placed on academic warning for the subsequent semester.
3. A student whose cumulative GPA falls below a 2.00 is eligible to continue on academic probation for one semester. During this semester, the student must raise his or her semester GPA to 2.00 while taking a full load.
4. A student on academic probation may achieve satisfactory academic standing and be removed from probation by raising his/her cumulative GPA to 2.00 or above.
5. A student receiving veteran educational benefits may remain on academic probation only one semester to continue receiving the benefits. The student's semester and cumulative GPA must be a minimum 2.00 by the end of the semester of probation. The Veteran's Administration will be notified if the student has not met the requirement of probation except under extenuating circumstances.
6. A student is academically disqualified if his or her cumulative GPA remains below 2.00 at the end of the semester on academic probation. A student may also be academically disqualified when the Dean's Council has determined that he or she can no longer benefit from attendance or succeed academically at NCU.

Academic Tutoring

NCU seeks to help its students succeed academically. Toward this end, the University provides tutorial services, free of charge, to those who need assistance academically.

Class Attendance Policies

Attendance is mandatory for student success in the Professional Studies Program. Any absences due to extenuating circumstances must be arranged with the professor, preferably before class meets.

Time Limit

The time limit for completing the Professional Studies Program is six years from the start of matriculation. When the time limit has elapsed, the student must apply for readmission. Readmitted students are subject to academic requirements and policies in effect at the time of readmission. (For details regarding readmission, consult the director of admissions.)

Writing Competency Requirement

NCU requires six semester hours of English composition, to be satisfied by coursework (with a grade of C- or P or better), or through established exemption and waiver procedures. In the case of coursework, the student must pass two semesters of English Composition (WR 121 and 123) or the approved equivalent.

Course/Credit Policies

Course Designations

The course number indicates the difficulty of the course in relation to lower division and upper division work.

50-99: Remedial courses which do not apply toward degree requirements.

100-299: Lower division courses.

300-499: Upper division courses.

500-599: Courses open primarily to graduate students.

600-699: Courses open only to graduate students.

Course numbers that end in 08 represent courses taken through the Online Consortium of Independent Colleges and Universities (OCICU).

The capital letters preceding the course number indicate the area in which the course is offered. In some instances a single course may be counted as fulfilling the requirement in one or the other of two fields.

As a rule, students should enroll in courses according to their classification. Exception may be made with the consent of the instructor. Persons responsible for academic advising will help the students develop their program according to the rules under general practice.

Grading and Exam Policies

Final Grades

1. Individual course instructors enjoy the academic freedom to use the methods they deem most appropriate to assess student learning and to assign grades based on those methods of assessment.
2. Grades assigned by individual instructors are final.
3. At a student's request the instructor may assign a grade of Incomplete when the student has essentially met all class requirements except some minor matters and has had an emergency situation or experienced other extenuating circumstances at the last minute. Tardiness and lack of self-discipline do not constitute a justifiable cause.
4. Changes to a final grade may only occur under the following circumstances:
 - a. Removal of an "Incomplete" (either by completion of work or reverting to the earned grade at the end of the course);
 - b. Instructor Error/Miscalculation;
 - c. The assigned grade was not based upon actual student performance, but was a result of identifiable and documented discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor.

Grade System and Grade Point Average

Prior to fall 1995, grade points were computed by assigning four points for each credit of A, three for each credit of B, two for each credit of C, one for each credit of D and zero for each credit of F. Marks I and W, and grades N and P are disregarded. The grade point average is calculated by dividing total points by total credit of A, B, C, D, F. For courses taken fall 1995 and thereafter, the plus sign increases the points assigned the letter grade by 0.3 per credit (for B, C, and D grades only), and the minus sign decreases the points assigned the letter grade by 0.3 per credit.

Grades at NCU reflect the following definitions:

A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Inferior
F	0	Unsatisfactory performance, no credit awarded
+	+0.3	With B, C, D
-	-0.3	With A, B, C, D
I		Incomplete
P		Satisfactory (C- or above for undergraduate work; B- or above for graduate work)
N		Less than satisfactory performance, no credit awarded; (D+ or lower for undergraduate work, C+ or lower for graduate work)
AU		Audit, no credit awarded
W		Official withdraw without penalty
WF		Withdraw while failing
X		No grade reported by instructor (recorded by registrar)
^		Course does not meet NCU graduation requirements
R		Class repeated
P/N		Pass/No Pass

P/N (Pass/No Pass) grades are the prerogative of the individual professor. Approval of the instructor must be received by the close of the registration period as printed in the catalog. In the A, B, C, D, and F scale, below C- is No Pass. Courses with P grade count toward graduation. This choice, once made, is final and cannot be revoked. (See limitations under Four-year Bachelor Degree Programs.)

D or F Grades. The grade of D does not satisfy graduation requirements in an academic major or minor. A student who receives a grade of D or F may repeat the course once. The first grade received will remain on the permanent record, but the second grade, if higher, will be computed in the GPA.

Incomplete. The instructor may assign a grade of Incomplete when the student has essentially met all class requirements except some minor matters and has had an emergency situation or experienced other extenuating circumstances at the last minute. Tardiness and lack of self-discipline do not constitute a justifiable cause.

Incompletes must be completed 30 calendar days from the last day of instruction, which is determined by the professor of record and recorded on the Incomplete form.

In cases of extenuating circumstances, extension may be granted at the discretion of the instructor and the vice president for academic affairs; requests for such extension must be submitted and approved by the vice president for academic affairs before the 30-day period elapses.

Students with more than one Incomplete grade per semester and/or a consistent pattern of Incomplete grades in consecutive semesters may be placed on academic probation. When the student fails to demonstrate significant improvement, he/she may be academically disqualified.

Grade of WF. The grade of "WF" is given for withdrawal after the 6th week of the course while doing failing work or for failure to clear an official withdrawal through the registrar and Student Services Offices.

Grade of X. This grade is initiated by the Registrar's Office when it finds an error or other problems on grade reports submitted by the faculty. The grade is converted when the problem has been resolved or clarified.

GPA. All courses completed at NCU and transferable credits from other colleges and universities are computed for the cumulative GPA for academic awards and honors. NCU transcripts list the cumulative GPA for courses completed at NCU.

Late Papers and Assignments

Each instructor sets policies regarding papers and other class assignments turned in late. Professors reserve the right to set penalties, including lowering of grades, as well as rejection of late papers.

Makeup Tests

No makeup quizzes, tests, and finals will be allowed except for circumstances granted a legitimate excuse status.

Academic Grievance Policy

Academic grievances are student grievances related to any part of the institution's academic structure, in which a student feels that he or she has been unfairly treated and/or that his or her academic performance has been adversely affected by a faculty member, a member of academic staff, or an academic department.

Students who feel that they have been unfairly treated and/or that their academic performance has been unduly impeded by a member or members of faculty or academic staff have the right to raise their concern and/or to lodge a grievance at any time without fear or consequence of retribution by any member of faculty or staff.

Procedures for lodging an academic grievance may be found on the website:

<http://www.northwestchristian.edu/registrar/catalogs>.

Graduation

Commencement/Graduation Activities

The main commencement activities are held in May, at the end of spring semester. An additional graduation ceremony is held in December at the end of fall semester. Participants in commencement must complete all graduation requirements prior to commencement.

Graduation Application

Students who are nearing the completion of their degree requirements and intend to graduate must submit an application for graduation. Applications can be submitted through the BeaconNet (<http://www.northwestchristian.edu/beaconnet/>), or a form downloaded from <http://www.northwestchristian.edu/registrar/forms.htm> and submitted to the Office of the Registrar. The application must be submitted by the end of registration for the term immediately preceding the final semester of coursework, regardless of whether or not the student intends to participate in commencement ceremonies. Late applications are subject to a \$25 late application fee. Students should not plan on participating in commencement

Registration

Official Confirmation

Students must sign a Financial Responsibility Agreement for the year, and each semester confirm continued enrollment with the Student Services Office in order to complete registration. This step enables disbursement of institutional, state, and federal financial aid and affirms continued dormitory occupancy.

Reenrollment

Students who wish to resume studies at NCU after an absence of one or more semesters must:

1. Notify the executive director of enrollment services of their desire to return.
2. Provide evidence that all work is current, Incompletes are removed, and financial arrangements have been made.
3. Provide evidence that all financial obligations have been met.

When the PSP enrollment advisor acknowledges the above provisions have been met, students will be readmitted to NCU.

Withdrawal

To withdraw from the program, the student must notify the enrollment advisor and complete the withdrawal form. Students will receive credit for classes completed. Withdrawal from the program will jeopardize any financial aid for the rest of that academic year. (These regulations have been set by federal and state governments.)

Called to Active Service Duty

Should a student enrolled at NCU be called to active service duty, he/she should report to the Registrar's Office. The registrar will back the student out of the classes he/she is registered for and refund the student's fees 100 percent (working in conjunction with Financial Aid if appropriate). Questions regarding this policy may be directed to the office of the vice president for academic affairs and dean of the faculty.

Student Classification

Classification of Students

A student's classification is determined by the amount of credit earned both in hours and grade points. The classification held by a student at the beginning of the academic year will be continued throughout the year.

Freshman: A student having 29 or fewer semester hours of college credit.

Sophomore: A student who has completed 30 semester hours of college credit by the opening of the fall semester.

Junior: A student who has completed 60 semester hours of college credit by the opening of the fall semester.

Senior: A student who has completed 90 semester hours of college credit by the opening of the fall semester.

Non-Degree Seeking: A student who is taking six or fewer semester hours and who does not plan to meet requirements for graduation. A student who acquires 30 semester hours of credit must change from non-degree to regular student status and conform to the usual regulations governing regular students.

Post-Baccalaureate: A student who has earned a bachelor's degree and is pursuing further studies.

Transfer Evaluation

Credits from Regionally Accredited Institutions

All credits from such institutions are transferred and appropriately applied toward graduation requirements.

Credits from Institutions Not Regionally Accredited

Credits from non-regionally accredited institutions are evaluated on a case-by-case basis by the Registrar's Office. A student who is accepted as a transfer student from such institutions must complete one full semester of work at NCU before any credit is transferred. A complete evaluation of the work will be made at the end of the first semester. If the student has maintained a C average at NCU, full credit will be given for the transferred work unless otherwise specified by a formal articulation agreement. A maximum of 30 credits may be transferred if approved.

Transfer Credits

The Registrar's Office evaluates work transferred from other institutions and determines which courses/credits might apply toward a degree program at NCU.

Grade Limitations on Transferred Credits

Transferred courses with a C- or better are applied toward graduation requirements.

Music Credits

A maximum of eight hours of music performance credits may be transferred. No more than two classes with the same course number will be applied to graduation requirements. An exception may be made if a student has upper division music courses that relate to the major.

Physical Education (PE) Credits

A maximum of eight hours of PE credits may be transferred. No more than two classes with the same course number will be applied toward NCU graduation requirements.

Advanced Placement (AP)

College credits toward a baccalaureate degree are granted to students who receive the grade of three or higher on tests sponsored by the Advanced Placement Program of the College Entrance Examination Board. The subject area tested and the scores received determine which NCU course requirements are satisfied. Contact the registrar or registrar's website for more details.

International Baccalaureate (IB)

College credit is awarded to students who have scored four through seven on an individual IB higher level exam in any subject area. Students applying for admission who hold an IB diploma are considered on a case-by-case basis for advanced placement and college credit. More information is available from the Registrar's Office.

Reporting of Grades from Other Institutions

Grades for courses taken at University of Oregon and/or Lane Community College must be reported to the Registrar's Office by the second week of the semester.

Students whose University of Oregon and/or Lane Community College grades are not submitted by the deadline will not be considered for academic and other honors nor for financial aid. Later reporting of the grades may result in rescinding of any honors and aid given.

Alternative Ways to Earn Credits

The faculty of NCU has approved the following alternative methods of earning credit: Credit by Examination Programs, Credit by Portfolio Assessment, Credit through Military Educational Programs, and Course Challenges. Some restrictions may apply.

College Level Examination Program (CLEP)

NCU uses the American Council of Education's (ACE) most recent edition of Educational Credit by Examination as its official guide for approval or disapproval of a test for credit-granting purposes. All accepted credits must fulfill graduation requirements. Contact the registrar for more information.

Credit by Portfolio Assessment

Students may receive a maximum of 30 credits in a variety of subject areas for learning acquired through experience outside a normal academic setting. For conditions, guidelines, and procedures, consult NCU Manual for Credit for Prior Learning. No graduate credits are granted through prior learning experience. All accepted credits must fulfill graduation requirements.

Credit Through Military Educational Programs

In granting credits earned through military training and experience, the University relies on standards and guidelines established by the American Council of Education (ACE). The ACE, through its Office on Educational Credit and Credentials (OECC), provides credit recommendations for courses and occupational training provided by the armed forces. ACE evaluates formal military courses and training and publishes credit recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Forces Guide. All accepted credits must fulfill graduation requirements.

Course Challenge

A formally admitted student may challenge certain University courses by examination without actually registering in the courses.

1. The student must petition to the registrar and must have the approval of the individual faculty member administering the Course Challenge Contract.
2. Arrangements for the examination, including payment of fees, must be completed within the first ten (10) class days of each semester. Applications received later will be processed the following semester.
3. The student must pay, in advance, a special nonrefundable examination fee, one-half of the current tuition per semester credit hour, for the course being challenged.
4. The student is allowed only one opportunity to qualify for credit by examination in any given course.
5. The student has the option of credit recorded with a mark of Pass (P) or letter grade.
6. Credit by examination may not be counted toward the satisfaction of the residence requirement.
7. Credit by examination may be earned only in courses whose content is identified by title in the NCU Catalog.
8. A student may not receive credit by examination in courses: (a) that would substantially duplicate credit already received; or (b) that are more elementary than courses in which previous credit has been received or status has been established.
9. A student must be a regularly admitted student and registered for classes the semester in which the examination is administered.
10. Regarding English writing course challenge, see "Writing Competency Requirement."

Class Waiver and Community College Articulation Agreements

Graduates of community colleges with a college transfer track, and transfers from accredited four-year colleges and universities with two years of a well-balanced program in general studies (humanities, social sciences, and sciences) may be exempted from NCU's general education (core) requirements, except in Bible and Christian Ministry as well as chapel requirements. In some cases such students may be advised to complete additional courses to meet NCU's general education requirements.

Waiver of any required course does not exempt the student from the general graduation requirements. The total number of credit hours required for graduation must be completed. All other applicable general requirements must be met. Students who, at the time of initial matriculation, have completed the Oregon Transfer Associate of Arts degree or a similar degree from an accredited institution, satisfy NCU core requirements (or general education requirements) except eight credits in Bible and Christian Ministry. These requirements are normally fulfilled with BTH 101/102.

NCU has articulation agreements with a number of institutions, including the following: Lane Community College, PeaceHealth Oregon Region, Pioneer Pacific College, Umpqua Community College. Details of these agreements can be viewed in full at <http://www.northwestchristian.edu/registrar/transfer>.

PROGRAMS OF STUDY

PROFESSIONAL STUDIES PROGRAM

Professional Studies:

Mission Statement

The Professional Studies Program exists to serve students, faculty, and staff in achieving their personal, professional, and academic goals in an environment that fosters growth, change, learning, faith, and service. We are committed to providing excellent academic programs that serve students at all levels of professional experience. We are committed to serving the educational needs of our community by providing quality programs and services. We are committed to providing a supportive, challenging working environment for faculty and staff that is also a fun place to work.

Northwest Christian University offers four majors in the professional studies format:

1. B.A. in Accounting
2. B.A. in Business Administration
3. B.A. in Health Care Administration (HCA)
4. B.A. in Psychology

The Professional Studies Program is a unique alternative to the traditional method of pursuing a bachelor's degree. It is designed for working adults who have significant life experiences and who want to earn a university degree while continuing their employment. The delivery system for the curriculum is based on classes taught in the evenings. The program utilizes the latest adult learning models and principles to facilitate learning.

The Professional Studies Program is designed and structured for the adult learner. Student performance is most often evaluated by summary papers, class discussion and participation, project work, written exercises, quizzes, and tests. Student involvement in the learning process is featured throughout the program.

The Professional Studies Program represents NCU's renewed affirmation to meet the needs of adult students and remain relevant in a changing world.

Admission Requirements

To be considered for admission, applicants must:

1. Have a minimum of two years of work experience, community service, and/or program development responsibilities.
2. Have a cumulative GPA of 2.00 or higher from institutions of higher learning.

Application Procedure

To be considered for admission, applicants to the Professional Studies Program must provide the University with the following information:

- Completed Application for Admission with a \$25 non-refundable application fee.
- Official transcripts from all institutions attended (if less than 12 college-level semester credits, an official high school transcript is also required).
- Applicants who have not graduated from a standard or nonstandard high school (or it's equivalent) may be considered for admission on the basis of the test of General Education Department (GED). To be admitted, applicants must receive an average score of 510 for the five sub tests with no individual test score of less than 450.

Requirements To Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

1. WR 121 and 123.
2. One communications course.
3. One college-level mathematics course (MATH 105 or above).
4. IDS 230 (must be completed by the end of the second semester of major coursework).

Graduation Requirements

1. Completion of 124 semester credit hours.
2. Completion of a basic core curriculum.
 - 6 hours of writing competency (WR 121/123 English Composition).

- 15 hours in humanities (see General Education Core Requirements).
 - 15 hours in social sciences (see General Education Core Requirements).
 - 6 hours with at least one course each in math, lab sciences, and computer skills.
 - 8 hours Biblical Studies.
 - Students with an Associate of Arts Oregon Transfer degree (AAOT) have met the core requirements (except 8 semester credits of Bible and Christian Ministry).
3. Completion of 40 upper division hours.
 4. Cumulative GPA of 2.00 or better for all coursework including those transferred to meet graduation requirements.
 5. At least a C- in each course in the major.

Limitations for Professional Studies Students:

1. Minimum number of graded courses: 42 credit hours.
2. No set maximum on CLEP credit but all accepted credits must fulfill graduation requirements.
3. Maximum number of credits allowed through Prior Learning Experience (PLE): 30 credit hours.
4. No set maximum on military, fire, or police credit but all accepted credits must fulfill graduation requirements.
5. Maximum number of credits earned in field experience and practicum: 16 credit hours.
6. Maximum of four graded credit hours for physical education courses taken at NCU. Up to an additional four hours will be graded P/N.
7. A course used to meet the requirements of an academic major or minor may not be applied toward another major or minor.
8. Time limit: 6 years from date of matriculation for bachelor of arts/sciences.

Student Status in the Professional Studies Program

A full-time student in the Professional Studies Program is one who is taking at least 12 credits in each semester. Prior learning credits, AP credits, and CLEP credits are not counted in the total number of credits a student is taking in a semester. PSP students who are less than half time (six credits) per semester may not be eligible for financial aid.

Portfolio Information

The portfolio is a compilation of the student's learning in the areas of academic, personal, and professional experience. Credit from the portfolio is generated in two ways:

1. Credit for technical and professional training may be awarded if it is appropriate and applicable to the student's career and educational goals.
2. Life-learning essays, written lucidly and logically, communicate to faculty the kind and amount of learning gained from specific life experiences.

Students who wish to earn credits for life-learning experiences should enroll in IDS 205 (Portfolio Analysis) to determine academic areas in which they could write life-learning essays. The assessment process determines the credits to be awarded.

Fees are assessed for any credit(s) awarded through the portfolio process that are awarded by NCU. Students may contact the Professional Studies Office or Admissions Office for the current fee schedule.

For additional information, or to schedule a visit, please contact:

Admissions
 Northwest Christian University
 828 East 11th Avenue
 Eugene, OR 97401-3745
 Phone: (541)684-7201 or (877)463-6622
 Fax: (541)684-7317
 E-mail: admissions@northwestchristian.edu
 Web Site: www.northwestchristian.edu

GENERAL EDUCATION (CORE) REQUIREMENTS

Writing	6
<input type="checkbox"/> WR 121 English Composition.....	3
<input type="checkbox"/> WR 123 English Composition.....	3
Humanities	15
<input type="checkbox"/> One course in History	3
<input type="checkbox"/> Choose six credits from courses in at least two different areas:	6
Communications	
Literature	
Philosophy	
<input type="checkbox"/> Humanities electives	6
Choose six credits from courses in the following areas:	
Art History/Appreciation	
Communications	
History	
Foreign Languages	
Literature	
Music History/Appreciation	
Philosophy	
Social Sciences*	15
<input type="checkbox"/> Choose fifteen credits from courses in at least two different areas:	
Anthropology	
Business	
Comparative Religions	
Criminal Justice	
Economics	
Education	
Geography	
Human Services	
Law	
Political Science	
Psychology	
Sociology	
Mathematics/Science/Computer Science	6
<input type="checkbox"/> Minimum six credits with at least one course in each of the following areas:	
One college-level mathematics course (MATH 105 or higher)	
One science with lab course	
One computer science course	
Bible and Christian Ministry	8
<input type="checkbox"/> Minimum eight credits	
Diversity Requirement	*
<input type="checkbox"/> *A course meeting the diversity requirement may also fulfill a requirement in another area of the general education core. Please check with your advisor for an approved course.	
Minimum General Education CORE for all majors	50

A maximum of six credits of major courses may be used to fulfill general education requirements in the Humanities and/or Social Science areas, with a maximum of three credits in each area.

ACCOUNTING (B.A.)

Purpose

The purpose of the accounting major is to train students to take their place as managers and leaders in the business world and public arenas. Accounting is the language of business because its concepts have to be used by owners, managers, creditors, employees, suppliers, etc. to describe the events of a business nature. Of course, accounting does not happen in a vacuum. It has to relate to all other aspects of business, including, but not limited to management, economics, finance, marketing, and ethics. It is especially important that ethics permeate all aspects of the accounting program, developing not only proficient accountants, but ethical business leaders as well.

Objectives

Graduates of this program will:

1. Have a comprehensive knowledge of the basic principles and concepts of accounting.
2. Have the appropriate skills to be able to apply the information gained in the classes in different business settings.
3. Have integrated all aspects of their learning, understanding, knowledge, and skills concerning the application of accounting to business through a final advanced accounting capstone course.
4. Have an understanding of the ethical issues in business in general, and in accounting in particular, that will bring their faith and values to bear on business processes.

Requirements To Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

1. WR 121 and 123.
2. One college-level communications course.
3. One college-level mathematics course (MATH 105 or above).

Prerequisites for the Accounting Major:

- ☐ ACTG 211 Principles of Accounting I
- ☐ ACTG 212 Principles of Accounting II

Co-requisites

- ☐ IDS 230 Introduction to Adult Learning (Must be completed by the end of the second semester of major coursework.)
- ☐ BTH 101 Engaging With the Bible
- ☐ BTH 102 Engaging With the Bible
- ☐ ECON 310 Managerial Economics
- ☐ MATH 310 Statistical Applications
- ☐ MGMT 340 Business Communications
- ☐ WR 315 Writing for the Social Sciences

Requirements for Accounting Major 39

- ☐ ACTG 341 Intermediate Accounting I.....3
- ☐ ACTG 342 Intermediate Accounting II.....3
- ☐ ACTG 345 Cost Accounting3
- ☐ ACTG 360 Accounting Information Systems.....3
- ☐ ACTG 430 Federal Income Tax3
- ☐ ACTG 440 Auditing3
- ☐ ACTG 450 Fraud Examination3
- ☐ ACTG 470 Accounting for Non-Profit Organizations3
- ☐ ACTG 499 Advanced Accounting3
- ☐ MGMT 310 Principles of Management and Leadership3
- ☐ MGMT 315 Human Resources Management.....3
- ☐ MGMT 370 Legal and Ethical Issues in Business & Management.....3
- ☐ MGMT 450 Managerial Finance.....3

Minor in Accounting

Prerequisites for the Accounting Minor:

- ☐ *BUS 100 Business Principles and Practices
- ☐ WR 315 Writing for the Social Sciences

Requirements for Accounting Minor21

- ☐ ACTG 211 Principles of Accounting I3
- ☐ ACTG 212 Principles of Accounting II3
- ☐ ACTG 341 Intermediate Accounting I3
- ☐ ACTG 342 Intermediate Accounting II3
- ☐ ACTG 430 Federal Income Tax3
- ☐ ACTG 440 Auditing3

BUSINESS ADMINISTRATION (B.A.)

Purpose:

The purpose of the business administration major is to educate managers and leaders for local and global public service arenas. In conjunction with the general education background that students bring with them when they enter the University, the program integrates the fundamental theories, concepts, and practices of business with Christian values and ethics. The core requirements in business administration consist of studies in the functional areas of business as well as the supporting areas of accounting, management, marketing, finance, information technology, statistics, business law, and communication.

Objectives: Graduates of this program will:

1. Have a comprehensive knowledge of the basic principles and concepts in the functional areas of business: accounting, finance, marketing, management, information technology, and strategic management.
2. Have knowledge and skills in the supporting studies of statistics, business law, operations, human resource management, and communication (interpersonal and organizational) as well as Christian leadership, values, and ethics.
3. Be skilled in planning, organizing, leading, and controlling organizations.
4. Have integrated all aspects of their learning, understanding, knowledge, and skills concerning business through a comprehensive capstone course.
5. Be acquainted with the current trends in business including professional responsibility, the leading sources of business information, current publications, and other available resources, both in text and on the internet.
6. Understand ethical issues in business.

Requirements To Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

1. WR 121 and 123.
2. One college-level communications course.
3. One college-level mathematics course (MATH 105 or above).

Prerequisites for the Business Administration Major

- ☐ ACTG 211 Principles of Accounting I
- ☐ ACTG 212 Principles of Accounting II

Co-requisites

- ☐ IDS 230 Introduction to Adult Learning (Must be completed by the end of the second semester of major coursework.)
- ☐ BTH 101 Engaging With the Bible
- ☐ BTH 102 Engaging With the Bible

Requirements for Business Administration Major..... 39

- ☐ ECON 310 Managerial Economics3
- ☐ MATH 310 Statistical Applications.....3
- ☐ MGMT 310 Principles of Management and Leadership3
- ☐ MGMT 315 Human Resources Management.....3
- ☐ MGMT 330 Marketing3
- ☐ MGMT 340 Business Communications3
- ☐ MGMT 360 Management of Information Technology3
- ☐ MGMT 370 Legal and Ethical Issues in Business & Management.....3
- ☐ MGMT 410 Operations Management.....3
- ☐ MGMT 415 Group and Organizational Behavior3
- ☐ MGMT 419 Global Business Management3
- ☐ MGMT 450 Managerial Finance.....3
- ☐ MGMT 499 Business Strategy and Policy.....3

Minor in Business

Prerequisite for the Business Minor:

- ☐ *BUS 100 Business Principles and Practices

Requirements for Business Minor 18

- ☐ MGMT 310 Principles of Management and Leadership3
- ☐ MGMT 330 Marketing3
- ☐ Choose four courses from the following:.....12
 - MGMT 315 Human Resource Management
 - MGMT 360 Management of Information Technology
 - MGMT 370 Legal and Ethical Issues in Business & Management
 - MGMT 410 Operations Management
 - MGMT 415 Group and Organizational Behavior
 - MGMT 419 Global Business Management
 - MGMT 450 Managerial Finance

HEALTH CARE ADMINISTRATION (BA)

Purpose:

This program was designed to allow the working adult to complete a degree in Health Care Administration by providing the major courses over a 20-month period. Many students in this program come from a health care background and have found, as they advance in their chosen career field, that they need more extensive administrative skills. The courses in the major are specific to the needs and background of those who are in or wish to enter the health care field.

Objectives

Graduates of this program will:

1. Possess a comprehensive knowledge of the core principles and concepts of management and business as they apply to the health care field.
2. Be skilled in operating management and human resources in health care, health care information systems, quality assurance in health care, and the sociology of health care.
3. Integrate all aspects of their learning concerning health care management and business in an internship or project.
4. Demonstrate skills in writing as a process of thinking, judging, and evaluating information.
5. Be acquainted with the current trends in health care management, including the leading sources of health care management information, current publications, and other available resources both in text and on the internet.

Requirements To Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

1. WR 121, and 123.
2. One college-level communications course.
3. One college-level mathematics course (MATH 105 or above).

Co-requisites

- ☐ IDS 230 Introduction to Adult Learning (Must be completed by the end of the second semester of major coursework.)
- ☐ BTH 101 Engaging With the Bible
- ☐ BTH 102 Engaging With the Bible

Requirements for Health Care Administration Major..... 36

- ☐ WR 315* Writing for the Social Sciences.....3
- ☐ HCA 320* Interpersonal Communication3
- ☐ HCA 310 Principles of Management in Health Care Systems3
- ☐ HCA 315 Leadership & Human Resources in Health Care.....3
- ☐ HCA 325 Introduction to the Health Care System.....3
- ☐ HCA 330 Health Care Marketing3
- ☐ HCA 360 Management of Health Care Information Technology3
- ☐ HCA 410 Quality Assurance Issues in Health Care3
- ☐ HCA 450 Financial Decision Analysis in Health Care3
- ☐ HCA 480 Sociology of Health Care.....3
- ☐ HCA 495 Health Care Internship/Project3
- ☐ HCA 499 Strategy & Planning in Health Care.....3

*These two courses must be successfully completed with a C- or above before any other HCA courses can be taken.

Minor in Health Care Administration

Prerequisites for the Health Care Administration Minor:

- ☐ WR 315* Writing for the Social Sciences

Requirements for Health Care Administration Minor21

- ☐ HCA 320* Interpersonal Communication.....3
- ☐ Choose six courses from the following:.....18
 - HCA 310 Principles of Management in Health Care Systems
 - HCA 315 Leadership & Human Resources in Health Care
 - HCA 325 Introduction to the Health Care System
 - HCA 330 Health Care Marketing
 - HCA 360 Management of Health Care Information Technology
 - HCA 410 Quality Assurance Issues in Health Care
 - HCA 450 Financial Decision Analysis in Health Care
 - HCA 480 Sociology of Health Care

*These two courses must be successfully completed with a C- or above before any other HCA courses can be taken.

PSYCHOLOGY (B.A.)

Purpose

The primary emphasis of the psychology major is to build a foundation of basic psychological principles and present them in a Christian orientation together with current research findings. In this program students will study human mental processes and behavior; apply psychology to the understanding and enhancement of their own life and the lives of others; and learn to read, think, and write critically.

Objectives

Graduates of this program will:

1. Be able to discuss major trends in the development of psychology.
2. Be able to outline the neuroanatomy and brain mechanisms of the central nervous system and their impact on behavior.
3. Be able to explain how sensory systems influence mental function and perception.
4. Be able to discuss current research regarding consciousness, sleep, and dreaming.
5. Be able to describe basic principles of learning and behavior.
6. Be able to describe basic principles and development of cognition, memory, and language.
7. Be able to discuss physical, cognitive, social, and moral human development.
8. Be able to describe basic theories of personality.
9. Be able to discuss basic concepts of social behavior.
10. Be able to define abnormal behavior and discuss causes, symptoms, and treatments of mental disorders.
11. Be able to design a research study and apply the appropriate statistical methods.
12. Be able to conduct a search of library resources and write an APA-style research paper.
13. Be able to pursue graduate studies in psychology, counseling, or a related field.

Requirements To Begin Major Coursework

Prior to beginning any major coursework, students must have earned 65 total semester credits, and satisfactorily completed the following general education (CORE) requirements:

1. WR 121 and 123.
2. One college-level communications course.
3. One college-level mathematics course (MATH 105 or above).

Prerequisites for the Psychology major

- ☐ PSY 200 General Psychology
- ☐ Choose one of the following:
 - BIOL 111 Principles of Biology I
 - BIOL 130 Human Biology
 - BIOL 200 General Biology

Co-requisites:

- ☐ IDS 230 Introduction to Adult Learning (Must be completed by the end of the second semester of major coursework.)
- ☐ BTH 101 Engaging With the Bible
- ☐ BTH 102 Engaging With the Bible

Requirements for Psychology Major	36
<input type="checkbox"/> MATH 310 Statistical Applications.....	
<input type="checkbox"/> PSY 320 Human Development.....	3
<input type="checkbox"/> PSY 330 Psychology of Learning	3
<input type="checkbox"/> PSY 340 Social Psychology	3
<input type="checkbox"/> PSY 350 Research Methods	3
<input type="checkbox"/> PSY 370 Cognition	3
<input type="checkbox"/> PSY 380 Theories of Personality.....	3
<input type="checkbox"/> PSY 410 Biological Psychology	3
<input type="checkbox"/> PSY 420 Abnormal Psychology.....	3
<input type="checkbox"/> PSY 465 Introduction to Counseling Skills	3
<input type="checkbox"/> Choose one of the following:.....	3
PSY 495 Internship	
PSY 499 Senior Capstone	
<input type="checkbox"/> WR 315 Writing for the Social Sciences.....	3

PROFESSIONAL STUDIES PROGRAM COURSE DESCRIPTIONS

ACCOUNTING

ACTG 211 Principles of Accounting I (3) This course examines the basic concepts and principles underlying preparation and use of financial statements, including income determination, cash flow analysis and asset valuation, and the interrelationships between financial statements.

ACTG 212 Principles of Accounting II (3) This course continues to review basic concepts and principles of accounting, including paid-in capital, partnership issues, management accounting, job order costing, process costing, CVP analysis, ABC analysis, and budgeting. Prerequisite: ACTG 211.

ACTG 341 Intermediate Accounting I (3) This course will focus on learning the conceptual framework of financial reporting and how to apply the historical cost, revenue recognition, and matching principles to measuring transactions. The primary foci will be on the asset side of the accounting equation and the proper presentation of assets on the balance sheet. Emphasis is placed on the effective use of accounting information systems and technologies, as well as understanding the ethical roles of accountants within society. Prerequisite: ACTG 212.

ACTG 342 Intermediate Accounting II (3) This course will focus on learning the accounting and financial reporting for liabilities and for stockholders' equity. Emphasis is placed on Statement of Cash Flows, Statement of Retained Earnings, and Income Statement. Special problems in accounting, such as accounting for leases, defined benefit pension plans, and the difference in the way taxes are treated for accounting and for reporting to the IRS will also addressed. Prerequisite: ACTG 341.

ACTG 345 Cost Accounting (3) This course covers cost accumulation systems used in service, merchandising, and manufacturing organizations, including job order costing, activity-based costing, and standard costing. The course also covers concepts and procedures to analyze cost accounting data for planning and control purposes, such as cost-volume-profit analysis and variance analysis, and the use of communication of accounting information in selected business decisions, such as pricing, product-mix, special orders, and outsourcing. Prerequisite: ACTG 212.

ACTG 360 Accounting Information Systems (3) This course provides a review of the use of several spreadsheet and accounting programs in solving a variety of business problems. Students will learn Peachtree, Quickbooks, Excel, and Access. Prerequisite: ACTG 211, CIS 123.

ACTG 430 Federal Income Tax (3) This course will focus on the study of current federal income tax laws and application of individual income tax rules. Emphasis is on analyzing and interpreting tax rules as well as developing ability to research tax rules. Accounting theory and practices of federal income taxation will be examined based on a study of governmental publications - the laws, regulations, and digests of official income tax decisions. Prerequisite: ACTG 212.

ACTG 440 Auditing (3) This course will focus on the study of auditing standards, internal accounting control systems, compliance and substantive audit procedures applied to accounts and transaction cycles, and audit reports. Special attention will be directed to the auditing concepts of materiality and risk, types of evidence and documentation, and an introduction to the ethical and legal responsibilities of the Certified Public Accountant. Prerequisites: ACTG 342, MATH 310

ACTG 450 Fraud Examination (3) Fraud examination will cover the principles and the mythology of fraud detection and deterrence. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Prerequisite: WR 123

ACTG 470 Accounting for Non-Profit Organizations (3) This course will focus on external financial statements for government and other non-profit organizations and will include a discussion of fund accounting and non-profit reporting requirements. Prerequisite: ACTG 211.

ACTG 499 Advanced Accounting (3) This capstone course will focus on the principles and mechanics upon which corporate financial statements are prepared on a consolidated basis. Students will be able to prepare financial statements for various forms of corporate "families" which have a representative variety of inter-

corporate transactions. Students will be able to make appropriate adjustments to the accounting records to reflect the inter-corporate investments. Additionally, students will become familiar with the pros, cons, and ethical issues involved with corporate mergers and other forms of corporate expansion. Prerequisite: ACTG 342.

BIBLE AND CHRISTIAN THEOLOGY

BTH 101/102 Engaging With the Bible: How to Read the Bible in the 21st Century (4, 4) Engaging with the Bible provides students with a thorough overview of biblical content. Within the framework of class lectures and small group discussions, students will acquire familiarity and skill in using: 1) tools for interpreting the content and message of the Bible, 2) tools to help them succeed in other NCU courses, and 3) tools to help them integrate academics with Christian faith. Prerequisite for BTH 102: BTH 101.

BIOLOGY

BIOL 111 Principles of Biology I (4) Includes lab. An introduction to the fundamental principles of biology including the origin and diversity of living things; the molecular, cellular, and genetic bases of life; the structure and function of organisms; their evolution and ecology.

BIOL 130 Human Biology (4) Includes lab. An introduction to the function and structures of the human body. Covers organization, maintenance, control, reproductive, genetics, and diseases.

BIOL 200 General Biology (4) Includes lab. Introduces students to the generalized human cell including its structure, function, basic genetics and reproduction. The chemistry of the cell and its components will be examined through the course. Prerequisite: CHEM 121.

BUSINESS

BUS 100 Business Principles and Practices (3) This course introduces students to the basic topics and issues in business administration. It is designed to provide an overview of the key functional areas of business as well as a focus on Christian values, ethics, and leadership in business. Theory R management concepts are specifically discussed.

COMMUNICATION

COMM 220 Intercultural Communication (3) A study in the problems of effective communication of concepts across cultural barriers, values and world views. Prerequisites: SOC 200 or ANTH 210 and COMM 211 or 212 or 260 or instructor's consent.

COMPUTER INFORMATION SCIENCES

CIS 123 Software Applications: Spreadsheets and Databases (2) This course provides an intermediate skill level in spreadsheets and database software applications. The class has a decidedly business orientation, but the applications are also applicable for processing and analyzing data in hard science and social science research. Topics covered in spreadsheets include additional functions, macros, pivot tables, and three dimensional formulas. Topics in databases include advanced queries, setting up and using relationships, and custom forms.

CIS 125 Introduction to Web Page Design (2) In this course, students will learn to design and develop basic web pages, using both HTML (Hypertext Markup Language) and Web Authoring application. No experience with HTML is required. Completion of a project is an essential part of the course.

ECONOMICS

ECON 310 Managerial Economics (3) Economics, in general, is designed to explain the nature of the real world. Microeconomic analysis is the heart of economics and the key to its application in the world of business. This course is designed to help students apply economic models and economic reasoning to making managerial decisions in both the public and private sector. Prerequisite: MATH 105.

ENGLISH

ENG 220 Introduction to Fiction (3) This course presents a survey of narrative fiction and narrative forms, primarily from the eighteenth century until the present. Readings will include both recognized "classics" and works selected to demonstrate the truths fiction can draw from a variety of cultures and perspectives.

HEALTH CARE ADMINISTRATION

HCA 310 Principles of Management in Health Care Systems (3) This course provides an examination of the fundamental management concepts and an historical review of the development of management theories with a focus on how those concepts and theories apply to health care systems.

HCA 315 Leadership & Human Resources in Health Care (3) This course presents policies and practices related to managing and leading people, including recruitment, hiring, training, professional development, evaluation, and compensation. Special consideration is given to the values and assumptions made in health care organizations as they relate to leading and developing the most important organizational assets--employees.

HCA 320 Interpersonal Communication (3) In this course, advanced techniques of interpersonal communication are presented and analyzed. Emphasis is upon the development of effective communication in the workplace.

HCA 330 Health Care Marketing (3) This course will provide an introduction to the basic concepts and principles of health services' marketing within the health care industry. In addition, students will become familiar with marketing references that will serve as information resources in other careers.

HCA 325 Introduction to the Health Care System (3) This course explores the historical origins, foundations, values, and resources that shape the U.S. health care system. Throughout the course, the continuum of care delivery system is examined; outcomes of the health care system, in terms of cost, access, and quality are discussed; and future challenges of the delivery system are evaluated. Prerequisites: HCA 320, HCA 320.

HCA 360 Management of Health Care Information Technology (3) The focus of this course is on how to manage information technology in today's health care environment. Topics include technology (hardware and software), applications (end user, operations, managerial decision making, and strategy), and the development and management of information technology in health care institutions.

HCA 370 Legal Environment in Health Care (3) The purpose of this course is to examine health care law, the legal structure of health care organizations, and the basic legal principles governing individual conduct for health care professionals. The course is designed to provide an overview of several functional areas of the law regulating health care.

HCA 410 Quality Assurance Issues in Health Care (3) This course will examine quality assurance in health care from the patient perspective. Beginning with an overview of health care history and trends, various quality assurance programs will be examined for their relationship to patient safety and care. The impact of policies and processes on quality assurance for patients will be a focus of the course.

HCA 450 Financial Decision Analysis in Health Care (3) The focus of this course is on the analysis of managerial planning and control in health care organizations with emphasis on the development and administration of budget and financial support systems.

HCA 480 Sociology of Health Care (3) This course examines the medical, psychological, and social welfare programs and models that address health care needs, with a focus on best practices examples as well as the needs of populations with respect to such issues as age, race, gender, ethnicity, sexual preference, education, and physical limitations. Students will also become familiar with local community health care services, funding issues, and social service prevention models.

HCA 495 Internship (3) This course provides students the opportunity to gain practical work experience in an area of interest in the health care field or to research a project that will benefit a local health care organization under close supervision of a faculty advisor. The format of the internship or project will be flexible, with an emphasis on individual contracts with local health care providers.

HCA 499 Strategy & Planning in Health Care (3) This capstone course will examine the relation of organizational by-laws, policies, processes, and stakeholders to strategy and planning. Forecasting and visioning, especially as they relate to community outreach, public relations, and customer relations, will be examined.

HISTORY

HIST 215 U.S. History (3) Survey of the interplay of forces that have brought about the evolutionary development of American economic, cultural, and political history from 1492 to present.

HIST 230 Historical Survey of European Christianity (3) This course is a survey of the major developments in Christian thought and practice from the Patristic period to the English Reformation.

HIST 235 Historical Survey of American Christianity (3) This course is a survey of the major developments in American Christian thought and practice from the Jamestown colony through the 20th century.

INTERDISCIPLINARY STUDIES

IDS 101/102 Ideas Matter: Engaging American Thought and Culture (3, 2) This series of first year courses explores the ideas that are key to the development of the American experiment with democracy. An examination of Christianity's stake in this development is held up as a central concern around the themes on which the "Ideas Matter" courses focus. An emphasis is placed on the diverse religious, literary, cultural, artistic, historic, and political expressions of those individuals excluded from, as well as included in, the initial compact of citizenship in the emerging republic. With attention to the American context, major movements in religion, science, government, philosophy, economics, etc. are treated as part and parcel to the concerns of these courses.

IDS 205 Portfolio Analysis (3) This course assists students in assessing prior learning and in developing a portfolio based on Kolb's model of adult learning at the college level.

IDS 230 Introduction to Adult Learning (2) The purpose of this course is preparing students to work in the dynamic environment that surrounds academic discourse, research, and learning. By identifying individual strengths students will be equipped to work independently and within teams. Academic success within adult education is dependent upon effective study habits, time management, and the ability to successfully work in groups.

MANAGEMENT

MGMT 310 Principles of Management and Leadership (3) This course provides an analysis of the organizational environment and the processes of management, including leadership concepts, in business enterprises. The course focuses on the concepts, methods, and techniques of the planning, organizing, leading, and controlling functions of the modern manager and the impact of these processes upon effective interpersonal relations, global matters, and ethical issues.

MGMT 315 Human Resources Management (3) This course presents policies and practices related to managing people, including: hiring, training, professional development, evaluation, and compensation. Special consideration is given to the values and assumptions made in maintaining personnel policies and practices. Case studies and simulations are participated in, making use of data from EEO and OSHA legislation. Prerequisite: MGMT 310.

MGMT 330 Marketing (3) This course is an integrated analysis of the role marketing plays in an organization. Analysis will include factors affecting consumer behavior, the development of marketing strategies, and recognition of market analysis.

MGMT 340 Business Communications (3) This course focuses on oral and written communications in a business/organizational setting. Emphasis is placed on writing documents that use proper grammar, sentence structure, and paragraph construction. Prerequisite: WR 121.

MGMT 360 Management of Information Technology (3) The focus of this course is how to manage information technology in today's global environment. Topics include technology (hardware and software), applications (end user, operations, managerial decision making, and strategy), and the development and management of information technology in business situations, including ethical considerations and the global environment. Prerequisite: MGMT 310.

MGMT 370 Legal and Ethical Issues in Business & Management (3) This course focuses on the legal and ethical issues related to businesses and organizations. Students will examine how government, business, and society interact by reviewing the forms of business organizations, business transaction laws, employment laws, international trade treaties, and corporate and social responsibility. Prerequisite: MGMT 310.

MGMT 399 Business Strategy and Finance Training (2) To train and develop managers, supervisors, and employees to better understand corporate mission and strategy and the impact of such decisions on the financial performance of a company.

MGMT 410 Operations Management (3) This course examines planning and control of production and operations with respect to products/services, processes, technology, and personnel. Topics include strategy, quality, forecasting, capacity, location, layout, the supply chain, Just-In-Time manufacturing, and inventory activities. Prerequisites: MATH 310, MGMT 310.

MGMT 415 Group and Organizational Behavior (3) Emphasis in this course will be on analysis of group formation, behavior, functioning, and effectiveness. Focus will also be placed on developing skills in team/group leadership to solve problems in organizational settings. Prerequisite: MGMT 310.

MGMT 419 Global Business Management (3) This course explores topics related to managing an organization in a global, multinational environment. Special areas to be examined include the social, cultural, economic, and political environments, as well as ethical and legal issues. Matters dealing with trade, business operations, and monetary systems will also be explored. Prerequisite: MGMT 310.

MGMT 450 Managerial Finance (3) This course surveys the financial problems associated with the life cycle of a business and with personal finance needs. Topics covered include financial analysis, financial planning, capital budgeting, cost of capital, the sources and uses of business funds, and the instruments utilized in raising funds. Prerequisites: ACTG 212, ECON 310.

MGMT 499 Business Strategy and Policy (3) This capstone business course examines the interdependence of the different functions of a business. Through the use of computer simulations, students gain a comprehensive and integrated view of business operations and the role of top management in analyzing the environment, setting goals, and implementing plans with special emphasis on ethical issues. Business students take this course in the final term of their senior year. Prerequisites: MGMT 310, 315, 330, 370, 410, 450.

MATH

MATH 105 Introduction to College Mathematics (3) Survey of applications of mathematics, including set theory, probability, statistics, study of growth with applications to finance, exponential and logarithmic functions, and mathematical modeling. Prerequisite: Math 96 or equivalent.

MATH 310 Statistical Applications (3) This course presents an introduction to descriptive and inferential statistics used in collecting, analyzing, interpreting, and presenting data as it relates to business or health care applications. Prerequisite: MATH 105 or higher, computer competence.

NUTRITION

NUTR 220 Nutrition (3) A study of how the body takes in and uses the nutrients from food. Food sources, functions, and requirements of the following are discussed: carbohydrates, proteins, fats, vitamins, minerals and water. In addition, digestion, absorption and metabolism of all nutrients are covered. Skills are developed for improving personal eating habits and for evaluating nutrition information in the mass media.

PHILOSOPHY

PHL 110 Introduction to Philosophy (2) An introduction to the perennial issues in Western philosophy, such as knowledge and skepticism, the existence of God, the problem of evil, freedom of the will, and the foundations of morality. Emphasis will be placed on critical thinking and the development of understanding through reasoned argument.

PSYCHOLOGY

PSY 200 General Psychology (3) This course introduces students to a general knowledge of the principles of psychology and relates them to the Christian faith. Specific areas to be studied are foundations of psychology, human development, personality, learning and memory, motivation and emotion, perception, intelligence, cognition, psychological disorders, and social behavior. (Satisfies a Social Science requirement in the General Education Core.)

PSY 320 Human Development (3) The goal of this course is to investigate human development from conceptions through death. Topics covered include various aspects of the developing child, adolescent, and adult. Physical and perceptual development, language and cognitive development, and social and moral development are covered for each developmental stage. Prerequisites: PSY 200, WR 315.

PSY 330 Psychology of Learning (3) This course is a survey of learning theories, including classical conditioning, operant conditioning, and social learning. It draws upon developmental theory in understanding the learning process and focuses on individual differences. Prerequisites: PSY 200, WR 315.

PSY 340 Social Psychology (3) This course is a study of the social behavior of individuals and groups. Topics include conformity, social influence, conflict, justice, altruism, aggression, prejudice, and attitudes. Prerequisites: PSY 200, WR 315.

PSY 350 Research Methods (3) The goal of this course is to introduce students to basic research design. Topics include sample selection, questionnaire construction, reliability and validity of measurements, internal and external validity, and experimental design. Students design hypothetical research studies and apply appropriate statistical measures. Prerequisites: PSY 200, MATH 310, WR 315.

PSY 370 Cognition (3) In this course, students learn how animals and humans process information, solve problems, make decisions, and acquire communication and language skills. The course also addresses the role of memory in these functions. It is taught from both developmental and psychobiological perspectives. Prerequisites: PSY 200, WR 315.

PSY 380 Theories of Personality (3) This course covers the basic theories and concepts concerning the development and dynamics of personality. Students will examine and compare different theoretical approaches to personality development. Major theoretical approaches include psychoanalytic, behavioral, cognitive, and humanistic-existential. Prerequisites: PSY 200, WR 315.

PSY 410 Biological Psychology (3) This course is designed to introduce students to neuroanatomy, brain mechanisms, and the physiological bases of behavior related to sensory systems, movement, sleep, learning, memory, and psychological disorders. Prerequisites: PSY 200, BIOL 111 or 200.

PSY 420 Abnormal Psychology (3) Psychopathology is examined from a biopsychosocial perspective. Students are introduced to the DSM-IV-TR. Topics include etiology, symptoms, and treatment of depressive, anxiety, somatoform, and dissociative disorders, as well as schizophrenia, substance-related and age-related disorders, and personality disorders. Prerequisites: PSY 200, WR 315.

PSY 465 Introduction to Counseling Skills (3) This course is designed to introduce basic interviewing skills to students who anticipate future work in Christian ministry, teaching, counseling, or other related fields. While this course involves students' practice of basic listening, empathy, and rapport-building skills, it is not intended to prepare students for clinical practice. Prerequisites: PSY 200, PSY 420, and at least junior standing.

PSY 495 Internship (3) Internships provide students an opportunity to apply their classroom learning and gain practical experience in a counseling or social service agency in the community. Students are supervised by professionals in the field and average nine hours per week at their chosen site. Students should consult with their advisor during the semester prior to registration of internship credits. Prerequisites: Majority of psychology requirements and at least second-semester junior standing.

PSY 499 Senior Capstone (3) Students work with a designated psychology professor to develop a research project and written paper that reflects an area of interest and integrates a significant amount of their previous coursework, service learning, and internship experience. Limited to senior psychology majors.

SOCIOLOGY

SOC 200 Introduction to Sociology (3) An introduction to basic concepts and terminology; human behavior in groups, family, education, religion, and government; ecology; and social deviancy. This course meets diversity study requirements.

WRITING

WR 121 English Composition (3) This course prepares the student for academic writing. Emphasis is on analytic skills that underlie formal essay writing: the movement from general to specific, the drawing of reasonable conclusions from specifics, the organizing of reasons for conclusions. Other important goals are the mastery of correct mechanics and the development of an individual writing style for each student.

WR 123 English Composition (3) The second in the series of freshman composition. The skills of research writing are practiced, emphasizing correct and effective use of quotations, paraphrase, and summary, and location of appropriate sources. Students continue the work of WR 121 by applying the skills of argumentation to research essay writing. Style goal: the development of an effective research writing style. Prerequisite: WR 121 or equivalent.

WR 305 Writing for the Workplace (3) This course focuses on developing research and writing skills required for most professional activities, addressing issues such as evaluation of materials and audiences, sources of information, organization and design, and visual aids. Assignments include letters, emails, memos, informal reports, research and technical reports, critical bibliographies, descriptions, instructions, and proposals.

WR 315 Writing for the Social Sciences (3) Students learn to conduct library and on-line searches to review the literature on topics in psychology, sociology, and related fields. Students learn to summarize current research and synthesize their findings into a cohesive research paper. APA manuscript style is introduced. Prerequisite: WR 123.

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