

2011-2012

www.nwcu.edu

Table of Contents

1	Academic Calendar	i-iii
2	Welcome from the President	v
3	Introduction.....	1-6
4	NCU Faculty, Staff & Trustees.....	7-12
5	Adult Studies Admission	13-14
6	Student Finances	15-28
7	Registration & Academic Policies	29-50
8	Student Development	51-54
9	Programs	55-70
10	Course Descriptions.....	71-81
11	Index.....	82

2011-2012 Academic Calendar for Adult Studies Programs

Fall 2011	Session 1 8 Week 1	Session 2 8 Week 2
August 29, 2011 - December 16, 2011	8/29/11 - 10/21/11	10/24/11 - 12/16/11
<i>Note: Online course start, end, and drop dates vary. Dates posted for each class listing.</i>		
Registration Begins	7/18/2011	7/18/2011
Admission Deadline	8/15/2011	10/7/2011
Registration Deadline	8/15/2011	10/7/2011*
Decision Date for Class Cancellations	8/15/2011	10/7/2011
Classes Begin	8/29/2011	10/24/2011
Labor Day Holiday (no classes)	9/5/2011	
Last Day to Drop/Declare Pass/No Pass	9/6/2011	10/31/2011*
Last Day to Withdraw	9/30/2011	11/23/2011
Thanksgiving Holiday (no classes)		11/24-11/25
Classes End	10/21/2011	12/16/2011
Commencement		12/16/2011

Spring 2012	8 Week 1	8 Week 2
January 9, 2012 - May 4, 2012	1/9/12-3/3/12	3/5/12-5/4/12
<i>Note: Online course start, end, and drop dates vary. Dates posted for each class listing.</i>		
Registration Begins	11/14/2011	11/14/2010
Admission Deadline	12/26/2011	2/17/2012
Registration Deadline	12/26/2011	2/17/2012*
Decision Date for Class Cancellations	12/26/2011	2/17/2012
Classes Begin	1/9/2012	3/5/2012
Martin Luther King Day Holiday (no classes)	1/16/2012	
Last Day to Drop/Declare Pass/No Pass	1/17/2012	3/12/2012*
Last Day to Withdraw	2/10/2012	4/6/2012
Academic Creativity and Excellence Day		4/25/2012
Classes End	3/2/2012	5/4/2012
Spring Break (all courses)		3/26 - 3/30
Commencement		5/5/2012

Summer 2012

May 7, 2012 - August 24, 2012

8 Week 1

5/7/12-6/29/12

8 Week 2

7/2/12-8/24/12

Note: Online course start, end, and drop dates vary. Dates posted for each class listing.

Registration Begins	4/3/2012	4/3/2012
Admission Deadline	4/20/2012	6/13/2012
Registration Deadline	4/20/2012	6/13/2012*
Decision Date for Class Cancellations	4/20/2012	6/13/2012
Classes Begin	5/7/2012	7/2/2012
Independence Day Holiday (no classes)		7/4/2012
Last Day to Drop/Declare Pass No Pass	5/14/2012	7/9/2012*
Memorial Day Holiday (no classes)	5/28/2012	
Last Day to Withdraw	6/8/2012	8/3/2012
Classes End	6/29/2012	8/25/2012
Commencement	See 2011/2012 December Commencement	

*Students who register in session one for the entire semester must petition with an academic advisor to add or drop classes in session two after the session one drop deadline. Petition fees may apply.

A Welcome from the President: Joe Womack



Northwest Christian University is a Christ-centered learning community grounded in an appreciation for the liberal arts within a biblical context. For over 115 years the NCU campus has been characterized by a unique faculty-student relationship that moves beyond the mere acquisition of information and technical expertise. We believe the best of what we do is manifest in the molding of a college experience that promises superb career preparation within an environment that champions Christ and inspires service in the Church, community, and family.

An education at NCU gives students the proficiencies and habits of a well-educated person: the ability to think critically and evaluatively, communicate effectively, work collaboratively, and employ a real sense of purpose in this world. Your experience here, whether you enroll as an undergraduate, adult learner, or graduate student will be richest when you fully engage all NCU has to offer. Please take the time to explore this catalog for a glimpse of the NCU experience through the descriptions of our challenging academic programs and opportunities for personal and spiritual growth.

If you are already a member of the NCU community I'm sure you share my enthusiasm for this unique and vibrant institution. If you are a prospective student, parent, educator or pastor, allow me the chance to offer my most sincere greeting on behalf of all of us here at Northwest Christian University.

Blessings,

A handwritten signature in black ink that reads "Joseph Womack". The signature is written in a cursive, flowing style.

Dr. Joseph Womack

An Introduction to Northwest Christian University

The Vision, Mission, Values, & Core Themes of NCU

Our vision is 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.

The mission of Northwest Christian University is to develop competent, ethical leaders for service in the workplace, community, Church, and world.

Our values are the following:

Academic Excellence

This value is reflected in academic programs characterized by breadth and depth, rigor, significant student engagement, documented and strong evidence of student learning, and student and faculty scholarly activities. This is demonstrated by the highest quality achievable in the general education program, the majors, and the curriculum as a whole, the faculty, library resources, facilities, classroom technology, and classroom instruction.

Faith Commitment

This value is reflected in a campus environment (both curricular and co-curricular) that nurtures, through growth in one's faith, a deeper understanding of what one is called by God to do in life and where one is called to do it. This value is ultimately evidenced when one develops a deeper relationship with Christ and, as a result, translates his or her faith into action in service to Christ and humanity. Faith commitment flows from spiritual formation – the process of being conformed to the image of Christ. Spiritual formation is inspired by the Holy Spirit and is grounded in scripture and a faith community. This value is nurtured through the integration of faith and learning in the classroom and the curriculum as well as through

the freedom to explore, expand, and question how one's faith is lived out.

Ethical Leadership

This value is reflected in curricular and co-curricular efforts to develop ethical leaders – leaders who, through biblical understanding of right and wrong, determine the right course of action and then act on that determination. Ethical leaders do the right thing. Ethical leaders take actions that serve and benefit others, do not intentionally harm others, are fair and honest, and are compassionate and caring. Ethical leaders positively impact and motivate others to develop and demonstrate ethical values and behavior.

Character Development

This value is reflected in a commitment to inspire in our students and expect of all members of our campus community integrity, respect for others, honesty, fairness, personal responsibility, and servant leadership.

Caring Community

This value is reflected by a campus community that is welcoming, diverse, inclusive, respectful of all people, compassionate, kind, dedicated to seeking justice, and dedicated to serving others.

Global Engagement

This value is reflected by a commitment to internationalize the University's curriculum and overall educational environment; an awareness of, understanding, and respect for other cultures and belief systems; and efforts to bring international students to campus while also sending students abroad. This value is also demonstrated in the University's commitment to graduating students who are responsible, global citizens.

Our core themes are the following:

1. Manifest Excellence in Christian Higher Education
2. Exercise Stewardship for Sustainability
3. Foster Life-transformation in Christ-centered Community

4. Produce Successful Graduates

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.

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

- To offer a Christian liberal arts education, integrating faith with learning, through approved academic programs.
- To promote ethical leadership among students by exposing them to training in ethics and leadership in both curricular and co-curricular programs and in every major.
- To enable students to celebrate diversity within a caring community while being engaged globally.
- To enable students to increase their ability to think rationally, critically, and creatively and to communicate their ideas through fluent spoken and written communication.
- To prepare students for the workplace and/or for graduate and professional programs through majors providing in-depth knowledge, values, and professional specialization.
- To provide a supportive environment in which students' educational goals and the University's vision, mission, and values can be fulfilled.
- To facilitate students' intellectual, social, spiritual, emotional, character, physical, and career development through an effective integration of curricular and co-curricular programs.

- To serve Christ and humanity, demonstrate integrity as an institution, and lead our community, mindful of our history and church heritage.
- To nurture lifelong learning and meet the broad educational needs of the local community, region, and world through diverse programs and formats.

The History of NCU

History of Our Name: *From Divinity School to College to University*

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus in order to provide courses in Bible and Christian ministry while allowing students the use of extensive resources at the state institution. The name of the college was changed to Eugene Bible University in 1908; in 1930 the name changed again, 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 of the institution was changed to Northwest Christian College.

In the 1990s, 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, in addition to the continued emphasis upon biblical studies and Christian ministry, the institution offered 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.

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 human resources with these churches; in return 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.

Due to this Stone-Campbell Movement heritage, 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 Churches¹

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;

¹ "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 website: www.worldconvention.org.

however, 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 the Churches of Christ and Christian Churches are. Thus, it needs to be read as a whole. It also needs to be read with the understanding 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:

- A concern for Christian Unity
- A commitment to Evangelism and Mission
- An emphasis on the centrality of the New Testament
- A simple Confession of Faith
- Believers' Baptism
- Weekly Communion
- A Biblical Name
- Congregational Autonomy
- Lay Leadership
- Diversity/Freedom/Liberty

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 conceptions of how Christian unity might be understood and achieved. These range from: commitment to the ecumenical movement, with some involved in dialogue and negotiation with other church families; 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.

Commitment to Evangelism and Mission

For the Christian Churches and Churches of Christ, 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 achieve a balance between these two emphases but often one is emphasized over the other.

New Testament Emphasis

Christian Churches and Churches of Christ are “People of The Book.” They believe that unity can be achieved by “restoring” the New Testament Church—stripping away the accumulation of traditions that brought about division. The authority was the scriptures—not the church. Many still prefer to be referred to as the “Restoration Movement”. Other Christian Churches have difficulty accepting that the New Testament provides a clear unified model for the church. They 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 of that varies greatly.

Simple Confession of Faith

From Matthew 16:16 comes the cornerstone question for church membership in the Christian Church or Church of Christ: “Do you believe that Jesus is the Christ and accept him as your Lord and Savior?” An affirmative answer 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 do not make any use of creeds; others use them as a means of expressing faith—but within the Christian Church or Church of Christ creeds are not used as a test of faith.

Believers’ Baptism

Within the Church of Christ 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 (by transfer) into membership those who become church members through other traditions; other congregations are adamant that believers’ baptism is essential. Baptistries—for immersion—are features of worship facilities.

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.

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.

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; 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 have nationally organized; these countries 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.

Lay Leadership

Belief in the “Priesthood of all Believers” is a mark of all Christian Churches and Churches of Christ. Within the churches this belief is referred to as a “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. Despite the emphasis on lay ministry, there exists within the church an employed and trained ministry, though recognition of this varies from a “paid member” to an expectation of special leadership.

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.

NCU Memberships

- Online Consortium of Independent Colleges and Universities (OCICU)
- Council for Christian Colleges and Universities (CCCU)
- Oregon Independent Colleges Association (OICA)
- Council of Independent Colleges (CIC)

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 ΔΙΩΚΩ, 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, professional studies program 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.

Sigma Tau Delta

Sigma Tau Delta is the international honor society for English and a member of the Association of College Honor Societies. The society’s central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Members are eligible to apply for scholarships, submit literary and academic works for publication, and attend academic conferences. The international motto is **ΣΤΔ**, Sincerity, Truth, Design. Graduating seniors are entitled to wear a crimson and black honor cord at commencement.

Lambda Pi Eta

Lambda Pi Eta, founded in 1985, is the official communication studies honor society of the National Communication Association (NCA). Lambda Pi Eta became a part of the National Communication Association in 1988, and the official honor society of the NCA in July 1995. The three Greek words that form the name of the society represent what Aristotle described in his book, *Rhetoric*, as the three ingredients of persuasion: Lambda means logos or logic, Pathos means emotion, and Ethos means character credibility or trustworthiness and

ethics. Graduating students may wear a red and white honor cord at commencement.

NCU Accreditation & Educational Philosophy

Accreditation

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 the 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 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 biblical and general studies be integrated effectively and meaningfully 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.

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.

NCU Faculty

Full-Time Faculty

Timothy M. Bergquist, Ph.D., Professor of Quantitative Analysis

B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara University, 1975; M.S., Oregon State University, 1985; Ph.D., University of Oregon, 1996. (Since 1996)

Michael Bollenbaugh, Ph.D., Professor of Philosophy and Biblical Studies

B.A., San Jose Christian College, 1975; M.A., Lincoln Christian Seminary, 1978; B.A., Northwest Nazarene College, 1980; M.A., University of Calgary, 1987; Ph.D., University of Oregon, 1994. (Since 1994)

Steve G. Caloudas III, Ph.D., Assistant Professor of Psychology

B.A., Trinity University, 2003; M.A., Houston Baptist University, 2007; Ph.D., University of Houston, 2011. (Since 2011)

Heidi L. Connole, Ph.D., Associate Professor of Business and Management

B.S., University of Montana, 1994; MBA, University of Montana, 1995; Ph.D., Washington State University, 2005. (Since 2011)

Loren Crow, Ph.D., Associate Professor of Biblical Studies

B.A., Northwest Christian College, 1985; M.A., Vanderbilt University, 1989; Ph.D., Vanderbilt University, 1994. (Since 2003)

Troy Dean, M.A., Campus Pastor and Assistant Professor of Christian Ministry

B.S., California Polytechnic University, 1991; M.A., Hope International University, 1995. (Since 2010)

Rachel Dilts, Ph.D., Associate Professor and Program Director of School Counseling

B.A., Western Oregon University, 1999; M.A., Clark College, 2001; Ph.D., Oregon State University, 2009. (Since 2007)

Dave Fenner, M.S., Instructor of Counseling

B.A., Washington State University, 1969; M.S., University of Oregon, 1990. (Since 2007)

Amy Ford, Ph.D., Associate Professor of Counseling

B.S., Western Baptist College, 1996; M.S., Oregon State University, 2001; Ph.D., Oregon State University, 2005. (Since 2003)

Scott Gallagher-Starr, M.L.S., Instruction/Reference Librarian; Assistant Professor

B.S., Oregon State University, 1989; M.L.S., Syracuse University, 2000. (Since 2007)

James Gill, M.F.A., Assistant Professor of English

B.A., Southern Illinois University at Carbondale, 1996; M.F.A., Southern Illinois University at Carbondale, 1999. (Since 2009)

Steven Goetz, Ph.D., Associate Professor of History and Philosophy

B.A., Portland State University, 1975; M.A., Portland State University, 1979; M.A.R., George Fox University, 1979; M.Phil., Drew University, 1984; Ph.D., Drew University, 1986. (Since 2007)

John M. Hakes, M.A., Associate Professor of Music

B.A., University of California at Santa Barbara, 1975; M.A., California State University at Northridge, 1982. (Since 1991)

Ronald Heine, Ph.D., Professor of Biblical Studies

A.B., Lincoln Christian College, 1961; M.A., Lincoln Christian Seminary, 1963; B.D., Lincoln Christian Seminary, 1966; M.A., University of Illinois, 1968; Ph.D., University of Illinois, 1974. (Since 2007)

- Barbara Herzberg**, M.S., Associate Professor of Teacher Education and Mathematics
B.S., California State University, Hayward, 1973; M.S., University of Oregon, 1980. (Since 2004)
- Jim Howard**, Ed.D., Dean of the School of Education & Counseling; Professor of Teacher Education
B.S., University of Oregon, 1962; M.Ed., University of Oregon, 1964; Ed.D., University of Oregon, 1970. (Since 2005)
- Brian Kaelin**, M.A., Assistant Professor of Teacher Education
B.A., Biola University, 1989; M.A., San Jose State University, 2007. (Since 2007)
- Johnny Lake**, Ph.D., Assistant Professor of Teacher Education
B.S., Willamette University; M.Ed., University of Oregon, 2006; Ph.D., University of Oregon, 2011. (Since 2011)
- Dennis R. Lindsay**, Dr. Theol., Vice President for Academic Affairs and Dean of the Faculty; Professor of Biblical Studies
B.A., Lincoln Christian College, 1978; M.A., Lincoln Christian Seminary, 1980; M.A., University of Illinois, 1985; Dr. Theology, Eberhard-Karls Universitat, 1991. (Since 2000)
- Heike McNeil**, Ph.D., Associate Professor of Chemistry
B.S., Linfield College, 1996; Ph.D., University of Oregon, 2000. (Since 2002)
- Brian J. Mills**, M.A., Dean of Academic Resources and Adult Studies
B.A., University of Oregon, 2003; M.A., Westminster Seminary California, 2005. (Since 2009)
- Vivian Moen**, M.Ed., Associate Professor of Teacher Education
B.S., Springfield College, 1975; B.E., University of Toronto, 1975; M.Ed., University of Toronto, 1995. (Since 2004)
- Terrence O'Casey**, D.Min., Associate Professor of Christian Ministry
B.A., Hope International University, 1979; M.A., Fuller Theological Seminary, 1982; D. Min., George Fox University, 2005. (Since 2007)
- Frank Paliotta**, M.B.A., Associate Professor of Accounting
B.B.A., Manhattan College; M.B.A., Manhattan College; C.P.A. (Since 2009)
- Leanne Schamp**, Ph.D., Assistant Professor of Counseling, Director of Clinical Mental Health Counseling Center
B.A., California State University at Sacramento, 1978; M.A., George Fox University, 2000; Ph.D., Oregon State University, 2010. (Since 2009)
- Steve Silver**, M.L.S., Director of Kellenberger Library; Assistant Professor
B.S., Northwest Christian College, 1987; M.Mus., University of Oregon, 1997; M.L.S., Emporia State University, 2006. (Since 1995)
- Nani Skaggs**, Ph.D., Associate Professor of Psychology
B.S., George Mason University, 1990; M.A., George Mason University, 1993; Ph.D., George Mason University, 1996. (Since 2009)
- Doyle Srader**, Ph.D., Associate Professor of Speech and Communication
B.A., Baylor University, 1992; M.A., Baylor University, 1993; Ph.D., University of Georgia, 2003. (Since 2007)
- Charles Sturms**, M.A., Associate Professor of Intercultural Studies
B.A., Lubbock Christian College, 1975; M.A., Abilene Christian University, 1978; M.A., Ohio University, 1985; M.A., Ohio University, 1986. (Since 1990)
- Tracy Vermilyea**, Ph.D., Associate Professor of Biology
B.S., Northwest Nazarene College, 1989; M.S., Oregon State University, 1992; Ph.D., University of Delaware, 1997. (Since 2006)
- Constance Wilmarth**, Ph.D., Associate Professor of Mathematics
B.S., University of Oregon, 1997; M.S., University of British Columbia, 2001; Ph.D., University of California at Davis, 2008. (Since 2008)

Special Faculty Appointment

Doug Dornhecker, D.D.h.c., Distinguished Visiting Professor of the Stone Campbell Movement
B.A. Northwest Christian College, 1972; M.Div., Emmanuel School of Religion, 1979; D.D.h.c.,
Northwest Christian College, 2007. (Since 2006)

Part-Time Professional Appointments

James R. Larsen, D.Min., Instructor of Bible and Theology
B.A., Minnesota Bible College, 1971; M.A., Pacific Christian College, 1979; D.Min., California
Graduate School of Theology, 1985.

Ron Palmer, Ph.D., Associate Professor of History
B.A., Seattle Pacific University, 1962; M.A., Stanford University, 1964; Ph.D., University of
California at Los Angeles, 1979.

Coty Richardson, M.S., Instructor of Exercise Science
B.S., Oregon State University, 2005; M.S., AT Still University, 2010.

Faculty Emeriti

J. Allan Clarke, D.Hum., Academic Dean Emeritus (1979-84)

Maud E. Fowler, M.S., Professor Emeritus: English (1964-67)

George Knox, S.T.D., Professor Emeritus: New Testament, Homiletics (1979-1995)

LeRoy L. Lane, Ph.D., Professor Emeritus: Communication, Management (1969-1997)

Ernest Mathes, D.Min., Professor Emeritus: Pastoral Ministry (1986-1998)

Margaret Sue Rhee, M.L.S., Professor Emeritus: Bibliography and Research Methods (1977-2005)

Song Nai Rhee, Ph.D., Academic Dean Emeritus (1984-1998); Professor Emeritus: Biblical Studies,
Anthropology (1963-2000)

President Emeritus

James E. Womack, D.Hum., President Emeritus: Basketball Coach/Campus Activities Coordinator,
Director of Planned Giving, President (1971-1976, 1986-2004)

Administrative Officers and Staff

Office of the President

President Joseph Womack
Executive Administrative Assistant Carla Aydelott

Academic Affairs

Vice President for Academic Affairs and Dean of the Faculty Dennis R. Lindsay
Administrative Assistant to the Vice President of Academic Affairs Evelyn Alexander
Dean of the School of Education and Counseling Jim Howard
Dean of Academic Resources & Adult Studies Brian J. Mills
Registrar Aaron Pruitt
Assistant Registrar Gillian Heine
Enrollment Advisor for Adult Studies Mindi Wagner
Student Assessment Advisor for Adult Studies Bonnie Temple

Administrative Assistant for Academic Resources & Adult Studies Stacie Savelich
School of Education Counselor & Coordinator of Undergraduate Advising Colleen Bauer
Administrative Assistant to Program Faculty Laura Hackney
Administrative Assistant for Education & Counseling Beth Ocon

Advancement

Vice President for Advancement Gregory Strausbaugh
Director of Alumni Relations Jeannine Jones
Donor Relations Coordinator Shannon Balmer
Director of Annual Fund Glenda Gordon
Administrative Assistant Mary Jo Jensen

Business Affairs

Vice President for Finance and Administration Lisa Castlebury
Assistant Controller Greg Battle
Staff Accountant Aaron Balmer
Student Billing/Revenue Collection Specialist Darcy Nolte
Cashier / Student Services Specialist Darlene Vermilyea
Reception and Accounting Technician Wendy Yamada
Plant Superintendent Oskar Bucher
Housekeeping Manager Stanley Singer
Groundskeeper Kent Willocks

Admissions & Financial Aid

Vice President for Enrollment & Student Development Michael Fuller
Associate Director of Undergraduate Admission Kacie Gerdrum
Associate Director of Graduate & Professional Studies Admissions Kathy Wilson
Admission Counselor Michael D’Eliso
Office Manager & Admission Data Entry Specialist Sarah Hood
Director of Financial Aid Scott Palmer
Assistant Director of Financial Aid James Hadley
Financial Aid Counselor Kira Bridges

Information Systems Department

Director of Information Services Jason Barta
Campus Computing Specialist Doug Vermilyea
Data and Systems Analyst Andrew Anderson
IS Technician/Help Desk Support Nathan Fuller

Kellenberger Library

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

Student Development & Athletics

Vice President for Enrollment & Student Development Michael Fuller
Assistant Dean of Students & Director of Residence Life Jocelyn Hubbs

Campus Pastor.....	Troy Dean
Director of Student Programs	Kirsten McCormick
Area Residence Coordinator	Reid McCormick
Athletic Director	Corey Anderson
Assistant Director of Athletics.....	Sarah Freeman
Athletic Trainer.....	John Statz
Sports Information Director	Nick Askew

Board of Trustees

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. Significant representation on the Board must come from members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Significant representation on the Board must also come 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

Clayton Walker, chair	Kathleen Carr, at-large	Barbara Olson, at-large
Gary Pierpoint, vice chair	Bill Jennison, at-large	Jim Treece, at-large
Michael Raz, secretary	Ada Lee, at-large	

Members

- Judi Beard-Strubing, retired assistant vice president, Merrill Lynch, Eugene, OR
- Clare Buhler, senior minister, Harrisburg Christian Church, Harrisburg, OR
- Kathleen Carr, owner/CEO, Front Door Business Services, Payette, ID
- Carol Cure, volunteer, Portland, OR
- Roger Davidson, retired minister, Tacoma, WA
- Marvin Eckfeldt, retired senior minister, Kent, WA
- Jim Fort, professional photographer, Twin Falls, ID
- Bruce Hanna, Oregon State Representative; President and CEO, Coca-Cola Bottling Co., Roseburg, OR
- Bob Hutchins, senior vice president, branch manager, D.A. Davidson & Co., Medford, OR
- Bill Jennison, deputy prosecuting attorney, Spokane, WA
- Gary Jurden, senior financial advisor, Ameriprise Financial Services, Inc., Eugene, OR
- Bridget Baker Kincaid, corporate public relations director, Guard Publishing Company, Eugene, OR
- Ada Lee, president, B & A International, Inc., Eugene, OR
- 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, relationship banking consultant, Pacific Continental Bank, Eugene, OR
Michael Raz, advertising & marketing consultant, Springfield, OR
Cherie Reynolds, retired/volunteer, Albany, OR
John Richardson, pastor, Portland, OR
Norv Ritchey, professor emeritus, University of Oregon, Eugene, OR
Mike Solomon, vice president of sales, Far West Steel, Eugene, OR
Joe Tokatly, owner, McKenzie Glass, Jasper, OR
Jim Treece, retired executive, Weyerhaeuser Co., Lakewood, WA
Judy Van Scholten, volunteer, Eugene, OR
Clayton Walker, principle broker/real estate developer, Eugene, OR
Barney Wimer, retired/interim minister, Kenmore, WA
Joseph Womack, president, Northwest Christian University

Ex-officio

Student Representative – Jenna Royce
Faculty Representatives – Steven Goetz, Constance Wilmarth

Adult Studies Admissions

The mission of our Adult Services office is to serve adult students by giving them the opportunity to enhance both their personal and professional life through education in a caring, compassionate and faith-based manner. The following policies and procedures help an adult student gain admission into our programs and sustain status for degree completion.

Admissions Policies and Procedures

Applicants seeking admission to the evening adult program must fulfill the following requirements to be considered:

- Submit a resume and have a minimum of two years of work experience, community service, and/or program development responsibilities
- Have a minimum grade point average of 2.0 (if the applicant's grade point average falls below a 2.0, then he/she may submit a one page statement of purpose to the Admissions Committee explaining the situation and reasons for admission consideration)
- Complete and submit the application form and application fee
- Submit one official transcript from each college/university attended (an applicant may also be asked to furnish a high school transcript, if he/she has less than 12 college-level semester credits)

A student must be free from academic or behavioral probation or suspension at all colleges previously attended to be eligible for admission to NCU. All financial holds must also be settled with the Business Office prior to any readmission into the program. Soon after the admission file is completed, the applicant will be notified of the decision made. At this time, an Enrollment Advisor will explain to the admitted student the results of the transfer evaluation and the steps for major transfer consideration, registration and orientation to

the program.

Certificate Program Admission Policies and Procedures

Applicants seeking admission into an adult certificate program must fulfill the following requirements to be considered:

- Completed Adult Studies Certificate Application
- \$25 application fee (if he/she is an NCU student, the application fee can be waived)
- Official transcripts from a regionally accredited institution showing receipt of a bachelor's degree
- GPA of a minimum of 2.0

Admission Status

Students who have satisfied admission requirements are called full admit students. An applicant who does not meet requirements for admission may be admitted as a provisional student or as a conditional student. A provisional student or a conditional student will not be advanced to full status until all the admission requirements are satisfied.

Provisional status is defined as a student who is missing a key piece of his/her admission file, such as an official transcript. Provisional students are not eligible for any Federal Financial Aid programs. Classes must be paid in full while a student is classified as provisional. Provisional status is normally granted for only one semester.

Conditional status is defined as a student who does not meet minimum admission requirements, such as a GPA less than 2.0 or having less than two years of work or comparable experience. Conditional students are eligible for Federal Financial Aid programs. Conditional status is normally removed after one semester of taking at least six semester credits and maintaining a GPA of at least a 2.0.

Once a student is admitted into the program, he/she has up to one year to enroll into a class.

If an admitted student is not enrolled for one year, he/she will be required to complete the admission process again including an application, fee, and submission of official transcripts.

Orientation Policy

Once a student is registered for classes, the student is required to follow the Adult Orientation checklist and have a one-on-one orientation with an Enrollment Advisor.

Transfer Credit

Students who have completed work at other regionally accredited educational institutions and who have submitted official transcripts for evaluation may be entitled to transfer credit. NCU applies the credits toward the general education and electives requirements. Consideration for courses to meet major requirements is handled upon request through your Enrollment Advisor.

Only courses in which the student has earned a C- or better are accepted as transfer credit. The Associate of Arts Oregon Transfer Degree will satisfy all general education requirements except Bible (BTH Courses), but it may not necessarily meet school, department, or major requirements with regard to all prerequisite courses for a particular major. For more information please see the Academic Policies section of the catalog.

Residence Requirements

A student must complete a minimum of 30 semester hours in residence for the bachelor's degree.

Withdrawal

A student who plans to leave and stop taking further courses for credit must officially notify NCU by going through the withdrawal process. The withdrawal policy is located in the Registration and Academic Affairs section of the catalog.

Student Finances

Tuition and Fees for the 2011-12 Academic Year

<i>Undergraduate Tuition Cost</i>	Fall 2011	Spring 2012	Summer 2012
<i>Per credit hour</i>	\$410	\$410	\$410
<i>Audit</i>	\$145	\$145	\$145
<i>Credit for Prior Learning (per credit submitted for evaluation)</i>	\$50	\$50	\$50
<i>Health Insurance (Optional)</i>	\$1,083 per year (Estimated for a single student. 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 - \$40 per address (overseas overnight transcript request - \$50)
 Petition of the Academic Deadlines - \$25
 Transcription Fee - \$75

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

Lost, damaged, or late books and media - \$75.00 fee for all lost or damaged items, or items over 30 days overdue.

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 specific 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 for further information.

Student Billing Policies

Payment Obligation

It is the responsibility of the student and their family to meet the financial obligation associated with attendance at NCU. Students are strongly encouraged to submit payment or set up a payment plan for their anticipated balance two weeks before the beginning of classes. The balance is determined by semester and will be calculated by subtracting all applicable financial aid and payments from the

semester's charges (tuition, fees, room and board).

All students are required to complete a Financial Responsibility Agreement. Students should not wait for an official bill from NCU before calculating balances or making payments.

Billing Statements

Billing statements are offered as a service to students. Your first statements for summer, fall and spring semesters will be sent to the permanent address NCU has on record before classes for each semester begin. Financial aid will not be officially credited to the student's NCU account until after the add/drop period for registration (typically two weeks from the start of the semester) has ended. Depending on when your courses begin your aid may be divided into multiple disbursements per semester.

New billing statements are printed on the 20th of each month for unpaid balances as well as for any additional or adjusted charges that create a new balance. Payments are due on the 5th of the following month and include a 5-day grace period. Payments received after the 10th of the month are considered late. Late payments are subject to an interest charge of 1.5% per month. Statements are sent each month and new interest accrues until balances are paid. Students with delinquent accounts will be held from registering for the next semester until any balance is paid or a payment plan is developed.

Students are responsible to be aware of and to settle all unpaid balances whether or not they have received a paper bill from NCU. The student is required to ensure that the Business Office has an accurate and up-to-date billing address on file.

Payment Methods

Students can pay any balance using one of the following methods:

- Cash payment in the Business Office
- Check or money order made out to Northwest Christian University
- Credit cards in the Business Office, online, or by phone (MasterCard, Visa, and Discover accepted)
- Monthly Payment Plan (8 or 10 month) available by contacting the Business Office. A \$75 enrollment fee is required.

Tuition 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 registrar to perform an exit interview and sign the withdrawal form. If students fail to contact the registrar 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 or the director of residence life for the housing 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 & Policies

The Financial Aid Office is committed to helping students who wish to attend NCU but who may not be able to meet all the expenses from personal and family income. NCU provides a full range of grants, scholarships 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 assist deserving students in attending 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. NCU offers both need and non-need types of financial aid.

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 financial aid package may be processed.

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.

It is important to apply for financial aid early in order to qualify for aid with deadlines and limited funding. The University encourages application by March for students planning to enter the summer semester. Students with completed applications by March are assured of optimum consideration and funding for scholarships and financial aid from all sources. To meet this deadline, it is necessary to submit the FAFSA in early February to allow ample time for the FAFSA to be processed. Estimated income data may be used in completing the FAFSA if taxes have not yet been filed with the IRS.

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.

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 (a) a high school diploma or its equivalent, or (b) 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.

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. If verification documents contradict information on the FAFSA, the University will make appropriate corrections and submit them to the federal processor. Any corrections may alter aid amounts or eligibility, therefore, final and official determination of eligibility and financial aid awards must await completion of the verification process.

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.

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). Academic progress is checked again by the Registrar’s Office at the end of spring 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.

Satisfactory grades for completing a course include A, B, C, D and P (Pass). Grades of F, N (No credit), I (Incomplete), X (No grade reported), W (Official withdrawal), and AUD (Audit) do not count as completed courses.

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:

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

Financial Aid Disqualification

A full-time student who fails to attain a 2.00 cumulative GPA or who fails to complete at least twenty-one credits for the academic year (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 errors resulting in 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 (186 credits). All courses taken at NCU, including those completed without financial aid, are counted in the student's cumulative GPA.

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.

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.

Post-Baccalaureate Students

Students who possess a bachelor's degree are

not eligible for federal or state grants and scholarships. By submitting a FAFSA, post-baccalaureate students are eligible to be considered for the Federal Stafford Loan 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 (CCCU) 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 dean of the respective school and the student's faculty advisor.

Signatures of the advisor and dean of the respective school 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 degree from NCU.

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.

University 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, including aid from federal (Title IV), state, institutional and private sources, 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 term has elapsed, no funds are returned and all awarded aid for the term 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.

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

Any aid to be returned, based on the above calculation, will be removed from the student's account and sent back to its source no later than 45 days from the determination of a student's withdrawal. Federal Title IV assistance will be returned in accordance with the above calculation, in the following order, up to the net amount disbursed from each source: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG Grant, Smart Grant and Supplemental Educational Opportunity Grant (SEOG).

In rare cases, a student may be entitled to a post-withdrawal disbursement of federal Title IV funds. A student is entitled to a post-withdrawal disbursement if he or she was eligible for the aid at the time of withdrawal but the aid had not yet been disbursed. The student will be notified in writing of any post-withdrawal disbursement eligibility.

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 term. After 60 percent of the term has elapsed, charges are no longer prorated and are assessed at 100 percent. The following equation determines the portion of NCU charges retained for the semester:

$$\frac{\text{Semester Days Elapsed as of Withdrawal Date}}{\text{Total Days in the Semester}} = \text{Portion of NCU Charges Assessed.}$$

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 term.

The Financial Aid Award

Financial Aid Award Letter

Once the Financial Aid Office has received all

the required information and the student is admitted to the University, the official financial aid award is determined. The student is considered for all sources and types of financial aid available. First awards notices are sent beginning in March. To decline all or any portion of the award, students must complete the decline slip at the bottom of the award letter and submit it to the Financial Aid Office within two weeks of receipt.

A student is responsible to notify the Financial Aid Office of any change to data supplied on the financial aid application. If, after awarding financial aid to the student, the Financial Aid Office learns of subsequent changes in the information originally provided, the student's aid will be re-evaluated. The Financial Aid Office makes any necessary revisions in the financial aid package and sends an amended award notice to the student.

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.

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 for 15 credits/semester, housing, food, books, transportation and personal living expenses. On-campus room and board is based on a full

NCU food plan and the average cost of double occupancy campus housing.

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 = 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 matching grants, education loans from private lenders, federal loans for parents of college or university students, tax credits, and scholarships from outside sources.

Disbursing Financial Aid

Aid is applied to the student's account after the semester's two-week add/drop period. Aid may be subject to multiple disbursements each semester. The total aid awarded for the year is divided equally between each semester of enrollment. 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. When aid applied to the student's account for the semester exceeds school charges, he/she is issued a check for the credit balance unless the student gives the school written permission to hold the funds for them. 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. Eligibility for federal loans requires enrollment in at least 6 credits.

FINANCIAL AID PROGRAMS

NCU offers a variety of student aid programs including grants, scholarships, work opportunities and loans to those who qualify. Funding comes from the federal government, the state, and private sources.

Grants

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

Pell Grant

This award 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. Pell Grants currently range from \$854 to \$5,550 per year.

Federal Supplemental Educational Opportunity Grant (SEOG)

These grants are awarded to Pell Grant recipients with exceptional need. The University awards these grants from an allotment of funds provided each year from the federal government. Funding is limited. Grants range from \$250 - \$500 per year.

Oregon State Opportunity Grant

Oregon residents who meet established criteria for family income qualify for this grant. Any amount listed on a student's financial aid award letter is estimated and is subject to change. The funding and grant amount are determined by the state each biennium. In 2011-2012, grants range from \$400 to \$1,950. Students must file a FAFSA to be eligible. Students who declare a major in a course of study leading to a degree in theology, divinity or religious education are not eligible.

Oregon Private Scholarships

The Oregon Student Assistance Commission (OSAC) administers more than 400 privately-funded scholarships. Awards range from \$500 to the total cost of education. Each has its own eligibility requirements. Summaries and selection criteria for each scholarship are available at <http://www.getcollegefunds.org>.

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. NCU provides a non-exhaustive list of private scholarships on our website. Extensive databases of private financial aid resources and scholarships may also be found on the Internet at such websites as FastWeb, FastAid, Wiredscholar, 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 research on-line 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.

Loans

NCU participates in two major federal programs for education: the Direct Loan 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 Direct Stafford Loans

Stafford Loans are the largest source of federal student aid and are available to both undergraduate and graduate students. 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. 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 and carry a 3.4% interest rate. 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, carry a 6.8% interest rate 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.

Stafford Loan Limits

Dependent* Students for Subsidized & Unsubsidized	
Freshman	\$5,500
Sophomore	\$6,500
Junior & Remaining Years	\$7,500

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

Independent Students for Subsidized & Unsubsidized		
Freshman	\$5,500	\$4,000
Sophomore	\$6,500	\$4,000
Junior & Remaining Years	\$7,500	\$5,000

Maximum Amounts for Subsidized & Unsubsidized	
Freshman	\$9,500
Sophomore	\$10,500
Junior & Remaining Years	\$12,500
Dependent Undergraduates	\$31,000
Independent Undergraduates	\$57,500

Federal Direct PLUS Loans for Parents

PLUS loans are available to parents or stepparents who need to borrow for their child's undergraduate education. Those federal 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. 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, repayments start within 60 days of the loan's final disbursement for the school year (no grace period), but a parent may request a deferment.

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 either with a bank, or online at <http://www.dlenote.ed.gov>.

Federal Perkins Loans

The Perkins Loan program is the second major federal student loan program offered through NCU. Perkins Loans are awarded to students with exceptional financial need. Under regulations governing the Perkins Loan program, undergraduate students could conceivably borrow up to \$4,000 for each year

of undergraduate study, up to \$20,000 for undergraduate study. However, because Perkins Loan funds are extremely limited, few, if any, students receive the top award amounts. With Perkins Loans, NCU receives an allotment of funds from the federal government to disburse to students. In this way, NCU assumes the role of the lender.

The interest rate is fixed at five percent. Students pay no interest on their Perkins Loan while they are enrolled at least half-time and must begin repaying their loan nine months after graduating, leaving school or enrolling less than half-time. Depending on how much they borrow, they may have up to 10 years to repay.

Receiving Student Loan Funds

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 disbursed to the Financial Aid Office to be applied to the student's account.

Private/Alternative Loans

Private loans are available from the private sector to help students pay for college. Private loans are one way to provide additional funds to close or eliminate the gap between the student's financial aid resources and remaining college expenses. Private loans are credit-based and are made to students regardless of need.

Although students do not need to apply for federal, state, or NCU financial aid in order to qualify for a private loan, they are strongly encouraged to do so before applying for any private loan. NCU does not incorporate private loans in a student's initial award package. However, information and application instructions for such loans may be obtained through the Financial Aid Office.

EDUCATIONAL BENEFITS

Veterans Educational Benefits

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 <http://www.gibill.va.gov>.

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. Education costs paid by an employer are exempt from federal taxes for undergraduate students. 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.

Financial Aid Office Assistance

Please do not hesitate to contact the Financial Aid Office toll-free at 877-463-6622, extension 7201 or local 541-684-7201. 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@nwc.edu.

The Financial Aid Office is located in the Admissions Building near the corner of 11th & Alder. Office hours are 8:30 a.m. to 6:00 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday.

Registration and Academic Policies

Once a student is admitted to Northwest Christian University, the Registrar's Office will assist the student with registration for classes and other areas related to academic policy and enrollment. To ensure academic order, NCU has created the following procedures and policies related to beginning coursework and sustaining students in their programs. Students should review schedules, advising, and academic policies in order to become familiar with how NCU organizes degree programs and how to begin and complete studies successfully at the University.

Registration

Registration materials, forms and course offerings are located online at www.nwcu.edu/registrar. Students are required to complete and submit the registration form and return it to the Registrar's Office within the dates listed in the Academic Calendar or a late fee may apply. The following explains how each student population should process registration for any given semester.

Traditional Undergraduate

Traditional undergraduate students process their registration form by working with their advisor. An advisor is assigned to the student during the admissions process. Traditional undergraduate students must register for classes for each semester at the times indicated on the Academic Calendar. All signatures are required prior to official registration. If a registration form is submitted without proper signatures or the student has not completed prerequisites for official registration, then registration for those particular classes will not be processed. In this event, an email notification will be sent to the student and advisor. Registration will not be processed until

all signatures and approvals are submitted to the Registrar's Office.

The deadline for new student registration for any semester is prior to the first day of class. Late registrations for first-time students will only be accepted upon the approval of the Admissions Advisory Committee.

Evening Adult Students

Adult students process their registration by working with an assigned enrollment advisor. The advisor is assigned to the student during the admissions process. All registration, course selection, add/drops and advising is done by working with an enrollment advisor. Evening adult students are encouraged to make appointments to meet with the enrollment advisor to process registration and to get updates on degree progress. For evening adult students, an enrollment advisor's signature and approval is required prior to official registration.

Graduate Students

All graduate students are assigned a faculty advisor whose role is to provide information and assistance for optimal performance and achievement in the program. Students should consult with their faculty advisor at least once each semester to review academic progress. Faculty advisors are also available for consultation about students' personal, professional, and career development as necessary.

Short-Form Application to Attend NCU

Completion of the Short-Form Application to Attend NCU does not constitute formal admission to the University. Students planning to pursue a degree or certificate must complete the formal admissions process. The Short-Form Application allows a student to take up to a certain amount of credits. Because this is considered non-degree seeking student status (the student has not been admitted to a program), a student is not eligible for any part of the NCU Financial Aid program. For non-degree seeking students, payment for a class is

due at registration unless other arrangements have been made with the billing office.

Changes to Registration

Add/Drop Policy

Courses may be added or dropped by submitting a completed Change of Registration form to the Registrar's Office within the dates listed on the Academic Calendar. Drops in relation to tuition charges are determined by the course length:

- Drops in 5-week courses can occur with a full tuition refund if dropped by the end of the first week.
- Drops in 8-week courses can occur with a full tuition refund if dropped by the end of the first week.
- Drops in 16-week courses can occur with a full tuition refund if dropped by the end of the second week.

Course Withdrawal Policy

Withdrawal from a particular class can occur after the drop period and before the last week of class. A "W" will be recorded in the student's record in the event that the student is not failing at the time of withdrawal, or if no more than two-thirds of the class has elapsed. If the student is failing or more than two-thirds of the course timeframe has elapsed at the time of withdrawal, the grade will be recorded in the student's record as "WF." See the "Withdrawal from the University" policy below in the event that a student is dropping all coursework and is not planning to continue at the University.

Administrative Drop

Students who are registered for a class but are reported after two weeks of coursework as never having attended will be administratively dropped from the course. The course will not appear on the transcript, but an administrative drop fee may apply.

Administrative Withdrawal

Students who begin a course and stop attending, but fail to clear an official withdrawal through the Registrar's Office, will be

administratively withdrawn from the course. In the event of an administrative withdrawal, the student is charged for the course and given a grade of "WF." An administrative withdrawal fee may apply.

Academic Advising

Students are required to meet with their advisor to obtain approval before registering for courses each semester. The advisor will work with the individual student to determine academic schedules that will satisfy graduation requirements. Degree progress questions should be directed to an academic advisor.

Traditional Undergraduate Placement

Students are placed in appropriate writing and mathematics courses based on high school transcripts and SAT or ACT scores. Additional information may be required such as a writing sample or completion of the NCU Math Placement Exam. The placement procedure will take place before the student's initial registration for NCU classes.

First-Year Seminar Policy for Traditional Undergraduate Students

All first-time freshman students, age 21 and under, are required to complete First-Year Seminar (FYS 101) during their first semester at Northwest Christian University. Transfer students who have completed a minimum of 24 semester credits are exempt from FYS 101 regardless of age. Students receiving a waiver for FYS are still required to meet the total number of credits for graduation (124).

Transfer Evaluation

The Registrar's Office evaluates work transferred from other institutions and determines which courses/credits might apply toward a degree program at NCU. Courses must be college level with the grade of C- or better. Vocational/technical credits will be accepted if they meet graduation requirements.

Transfer

Graduates of community colleges with a college transfer track, and transfers from regionally 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. In some cases such students may be advised to complete additional courses to meet NCU's general education requirements.

A 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. The completion of the Associate of Arts Oregon Transfer (AAOT) degree or a similar degree from a regionally accredited institution, satisfies NCU general education requirements except eight credits in Bible and Christian Ministry. For traditional daytime students, these requirements are normally fulfilled with BTH 101/102.

Articulation Agreements

NCU has articulation agreements with a number of institutions, including Cornell Continuing Education Training Institute, Klamath Community College, Lane Community College, Peace Health Oregon Region, Pioneer Pacific College, and Umpqua Community College. Details of these agreements can be viewed in full at <http://www.nwcu.edu/registrar/transferstudents.aspx>.

Major Classes Transfer

An automatic evaluation of major coursework will not occur during a transfer evaluation.

It is the student's responsibility to inform the academic advisor when the student believes he or she has earned credits that might count for major requirements.

Credits from Regionally Accredited Institutions
All college level 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 by the Registrar's Office on a case-by-case basis unless otherwise specified by a formal articulation agreement. A student who is accepted as a transfer student from such an institution 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. A maximum of 30 credits may be transferred if approved.

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 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. There is a maximum of eight credit hours for physical education courses. Course level for student athletes enrolled in varsity sports for PE credit will be based upon the seasons of eligibility used. Students in their first year of eligibility will be enrolled at the 100 level, second year of eligibility at the 200 level, and so on.

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. Further details are available at

<http://www.nwcu.edu/registrar/apclep.aspx>.

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 the University of Oregon and/or Lane Community College must be reported to the Registrar's Office by the second week of the semester after the course was taken. Students whose University of Oregon and/or Lane Community College grades are not submitted by the deadline will not be considered for academic or other honors or for financial aid. Later reporting of the grades may result in rescinding of any honors or aid given.

Alternative Ways to Earn Credits

The faculty of NCU has approved the following alternative methods of earning credit: by examination programs, by prior learning assessment, through military educational programs, and course challenges (some restrictions may apply).

College Level Examination Program (CLEP)

NCU uses the American Council of Education's 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 Prior Learning 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, contact the registrar's office. No graduate credits are granted through prior learning experience. No prior learning credit earned through another institution will be accepted. 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. The ACE evaluates formal military courses and training and publishes credit recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Students should request an official transcript from the appropriate branch of the military. See details at <http://www.nwcu.edu/registrar/veteran/militarytranscripts.aspx>. 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 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 equal to one-half of the current tuition per semester credit hour, for the course being

challenged. This fee is not included as a part of tuition and financial aid awards.

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 for the semester in which the examination is administered.
10. Regarding the English writing course challenge, see "Writing Competency Requirement."

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.

Class Load

To be classified as a full-time undergraduate student, a student must be enrolled in a minimum of 12 semester hours. This requirement is the basis for some academic honors and scholarship considerations, and for determining eligibility to participate in student activities and intercollegiate sports. Six (6) credits constitutes a full-time class load for graduate students.

Fifteen to sixteen (15-16) semester hours per semester constitute a normal full-time student load for undergraduate programs. In order to enroll for more than 18 hours in a given semester, the student must secure approval from both his/her advisor and the registrar.

Withdrawal from the University

The following rules govern grades and grade points given upon withdrawal from courses:

1. Withdrawal from courses when less than two-thirds of class has elapsed will result in the grade "W" and hours are not considered in calculating grade point average.
2. Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.
3. Withdrawal after two-thirds of class has elapsed and while doing failing work will result in the grade "WF;" hours will be considered in calculating grade point average.
4. Unofficial withdrawal at any time (i.e., failure to clear through the Registrar and Student Services Offices) will result in a grade "WF" and the grade is considered in calculating grade point average.
5. A complete withdrawal with the grade of "W" may be granted at any time for medical reasons or extreme circumstance on the recommendation of the vice president for student development.

Reenrollment

Traditional Undergraduate

Former students who have not attended NCU in four or more consecutive semesters (two academic years) must complete the full transfer application process in order to be readmitted. Such students are required to meet the academic and graduation requirements in effect at the time of readmission. An appeal letter must accompany the application to be reviewed

by the Admissions Committee if the student did not leave the University in good standing.

Students in good standing who have not been enrolled at NCU for three or less semesters are required to submit an abbreviated readmission application form and official transcripts for any and all courses completed while away from NCU.

Students on approved leave from the University or doing approved study abroad or special studies programs are not required to apply for readmission.

Evening Adult Program

Evening Professional Studies students who have completed at least one semester or session may request a leave of absence (LOA) for one semester. The Leave of Absence request can be submitted to an enrollment advisor. The submission of the LOA should be completed as soon as the student is aware that he/she will not be able to register for any given semester. The request needs to include the reason for the LOA, expected date of return, student's signature, and date of request. Enrollment Services will grant an LOA if there is sufficient expectation that the student will return. Failure to return from an official and approved LOA results in a withdrawal.

Readmission after withdrawal from the evening adult program requires reapplication. Readmission following a withdrawal is subject to approval. If a student has attended any other school during this time, the student is required to submit an official transcript to be evaluated. Students who are readmitted following withdrawal are subject to the requirements of the program under which they reenter unless a petition is granted. The application fee is not required for the readmission application.

Graduate Programs

Reenrollment into a graduate program depends on a variety of circumstances. For reenrollment,

a student will need to contact Enrollment Services for specifics.

Graduate students are expected to maintain continuous enrollment in the program to optimize development of knowledge and skills cultivated in the curriculum and important peer relationships with members of the cohort group. However, the University recognizes that circumstances occasionally require that students take a leave of absence. At NCU, such leave cannot exceed three years. Students who have been granted on-leave status are required to pay a continuous enrollment fee equivalent to one credit of graduate tuition each term.

In the event that a leave of absence from the program is necessary, graduate students must consult first with their faculty advisor to develop a letter of request for the leave. This letter must articulate the duration of the requested leave, the reason for on-leave status, and a plan for completing the remainder of the curriculum. Requests for on-leave status are reviewed by the Academic Council at its next regularly scheduled meeting, after which the dean or program chair will communicate the Council's decision in writing to the student.

A student who is granted a leave of absence and fails to return to the program within the specified timeline must reapply to the program, complying with application procedures and admissions criteria in effect at that time. At the time of reapplication, the student on leave may be denied admission back into the program.

Continuing Thesis Policy

Once students have completed all of their requirements, they are allowed to enroll into the thesis class. Students completing a thesis are required to maintain continuous enrollment by registering for an additional graduate thesis credit until the thesis is completed.

Students who have an outstanding balance with the University may not register for credits.

In some cases, an Incomplete can be granted. If a thesis is not submitted by the end of the pre-determined Incomplete timeframe, the student is required to take an additional one credit of thesis to maintain continuous enrollment.

Academic Policies

Class Attendance Policies

Unexcused absences will result in penalties including lower grades and, in some cases, failing of the course. Penalties are determined by each professor. Absences without penalty may be allowed in the following circumstances:

1. Serious illness
2. Emergencies in family, work, or other extenuating circumstance
3. Recognized commitments with the touring ensemble, NCU Day, or intercollegiate athletics

Each professor is responsible for determining the validity of the excuse. In the case of chronic illness, or other continuing emergency situations, the professor may work out appropriate ways for the student to accomplish the course requirements. Regardless of the nature of the absence (excused or unexcused), the student is responsible for knowing all information presented in the class(es) missed. Students involved in University-related activities, such as athletic team participation, should not enroll in a class from which they may have to be absent for more than 30 percent of scheduled class sessions.

Late Arrival for Class

Students are expected to arrive on time for class. Penalty for late arrivals are determined by each professor.

Academic Disqualification

A student whose academic performance falls below minimum standards of the University is academically disqualified from taking further NCU courses. Such a student may petition the Academic Council for reconsideration. Once academically disqualified, a student wishing to

return to NCU must apply for readmission through normal readmission procedures.

Academic Probation Regulations

Traditional undergraduate 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 in the Adult Studies program will be encouraged to engage in tutoring and other academic support services. Students are not allowed to carry more than 13 credits while on academic probation.

1. The minimum cumulative grade point average (GPA) required for graduation at NCU is 2.00. Transfer coursework is included in the cumulative GPA calculation.
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 (including transfer work) falls below a 2.00 is eligible to continue on academic probation for one semester. During this semester, the student's cumulative GPA must be raised to a 2.00.
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 of 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 academic assistance.

Academic Honesty Policy

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Plagiarism, cheating, and 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 vice president for student development, who may consider additional actions, including dismissal from the University and/or denial of application for readmission.

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 visit the disabilities services website at: www.nwcu.edu/undergrad/student-life/disability-services.aspx

Edward P. Kellenberger Library

The Edward P. Kellenberger Library exists "to connect individuals to information, knowledge, and thought, and to support their development as competent, ethical learners and leaders." We do this by providing access to a local collection of materials, to online resources, and to materials available regionally and around the world from other libraries. We do this by

providing reference assistance and instruction both one-to-one and in the classroom.

The librarians and library staff are here to assist you. Please contact them in person, by email, by direct phone or by contacting the circulation desk.

Library materials are classified and shelved according to Dewey Decimal classification. Resources to assist in understanding and using Dewey Decimal classification are available online or by asking any library staff.

In addition to the general collections, the library has available many special collections which are available for viewing by appointment with the library director. These include the NCU archives, the Disciples Historical and Pacific Northwest collections (both searchable in the online catalogs), the Bushnell Rare Bible and Book Collection, the Guy Wright Bible collection, the Turner Memorial Museum, the Turnbull Fine Editions collection, the William Paul English Bible collection, and others. Materials in these collections generally do not circulate.

Borrowing

Borrowers must complete an application prior to checking out materials for the first time. Students, faculty and staff must present their Northwest Christian identification card. Non-NCU affiliates must present their respective school identification card or NCU library card. There is a 15 book limit at any one time.

Loan Period

Undergraduates may borrow books for three weeks in our general collection, and each item can be renewed twice. Graduate students may borrow books for two months. The NCU faculty loan period for general collection books is three months. Undergraduates and graduate students may borrow audio/visual materials (CDs, DVDs, etc.) for up to seven days. Faculty may borrow these materials for one month. Reference materials, journals, and special items cannot be checked out.

Application Process

In order to borrow, renew, and request books and other materials from the library, an application form must be filled out. An application may be filled out in person or by filling out the online Patron Application Form. Please keep your contact information up-to-date.

Borrowing agreements with other libraries

Items available in the OPALL catalog but not owned by NCU may be borrowed from other OPALL libraries, either directly through the online catalog or by contacting the circulation desk. Availability of items listed in the catalog and loan periods and policies are set by the lending library. OPALL items are generally not renewable.

NCU patrons may request a current semester sticker (required each semester) from the circulation desk and use their NCU ID card to borrow materials from the University of Oregon libraries. University of Oregon policies will apply.

Interlibrary Loan

The Kellenberger Library provides Interlibrary Loan services for books and periodical articles not owned by NCU or on the OPALL catalog. NCU students, faculty, staff, and patrons may make interlibrary loan requests. Generally interlibrary loans are free of charge. However, if we are charged for items received, the charge is passed through to the borrower. If a borrowed item is lost or damaged the patron is responsible for all replacement costs or repairs.

Interlibrary Loan Rules:

- Students must be primarily NCU students, taking 7 or more hours from NCU. Students whose primary coursework is at another institution (i.e. U of O, LCC) must request materials through their own library interlibrary loan service.
- The borrower may request up to six books or articles at a time.

- Audio visual materials generally are not available through interlibrary loan and cannot be ordered on a rush basis.
- Limits for total interlibrary loans per semester are as follows:
 - Undergraduate students & patrons: 10 items at a time/unlimited total
 - Graduate students: 12 items at a time/unlimited total
 - Faculty & staff: unlimited

Mailing policy to off-campus faculty and students

We will mail books or copies of articles to faculty and students who live outside a 20 mile radius of the Eugene area. You must be currently enrolled or teaching and unable to get to the library during our open hours. We will mail items to you at no cost, and you will be responsible for the return mailing cost. Material will be mailed to your home address, so please verify that the mailing address in your library account is accurate.

We will only send your material by US mail, unless reimbursed for rush delivery. Delivery time is subject to mail delivery time schedules and our processing time, about 3-5 work days. We will enclose a mailing label to return the material to the library. It is your responsibility to return the item at your expense and in a timely manner.

Overdue Fines, Fees & Lost Items

The patron, the library card holder, is responsible for the care and return of materials checked out from the library. If a minor has materials checked out, the parent or guardian is responsible.

Patrons are responsible to maintain the library materials they check out of the library and they must remain in a reasonable condition during the time they are checked out. Reasonable condition is defined as: normal wear and usage. Patrons who intentionally write upon, injure, deface, tear, cut, mutilate, destroy or otherwise damage library materials will be billed for the replacement costs of the item.

Students, faculty and staff are responsible for paying their own fines and fees to the University of Oregon Libraries. They can be paid at the U of O Business Office in Oregon Hall.

Charges

There will be no daily fine for the first 30 days after the due date of the book. Instead there will be a \$75.00 charge, per book, after the 30 day grace period. If after the 30 day period the book is returned, the charge will be reduced to \$25.00.

If the book is not returned but the patron would like the charge reduced, they must replace the book (subject to librarian approval) and the charge will be reduced to \$25.00.

If the patron wishes to renew the book, it must be renewed within the 30 day period.

All patrons are to pay the library directly. At the end of the semester all outstanding charges will be turned over to the Business Office and placed on the student's account.

The library is under no obligation to notify patrons of overdue library materials; however, as a courtesy, the library will send written notices of overdue items to patrons as the time and resources of the library permits.

Appealing Charges

If you believe the library has made an error resulting in you being charged or if you have a situation that has hindered the return or renewal of library materials, you may file an appeal in the library. The charges may be upheld, reduced or waived.

The following reasons are generally not regarded as valid for appeals:

- Forgetting, not knowing or disagreeing with the due date, amount of charges, or the library policy
- Loaning the item(s) to a third party
- Being too busy or out of town
- Not receiving or reading the courtesy overdue reminder
- Transportation problems

Appeal forms are available electronically or at the circulation desk.

Behavior Policy

It is the policy of the Kellenberger Library to maintain a safe and pleasant study and work environment for both library users and library employees. While it is understood that a certain level of verbal interaction is necessary for conducting business within the library, all library users are expected to be considerate of others who are reading, studying and working in the library, therefore keeping conversation to an acceptable and appropriate level and length for a library and work setting. Inappropriate and unacceptable behavior will not be tolerated.

The Kellenberger Library considers the following to be unacceptable and inappropriate behavior on library premises:

- Violating student behavior and codes of conduct as outlined in the student handbook (available at the circulation desk or online).
- Conversation (including on cell phones) which can be heard from library offices or the circulation desk, or that is bothersome to other users.
- Harassment for any reason. (Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment.)
- Use of any sound-producing device in a way such that the volume level is disruptive to other users.
- Consumption of food or snacks, and possession of food that is not in a sealed container.
- Consumption and possession of beverages that do not contain lids.
- Moving or rearranging library furniture or equipment without permission and without returning it to its proper location.

- Not disposing of trash or waste properly by using the available trash receptacles located throughout the library.
- Any other behavior that is disturbing or offensive to other library users or employees.

Consequences of Violation of Policy

First-offense patrons are told that they are in violation of the policy and how to correct the behavior.

Repeated warnings due to continued violation of policy will result in offending patrons being asked to leave the library for the remainder of the day, which comes with an automatic referral to student development judicial affairs.

Subsequent referrals will include additional disciplinary action up to and including loss of library privileges for the remainder of the semester.

If the library staff determines that the misconduct poses a danger to the patron, others, or library property, or is otherwise blatantly offensive or disruptive, the patron will be asked to leave the library immediately without warning, and with an automatic referral.

Anyone refusing to leave the library when asked to, will be escorted out of the library by campus security.

Library staff consists of library faculty, staff, and student assistants.

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 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.

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 has 20 PC workstations and is open to meet the needs of students. In addition, students will be issued an NCU email account for use on campus. All campus offices will use this email account to communicate with the student. 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 online reference sources that students can access for coursework.

The main campus network provides data services and resource access for faculty, staff, and students in the main buildings on campus. The dorm network provides data services for students living in Burke-Griffeth Hall and the Mom Richart Apartments. The dorm network also provides wireless Internet access that is available to all faculty, staff, and students all over campus.

Grading and Exam Policies

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.

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.

Late Papers and Assignments

Each instructor sets policies regarding papers and other class assignments that are 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, or finals will be allowed except for circumstances granted a legitimate excuse status. In the event that a student cannot take a quiz, test, or final, he/she must present a written statement in person to his/her professor before or within three days of the absence, and the professor will determine whether or not a legitimate excuse status will be granted. When makeup tests are given, the quiz, test, or final exam already given to other students will not be repeated. New tests must be prepared.

Final Grades

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. Grades assigned by individual instructors are final. 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. Changes to a final grade may only occur under the following circumstances:

- removal of an "Incomplete" (either by completion of work or reverting to the earned grade at the end of the course)
- instructor error/miscalculation
- the assigned grade is a result of identifiable and documented discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor

If a student wishes to contest a final grade that s/he deems to be unfair the student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade. If the student still deems the final grade to be unfair, s/he may submit in writing to the vice president for academic affairs and dean of the faculty clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade. The vice president for academic affairs and dean of the faculty may take counsel, as deemed appropriate, but the decision of the vice president is final. Once assigned by the course instructor, no final grade may be changed without the written approval of the vice president for academic affairs and dean of the faculty.

Capstone Presentations

Capstone presentations reflect the culmination of a student's learning experience by demonstrating results of research or performance. They can involve a variety of presentations including formal exposition, posters, musical performance, or art, for example. Students will make a presentation based on their specific study at the ACE (Academic Creativity and Excellence) Day scheduled during the winter or spring semester in which they take the capstone course. Students will submit the required form by the stipulated deadline and will then be scheduled to make their presentations. An electronic copy

of the paper and presentation (as appropriate) will be submitted by the student for repository in an archive. Faculty advisors may recommend final student papers for publication in a Proceedings journal; these papers will be reviewed by a faculty committee for quality. Failure to complete this capstone presentation requirement will result in not passing the capstone course.

Major Field Test

Major field tests are used by academic programs to assess how well students learn and understand the material in the program. It is not used to evaluate individual students. All tests are scheduled early in finals week, are web-based involving the Internet, and are a maximum of two hours in length. For those academic programs that have tests (Business/Accounting, English, History, Mathematics, Psychology), it is a requirement of the capstone course that students take the test in order to pass the course.

Dead Week (The week before finals)

The University is vitally concerned about the academic success of its students. Dead Week is designed to give traditional undergraduate students a chance to complete their school work toward the end of each semester. To that end, the following policies have been established:

1. Extracurricular activities involving a significant amount of time, such as a half day or full evening, shall not be held during the Dead Week. University events shall not be planned unless absolutely necessary, and students are expected to refrain from planning events that might interfere with studies.
2. Faculty shall not make assignments or give tests during the Dead Week unless they were clearly stated in the course syllabus.

Final Examination Policy

Final examinations, with the exception of graduating seniors, will not be given before the final exam week nor prior to the scheduled

times shown in the announced final exam schedule. In the following two cases, a student may take the final at a later date.

1. A student may have more than two finals in one day. In this case the student may arrange with his/her instructor to take the final at a later time during finals week. Permission from the vice president for academic affairs is not required in this case.
2. If a student has a sudden serious illness or grave emergency in the family, the student may be allowed by his/her instructor to arrange a makeup at a later time during finals week. In the event that the illness or emergency lasts longer than the duration of the finals week, the student may be allowed to receive an Incomplete for the semester and take the makeup final at a later date agreeable to the student and the instructor. This provision applies only if the student has completed all course requirements up to finals week. In all other circumstances deviation from the posted finals schedule shall not be allowed.

Grade Appeal Process

If a student wishes to contest a final grade that s/he deems to be unfair:

1. The student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade.
2. If the student still deems the final grade to be unfair, s/he may submit in writing to the vice president for academic affairs and dean of the faculty clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade.
3. The vice president for academic affairs and dean of the faculty may take counsel, as s/he deems appropriate, but the decision of the vice president is final.

Graduate School Academic Progress

Graduate students must maintain at least a 3.0 grade point average throughout their master’s studies. Cumulative GPA is calculated on all courses taken, at NCU or elsewhere, to satisfy specific requirements of the graduate program. Courses in which a C+ or lower is earned are not accepted for graduate credit, but are factored into calculation of cumulative GPA. Grades of P (Pass) or N (No pass) are not computed in the student’s cumulative GPA. Courses in which C+ or lower or N is earned must be repeated at current tuition rates.

Students receiving a grade of C+ or lower in a graduate course, but maintaining a minimum 3.0 grade point average, will automatically undergo retention review by the dean or program chair, in consultation with the professor issuing the course grade. This review may result in probationary status for one semester, during which time the student must achieve a 3.0 grade point average in coursework in the subsequent semester. Failure to do so will result in academic disqualification. When a student falls below a 3.0 grade point average, or when more than 4 credit hours of F or N grades appear on a student’s transcript, the dean or program chair will notify the student of academic disqualification. In either case, academic disqualification will result in termination from the program unless the student petitions the Academic Council for academic probation. This petition must articulate clear and compelling reasons to expect improved academic performance and a plan of assistance developed with the faculty advisor for completing the remainder of the curriculum. Petitions of academic probation will be reviewed by the Academic Council at its next regularly scheduled meeting, after which the dean or program advisor will communicate the Council’s decision in writing to the student. Students failing to meet the terms of an academic probation plan of assistance are automatically disqualified from continuing in the program.

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 later, the plus sign increases the points assigned to the letter grade by 0.3 per credit (for B, C, and D grades only), and the minus sign decreases the points assigned to the letter grade by 0.3 per credit. No A+ grades are awarded.

Grades at NCU reflect the following definitions:

A	4	Excellent
B	3	Good
C	2	Satisfactory for undergrad; below passing for graduate
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 add/drop 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 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 to the vice president for academic affairs for approval 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 10th week of the semester while doing failing work or for failure to clear an official withdrawal through the registrar and Student Services Office.
- 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. Both NCU course credits and transferable credits from other colleges and universities are computed for the cumulative GPA for academic awards and honors. However, the cumulative GPA listed on NCU transcripts only includes courses completed at NCU.

STANDARDIZED GRADING SCALE

Unless otherwise indicated in an individual course syllabus, NCU’s grading scale shall be as follows:

A	93% and above
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%

F	below 60%
P	70% and above
N	below 70%

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.
- **Graduate:** A student who has completed a baccalaureate degree and has been admitted into one of the graduate programs.
- **Post-Baccalaureate:** A student who has earned a bachelor’s degree and is pursuing further studies.

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). Course numbers that end in 05 represent Reading and Conference courses individually designed to be offered as a co-requisite to an existing course. These courses are available by petition only.

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. Exceptions may be made with the consent of the instructor. Academic advisors will help the students develop their program according to the rules under general practice.

Cross-Application of Courses

A course that fulfills a requirement in the basic core curriculum may also be applied to satisfy a requirement in an academic major. Such a course, however, will be counted only once in computation of the total number of credit hours. Thus the student must still complete the total number of credit hours required for the degree program involved, normally by taking additional elective courses. Courses used to meet requirements of an academic major or minor may not be applied toward another academic major or minor.

Repeat Classes

Students may repeat any course once. All grades remain on the permanent record, but no more than one course will show credits earned and only the most recent grade is calculated

into the grade point average. A few select courses can be repeated multiple times with credit earned each time. These courses are identified in the catalog as 'repeatable for credit.'

Chapel Credits

Chapel programs are an integral part of the University's educational activities and experiences; therefore, the University requires that students enrolled for 12 or more hours, except those in the Professional Studies Program and graduate programs, participate in chapel each semester. The campus pastor supervises monitoring and reporting of chapel attendance.

1. Each student will be monitored for chapel attendance during any semester that he/she is enrolled for 12 or more hours.
2. Chapel credit is recorded on official transcripts as "P/N" but does not count within total credits required for a degree program.
3. Petitions for possible variance may be filed with the campus pastor in the Morse Event Center.
4. Chapel attendance is taken at all regularly scheduled chapel services. A record is kept by the office of the campus pastor who assigns the appropriate grade at the end of each semester.

Second Baccalaureate Degree

Persons who hold a bachelor's degree from a regionally accredited college or university may complete a second bachelor's degree at NCU by completing 8 credits of the Biblical and Christian foundations in the core requirements and an academic major. A minimum of 30 hours from NCU is required.

Students who have received a bachelor's degree from NCU may receive a second major upon completion of an additional 30 hours in another subject field at NCU not closely related to a field already completed.

Graduate School Residency

Requirements/Transfer Credit Limit

Candidates for master's degrees may transfer a maximum of 10 semester (15 quarter) credit hours of regular graduate work completed at another accredited institution provided that:

- the work satisfies the requirements of a specific course or practicum experience in NCU's curriculum, with the approval of the course instructor and dean or program chair of the department;
- grades of A, B, or P were earned in these courses;
- the courses were completed within five years of the expected program completion date;
- the credits were not earned through correspondence or televised programs (unless approved as an online version of a regular institutional offering).

The University does not grant graduate credit for prior learning experience nor accept graduate credit earned through prior learning at another institution as transfer credit.

Time Limit

- Associate degrees must be completed within three years from the date of initial matriculation or that of rematriculation following readmission.
- Baccalaureate degrees must be completed within six years from the date of initial matriculation or that of rematriculation following readmission.
- Master's degrees must be completed within five years from the date of initial matriculation. This time limit includes any on-leave time the student may have been granted.

When the time limit has elapsed, the student must reapply for admission. For details regarding readmission, consult the director of admissions. Readmitted students are subject to academic requirements and policies in effect at the time of readmission.

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.

A student with an academic concern or grievance will normally first raise the concern/grievance with the individual faculty member(s) or staff member(s) to whom the concern/grievance relates. If the concern/grievance cannot be resolved in the initial step, or if the student feels unsafe to raise the concern/grievance directly with the respective faculty/staff member(s), the student may seek the assistance of the head of the appropriate school, program advisor of the specific program, or the assistance of another trusted member of faculty or staff. The student may also (be directed to) initiate contact with one of the designated ombudspersons.

If a concern/grievance cannot be resolved either by direct contact with the respective faculty/staff member(s) or by the arbitration of the ombudsperson(s), the student may lodge a formal grievance with the vice president for academic affairs and dean of the faculty. A formal grievance must include the following items in writing:

1. Clear description of the situation and the specific nature of the concern/grievance.
2. All available documentation to support the grievance.

3. Clear documentation of prior attempts to resolve the grievance.

The vice president for academic affairs may choose to refer the grievance to the University Appeals Hearing Board (as described in the Student Handbook). In making a final decision the vice president for academic affairs may take into consideration the following:

1. The formal grievance as documented and presented by the student. (A personal interview with the student may also be required.)
2. Any documentation provided by the faculty/staff member(s) to whom the grievance relates. (A personal interview with the faculty/staff member(s) may also be required.)
3. Any documentation provided by the ombudsperson. (A personal interview with the ombudsperson may also be required.)
4. Any recommendation from the University Appeals Hearing Board (if available).
5. The counsel of other individuals or groups of individuals, as appropriate (e.g., Deans Council, Academic Council, President's Cabinet).

The decision of the vice president for academic affairs and dean of the faculty is final.

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 fall or spring semester are nominated for inclusion on the Dean's List. Required courses that grant only Pass/No Pass 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 after the course was taken in order to be considered for the honor. Delayed reporting may result in the cancellation of the honor.

Scholastic Awards for Graduating Seniors

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 as follows:

- All course credits taken at NCU and all transferable credits from other colleges or universities are computed to determine the cumulative GPA for honors only.
- All grades earned through completion of the degree will be computed.
- 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.

Awards & Contests

President's Scholastic Award

The graduating senior, who has attained the highest cumulative GPA, with at least 61 credit hours having been completed at NCU, shall receive the President's Scholastic Award. All NCU grades and the grades of all transferable credits from other colleges or universities are computed to determine the cumulative GPA. To be considered for the honor, the student must submit to the Registrar's Office all transcripts of courses taken at other colleges or universities within two weeks of grade reporting.

Kendall E. Burke Memorial Award

Annually at Commencement service a special award of a Bible bearing the imprint of the recipient's name is given to the student chosen by secret ballot by the student body and faculty,

as the one who has rendered the most outstanding service to the institution. The recipient must have maintained excellence in academic work, be fully approved as to Christian character and convictions, and show a notable record of service to others. This award was instituted by the late Dr. Kendall E. Burke as the "President's Award" and has been continued by the faculty and administration as the Kendall E. Burke Memorial Award.

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.

A number of additional specialized awards are specified by the faculty and staff and are awarded at the annual Honors Convocation.

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.nwcu.edu/beaconnet.aspx>), or a form downloaded from <http://www.nwcu.edu/registrar/forms.aspx> and submitted to the Office of the Registrar. The application must be submitted by the end of registration for the semester immediately preceding the final semester of coursework, regardless of whether or not the student intends to participate in the commencement ceremony. Late applications are subject to a \$25 late application fee. Students should not plan on participating in commencement until given preliminary clearance by the Office of the Registrar. Students are required to submit the application for graduation on time and be approved by the Office of the Registrar, if they are planning to participate in commencement.

Graduation Confirmations

Graduation audits will be completed by the Office of the Registrar within two weeks of receipt of a completed graduation application and emailed to the student. A copy of the audit will be sent to the student's academic advisor.

Graduation Participation

Final approval for graduation participation is provided by the Office of the Registrar after final grades are submitted and before the ceremony.

Policy on the Disclosure of Student Records

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

- 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;

- 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);
- The right to limit personal material (directory type information) printed in publications such as the Student Directory. Directory type information, which could be given out to whoever inquires, includes the student's full name, local and permanent address(es) and telephone number(s), email 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.

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.

Non-Discrimination 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.

Active Service Duty Policy

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.

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.

NOTE: Students are subject to academic requirements and academic policies as 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 Northwest Christian University. 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.

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 in the NCU Student Handbook. 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 semesters 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.nwcu.edu/undergrad/student-life.aspx>; hard copies are available by request in the Student Development Office, (541) 684-7345.

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 a balanced approach experiences that are focused inward, outward and together. Inward, as we seek to pursue our individual relationship with God; outward, as we extend our lives in service to others in need whether nearby or afar; and together, as we build a genuine community of love and unity. 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/undergrad/student-life/campus-ministry.aspx>. 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 to explore our walk with God.
- 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.

Fitness Center in the Morse Event Center

The Fitness 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 in the MEC and on the athletic website. Visit <http://www.gobeacons.com> for more information.

Food Services

NCU partners with Campus Kitchen to provide campus dining and catering. A variety of options are available for breakfast, lunch, and dinner including a short order window, hot buffet entrees, salad bar and cold buffet options. Commuter students may purchase a weekly meal plan or individual meal tickets that are sold in the Lighthouse Cafe. Our food service program is able to customize meal options with individual students who have special dietary requirements. For more

information, please call the Student Development Office at (541) 684-7345.

Health and Wellness

Health

At Northwest Christian University, the health and well-being of our students is of utmost important. Healthcare is available at hospitals, urgent care clinics and medical offices throughout the Eugene/Springfield area. For community resources including facility locations please see <http://www.nwcu.edu/undergrad/student-life/health-and-wellness.aspx>.

Immunizations

Oregon law requires students born on or after January 1, 1957 who are enrolled in 9 or more credit hours at Northwest Christian University to provide proof of two measles vaccines or meet one of the legal exemptions. Adequate proof is written documentation of the month and year of each dose of measles (the first dose must have been on or after your first birthday and thirty days must have passed between the first and second dose). In accordance with Oregon law, the Office of Student Development collects and reviews submitted immunization documentation. Please review the immunization form for additional information. The Office of the Registrar will be notified of students who are not in compliance with Oregon law. Registration to attend classes will not be permitted for students who fail to complete their documentation requirements.

Health Insurance

PSP students are not required to carry health insurance; however, may voluntarily elect to enroll in the University's Student Health Insurance Program provided by United HealthCare Student Resources. Students wishing to enroll must contact the Office of Student Development. Coverage for spouse and/or children is offered at an additional fee. Policy information and cost may be viewed by visiting the following website:

<http://www.nwcu.edu/undergrad/student-life/health-and-wellness.aspx>.

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.nwcu.edu/undergrad/student-life/health-and-wellness/mental-health.aspx>.

Student Activities

Student Activities at NCU are diverse, meaningful, and memorable. Alongside students, we work to create a fantastic campus culture by meeting our students where they are at. Student Activities for our PSP and Graduate students primarily happen during the evening hours when our students are already on campus. The Coordinator for Adult Student Programs, a student position, works with various departments around campus to plan a monthly event as well as a monthly devotional in an effort to both serve our students and bring awareness to the various offices and services offered at NCU.

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.nwcu.edu/undergrad/student-life.aspx>; hard copies are available by request in the Student Development Office, (541) 684-7345.

Adult Studies and Online Programs

The Adult Studies Program at NCU 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 one night a week and online. The program utilizes the latest adult learning models and principles to facilitate learning.

The Adult 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.

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).

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. An academic major or concentration.
 4. A minimum of 30 credit hours from Northwest Christian University.
 5. Completion of 40 upper division hours.
 6. A minimum of 27 credit hours in the upper division of an academic major or concentration (one-third in the case of an academic minor).
 7. Cumulative GPA of 2.00 or better for all coursework including those transferred to meet graduation requirements.
 8. At least a C- in each course in the major.
 9. Satisfactory writing competency requirement.

Limitations for Adult Studies Students

1. Maximum number of non-graded courses allowed: 12 hours (no P/NP grading option is allowed in the major/minor/certificate programs except in those courses in which P/NP is the only grading option).
2. There is 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) is 30 credit hours.
4. There is no set maximum on military, fire, or police credit, but all accepted credits must fulfill graduation requirements.
5. The maximum number of credits earned in field experience and practicum is 16 credit hours.
6. There is a maximum of four graded credit hours for physical education courses taken at NCU and 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. The time limit is 6 years from date of matriculation for bachelor of arts/sciences.

E-mail: visit@nwcu.edu

Web Site: www.nwcu.edu

Student Status in the Adult Studies Program

A full-time student in the Adult 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. Adult Studies 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 and the process is taught in the PLA 205 Portfolio Analysis:

- Credit for technical and professional training (TPT) may be awarded if it is appropriate and applicable to the student's career and educational goals.
- Experiential 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 PLA 205 to determine academic areas in which they could write experiential 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 Enrollment Services Office for more information.

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

Enrollment Services
Northwest Christian University
828 East 11th Avenue
Eugene, OR 97401-3745
Phone: (541)684-7211
Fax: (541)684-7333

Two-Year Associate Degree Programs

Associate of Arts: General Studies

Purpose

The associate of arts degree is awarded in general studies and serves as a foundation for continuing on to complete bachelor of arts studies. It also offers enough elective credits to specialize in a particular field.

Objectives

Graduates of this program will:

1. Demonstrate their commitment to ethical leadership and the integration of faith and learning.
2. Be conversant across the disciplines with many of the key ideas that have shaped Western culture.
3. Demonstrate skills of sound reasoning, critical thinking, and ethical decision making in courses that focus on listening, speaking, reading, and writing.
4. Demonstrate the capacity to make informed judgments about the place of humanity in the world through social science courses that focus on traditional and contemporary thinkers.
5. Construct and evaluate empirical processes.
6. Demonstrate cultural competency.
7. Demonstrate a general knowledge of the Bible and skills in interpreting the biblical text for the 21st century.
8. Improve physical skills and fitness, and demonstrate knowledge that leads to a healthy lifestyle.

General Requirements for Graduation

1. Completion of 60 semester credit hours.
2. A minimum of 30 credit hours from Northwest Christian University.
3. A cumulative GPA of 2.00 or better.

Limitations

1. Maximum number of credits in non-graded courses: 6 credit hours.
2. No maximum on CLEP credit but all accepted credits must fulfill graduation requirements.
3. Maximum number of credits earned through Prior Learning Assessment (PLA): 15 credit hours.
4. No 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: 8 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. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission.

Requirements for Associate of Arts Degree

- ❑ **Writing** 6
 - ❑ WR 121 English Composition 3
 - ❑ WR 123 English Composition 3

- ❑ **Humanities** 15

Structured thinking communicated eloquently is the essence of understanding the humanities. The ability to communicate effectively by means of listening, speaking, reading and writing in diverse situations as a reflection of sound reasoning and critical thinking is the focus of the humanities.

- ❑ Must include one course in each area:
 - ❑ Communication
 - ❑ Literature
 - ❑ Ethics
- ❑ Choose remaining Humanities credits from any of the following areas:
 - Art History/Appreciation
 - Communications
 - History
 - Foreign Languages
 - Literature
 - Music History/Appreciation
 - Philosophy

- ❑ **Social Sciences** 15

Students enter into a dialogue with traditional and contemporary thinkers and address fundamental questions about the universe and the place of humanity within it through the social sciences. Development of informed judgments about past and present issues, problems, people and situations occurs through the study of psychology and the social sciences.

- ❑ Must include one History course
- ❑ Choose remaining Social Science credits from courses in at least one area other than history:

Anthropology	History
Business	Human Services
Comparative Religions	Law
Criminal Justice	Political Science
Economics	Psychology
Education	Sociology
Geography	

- ❑ **Math/Science/Computer** 6

Understanding the world through scientific and mathematical paradigms brings a quantitative dimension to the humanities and social sciences. Taking courses in the physical and life sciences enables students to understand, construct and evaluate empirical processes and relationships.

- ❑ 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 with lab
 - ❑ One computer science course

❑ **Bible & Christian Ministry Studies** **8**

Core courses in Bible and Christian Ministry are designed to enable all NCU students to engage with the Bible as Holy Scripture in such a way as to promote the integration of faith in all aspects of academic study and individual vocation. Students will be challenged to study scripture in the context of regular worship and guided service learning. The “Cornerstone Course” in Bible, Engaging with the Bible, provides both an overview of biblical content and an overview of appropriate methods of interpreting the Bible so that students will be well-grounded in how to read the Bible in the 21st century. Other Bible courses build upon this foundation to provide students with detailed biblical knowledge, along with a ‘toolbox’ of interpretive tools to use for future Bible study.

❑ **Diversity Studies** ***one course**

The NCU community is committed to honoring the diversity of persons, backgrounds, and ideas represented on our campus and in our society at large. All students will have the opportunity to explore issues of diversity as they emerge from the core curriculum and from the specific disciplines of an academic major.

The following NCU courses have been approved to meet the diversity requirement, though some may be available only in the daytime. Consult your advisor for actual course offering times and locations. Many of these courses may also fulfill requirements in other areas of the general education core (e.g., Communication, Social Sciences).

- ANTH 210 Cultural Anthropology
- BTH 240 Christianity in America
- COMM 220 Intercultural Communication
- HIST 240 History of the Pacific Northwest
- MGMT 419 Global Business Management
- MUS 313 Music of Multi-Cultural America
- SOC 200 Introduction to Sociology
- PSY 430 Social Psychology

*Some of the approved courses may also fulfill requirements in other areas of the gen ed core (e.g., humanities, social sciences).

❑ **Specialization or Electives** **10**

TOTAL **60***

*NOTE: 60 semester credits are the minimum requirement.

If a student with an AA decides to pursue a bachelor’s degree, then the remainder of the General Education (CORE) requirements must be completed.

General Education (CORE) Requirements for Bachelor Degrees

Purpose

To provide a cohesive body of excellent undergraduate coursework that is a foundation for all NCU's academic programs.

Objectives

Graduates of this program will:

1. Demonstrate their commitment to ethical leadership and the integration of faith and learning.
2. Demonstrate skills of sound reasoning, critical thinking, and ethical decision making in courses that focus on listening, speaking, reading, and writing.
3. Demonstrate the capacity to make informed judgments about the place of humanity in the world through social science courses that focus on traditional and contemporary thinkers.
4. Construct and evaluate empirical processes.
5. Demonstrate cultural competency.
6. Demonstrate a general knowledge of the Bible and skills in interpreting the biblical text for the 21st century.

The Requirements

- ❑ **Writing** 6
 - ❑ WR 121 English Composition 3
 - ❑ WR 123 English Composition 3
- ❑ **Humanities** 15

Structured thinking communicated eloquently is the essence of understanding the humanities. The ability to communicate effectively by means of listening, speaking, reading and writing in diverse situations as a reflection of sound reasoning and critical thinking is the focus of the humanities.

- ❑ Must include one course in each area:
 - ❑ Communication
 - ❑ Literature
 - ❑ Ethics
- ❑ Choose remaining Humanities credits from any of the following areas:
 - Art History/Appreciation
 - Communications
 - History
 - Foreign Languages
 - Literature
 - Music History/Appreciation
 - Philosophy

- ❑ **Social Sciences** 15

Students enter into a dialogue with traditional and contemporary thinkers and address fundamental questions about the universe and the place of humanity within it through the social sciences.

Development of informed judgments about past and present issues, problems, people and situations occurs through the study of psychology and the social sciences.

- ❑ Must include one History course
- ❑ Choose remaining Social Science credits from courses in at least one area other than history:

Anthropology	History
Business	Human Services
Comparative Religions	Law
Criminal Justice	Political Science
Economics	Psychology
Education	Sociology
Geography	

❑ **Math/Science/Computer 6**

Understanding the world through scientific and mathematical paradigms brings a quantitative dimension to the humanities and social sciences. Taking courses in the physical and life sciences enables students to understand, construct and evaluate empirical processes and relationships.

- ❑ 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 course with lab
 - ❑ One computer science course

❑ **Bible & Christian Ministry Studies 8**

Core courses in Bible and Christian Ministry are designed to enable all NCU students to engage with the Bible as Holy Scripture in such a way as to promote the integration of faith in all aspects of academic study and individual vocation. Students will be challenged to study scripture in the context of regular worship and guided service learning. The “Cornerstone Course” in Bible, Engaging with the Bible, provides both an overview of biblical content and an overview of appropriate methods of interpreting the Bible so that students will be well-grounded in how to read the Bible in the 21st century. Other Bible courses build upon this foundation to provide students with detailed biblical knowledge, along with a ‘toolbox’ of interpretive tools to use for future Bible study.

❑ **Diversity Studies *one course**

The NCU community is committed to honoring the diversity of persons, backgrounds, and ideas represented on our campus and in our society at large. All students will have the opportunity to explore issues of diversity as they emerge from the core curriculum and from the specific disciplines of an academic major.

The following NCU courses have been approved to meet the diversity requirement, though some may be available only in the daytime. Consult your advisor for actual course offering times and locations. Many of these courses may also fulfill requirements in other areas of the general education core (e.g., Communication, Social Sciences).

ANTH 210 Cultural Anthropology

BTH 240 Christianity in America
COMM 220 Intercultural Communication
HIST 240 History of the Pacific Northwest
MGMT 419 Global Business Management
PSY 340 Social Psychology
SOC 200 Introduction to Sociology

*Some of the approved courses may also fulfill requirements in other areas of the gen ed core (e.g., humanities, social sciences).

Minimum General Education CORE for all majors..... 50

NOTE: 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 with Optional CPA Track (B.A.)

Requirements for Accounting Major (in-class options and online).....36

- MATH 310 Statistical Applications 3
- MGMT 310 Principles of Management and Leadership..... 3
- MGMT 450 Managerial Finance 3
- ACTG 211 Principles of Accounting I 3
- ACTG 212 Principles of Accounting II 3
- ACTG 341 Intermediate Accounting I..... 3
- ACTG 342 Intermediate Accounting II..... 3
- ACTG 345 Cost Accounting..... 3
- ACTG 430 Federal Income Tax 3
- ACTG 440 Auditing 3
- ACTG 470 Accounting for Non-Profit Organizations 3
- ACTG 499 Advanced Accounting..... 3

Optional CPA Track (additional 26 credits online)²

- Choose 8-9 from the following list 26**
 - Intermediate Accounting III
 - International Accounting
 - Accounting Information Systems
 - Accounting Theory and Research
 - Corporate Federal Income Taxes
 - Federal Income Taxation II
 - Advanced Auditing
 - Ethics for Accounting and Business
 - Business Finance
 - Business Law I
 - Upper Division Business, Economics or Accounting Electives

² According to the Oregon Society of CPAs website, a person must have completed 150 semester hours to qualify to sit for the examination. Of that 150 semester hours, 24 needs to be in accounting and 24 hours in accounting or a related area of study (business, economics, finance, and written and/or oral communication).

Business Administration (B.A.)

Program Faculty: Dr. Heidi Connoles

Purpose

The purpose of the business administration major is to prepare students for careers as managers and leaders in either private or public sectors. 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. Students in the program may choose to emphasize one of three concentrations: Management, Human Resources Management, or Marketing. An interdisciplinary minor is also available to complement other majors at the University. The program is primarily oriented towards the working adult.

Objectives

Graduates of this program will be able to demonstrate:

1. A comprehensive knowledge of the core principles and concepts related to business administration;
2. Effective communication, both written and oral, relative to different business environments and situations;
3. A knowledge and understanding of the role of Christian leadership, ethics, and service in effectively addressing business management issues and decisions;
4. Literacy regarding current management trends through the use of leading business information sources, current publications, and other available audio-video, online, or in-text resources;
5. An ability to integrate all aspects of their learning, understanding, knowledge, and skills concerning business through a comprehensive capstone course.

Prerequisites for the Business Administration Major:

- ECON 201 Microeconomics or ECON 202 Macroeconomics
- WR 315 Writing for the Social Sciences or WR 320 Writing for the Discipline

Requirements for Business Administration Major (in-class options or online)39

- ACTG 211 Principles of Accounting I 3
- ACTG 212 Principles of Accounting II 3
- MATH 310 Statistical Applications 3
- MGMT 310 Principles of Management and Leadership..... 3
- MGMT 315 Human Resources Management..... 3
- MGMT 330 Marketing 3
- MGMT 370 Legal and Ethical Issues in Business & Management 3
- MGMT 419 Global Business Management 3
- MGMT 450 Managerial Finance 3
- MGMT 499 Business Strategy and Policy 3
- Choose One Concentration 9

Management Concentration (Choose 9 credits upper division in-class options and online) 9

- MGMT 360 Management of Information Systems 3
- MGMT 410 Operations Management 3
- MGMT 415 Group and Organizational Behavior 3

Human Resource Management Concentration (Choose 9 credits upper division online)..... 9

- MGMT 318 Risk Management..... 3
- MGMT 328 Human Resource Development 3
- MGMT 338 Total Compensation 3
- MGMT 348 Performance Management 3

Marketing Concentration (Choose 9 credits upper division online)..... 9

- MGMT 334 Advertising and Promotion 3
- MGMT 335 Sales Strategy 3
- MGMT 336 Retail Administration..... 3

Minor in Business

Requirements for Business Minor18

- MGMT 310 Principles of Management and Leadership..... 3
- MGMT 330 Marketing 3
- Choose four courses from the following: 12
 - MGMT 315 Human Resource Management
 - MGMT 360 Management of Information Systems
 - 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

Interdisciplinary Studies (B.A.)

NCU offers an interdisciplinary studies program that helps students customize their degree programs. This major is ideal for the student who has wide-ranging interests in several academic areas.

In consultation with the program advisor, students may design a course of study involving three academic areas, with a minimum of 11 credit hours in each area. At least two-thirds of the coursework in each area must be in the upper division. In addition, students must complete three hours in IDS 495 (Internship) or complete IDS 499 (Senior Capstone). The total number of credit hours required for the major is 36.

Requirements for Interdisciplinary Studies	36
<input type="checkbox"/> Area 1.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Area 2.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Area 3.....	11
Must include 9 upper division credits	
<input type="checkbox"/> Choose one of the following:.....	3
IDS 495 Internship	
IDS 499 Senior Capstone	

Psychology (B.A.)

Program Faculty: Dr. Steve Caloudas

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.
14. Be able to demonstrate knowledge of the basic therapeutic process in counseling, including therapeutic alliance.
15. Be able to describe the basic counseling skills, including microskills, utilized in the therapeutic process, regardless of theoretical orientation.

Prerequisites for the Psychology major

- PSY 200 General Psychology
- WR 315 Writing for the Social Sciences or WR 320 Writing for the Discipline
- Choose one of the following:
 - BIOL 111 Principles of Biology I
 - BIOL 130 Human Biology
 - BIOL 200 General Biology

Requirements for Psychology Major36

- MATH 310 Statistical Applications 3
- PSY 320 Human Development 3
- PSY 330 Psychology of Learning..... 3
- PSY 340 Social Psychology 3
- PSY 350 Research Methods 3
- PSY 370 Cognition 3
- PSY 380 Theories of Personality..... 3
- PSY 410 Biological Psychology 3
- PSY 420 Abnormal Psychology 3
- PSY 465 Introduction to Counseling Skills..... 3
- Choose one of the following: 3
 - PSY 407 Special Topics
 - PSY 430 Psychology of Addiction
- Choose one of the following: 3
 - PSY 495 Internship
 - PSY 499 Senior Capstone

Minor in Psychology

Prerequisites for the Psychology Minor:

- PSY 200 General Psychology
- WR 315 Writing for the Social Sciences or WR 320 Writing for the Discipline

Requirements for Psychology Minor18

- PSY 320 Human Development 3
- PSY 330 Psychology of Learning..... 3
- PSY 340 Social Psychology..... 3
- PSY 380 Theories of Personality..... 3
- PSY 420 Abnormal Psychology 3
- Choose one of the following approved electives 3
 - PSY 370 Cognition
 - PSY 410 Biological Psychology

Certificate Programs

Limitations

1. No P/NP grading option is allowed in certificate programs except in those courses in which P/NP is the only grading option.
2. No certificate requirements can be earned through the use of CLEP or Prior Learning Assessment (PLA) credits.
3. A minimum of three quarters of the certificate coursework must be completed through NCU coursework.
4. Time limit: three years. After three years have elapsed from the time of initial matriculation in the University, the student must apply for readmission unless the student has been in continuous attendance, is pursuing an additional program, and remains within the time limit for that program (e.g. a student pursuing a degree and a certificate at the same time may complete within the allotted timeframe for the degree).

Accounting Certificate

This certificate is designed for students who have earned a bachelor's degree in accounting (or program faculty approved equivalent) and are in need of additional coursework to prepare for the CPA examination or advanced education in this field.

Applicants to the Accounting Certificate program must fulfill the following requirements:

- Completed Adult Studies Certificate Application
- \$25 application fee (Note: If the applicant is an NCU student or alumnus, the application fee will be waived.)
- Official transcripts from each college/university attended. (Note: Bachelor's degree must be from a regionally accredited institution.)

Program Requirements:

- Minimum 18 credits of coursework from Northwest Christian University
- Documented completion of the following seven courses or program faculty approved equivalents:
 - Intermediate Accounting III
 - International Accounting
 - Accounting Theory and Research
 - Federal Income Taxation II
 - Advanced Auditing
 - Ethics for Accounting and Business
 - Business Finance
- Additional coursework, if required, from the following:
 - Accounting Information Systems
 - Corporate Federal Income Taxes
 - Business Law I
 - Upper Division Business, Economics or Accounting Electives

Course Descriptions for Adult Studies

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, 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. **Pre-requisite:** 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 be addressed. **Pre-requisite:** 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. **Pre-requisite:** 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. **Pre-requisites:** ACTG 211, CIS 123 or CIS 124.

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. **Pre-requisite:** 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. **Pre-requisites:** 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. **Pre-requisite:** 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. **Pre-requisite:** 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. **Pre-requisite:** 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.

BTH 240 Christianity in America (2) This course is designed to help students examine their own personal experience of the Christian Church within the context of the rich theological diversity of Christianity in America as a whole. Students will explore the theological and historical roots of the particular Christian denomination with which they identify most closely, and they will engage in dialogue with other Christian traditions represented on this campus and in the broader community.

BTH 311 Biblical Themes and Perspectives of the Old Testament (4) This course is designed to help students discover the flow of Bible history with an emphasis on the major themes and perspectives contained in the Old Testament books. Students will examine the Abraham and Moses stories and how they pave the way for the New Testament. Course work will familiarize students with the Old Testament books with the intention of understanding how the whole collection comprises a steady stream of revelation and hope.

BTH 312 Biblical Themes and Perspectives of the New Testament (4) This course is aimed at having students explore the core elements of the New Testament books, and how they reveal God’s entry into time and space through Jesus Christ. Students will engage in an investigation of these writings to glean a strong sense of the major themes and perspectives of the New Testament as a whole.

BTH 345 Old Testament Wisdom and Ethics (4) This course is a study of the wisdom literature of the Old Testament. The course covers definitions and methods for studying ethics in biblical wisdom literature. It also discusses the ethics prescribed by the biblical wisdom literature and applies these principles in a contemporary context.

Biology

BIOL 130 Human Biology (3) An introduction to the function and structures of the human body. Covers organization, maintenance, movement, control, reproduction, and diseases. Co-requisite: BIOL 130L. Students must enroll in a concurrent laboratory section.

BIOL 130L Human Biology Lab (1) Laboratory to accompany Human Biology. Co-requisite: BIOL 130.

Business

BUS 100 Introduction to Business (3) This course provides an overview of the key functional areas of business administration as well as a focus on Christian values, ethics, and leadership in business. Basic topics include: global environment, economics, business ethics and social responsibility, communication, formation, accounting, finance, securities, marketing, human resources, information and technology, and operations.

BUS 110 Entrepreneurship and Small Business Management (3) This award winning, online course uses innovative features to introduce students to the basic topics and issues of small business management. Using an educational novel as the primary text, students follow the main character's learning curve to gain enough knowledge to resolve the central dilemma of the story. Using web-based resources and a workbook, students explore issues of entrepreneurship, business ethics and social responsibility, economics, forms of business, accounting, finance, marketing, e-commerce, human resource management, and operations.

Christian Ministry

CM 240 All Are Gifted, All Are Called (2) This class will consider several aspects of vocation, with special attention given to the relationship between work and calling. Building on the foundation that "All are gifted, all are called," students will be encouraged to explore questions such as, "What is God's call for my life, and how do I discern that call? How can I understand my career as ministry? How do I live out my call in the face of difficult moral challenges? How can I use my life to impact the world in a meaningful way?"

Communication

COMM 213 Interpersonal Communication (3) This course seeks to develop the student's understanding of, and ability to use, interpersonal communication skills. While emphasizing the fulfilling nature of intimate communication, the course will lead students to understand the nature of communication within relationships. (Satisfies the communication elective requirement in the General Education Core.)

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

COMM 418 Conflict Management (3) This course prepares students to identify, avoid, and manage common types of conflict within organizations. Presents communication styles and strategies for working through conflict. This course explores the nature of conflict. We will examine the communication theory which underpins our understanding of conflict and will use it to analyze interaction in specific contexts.

COMM 428 Team Leadership (3) This course examines leadership and its impact on team development, communication, quality of decision-making and performance. Course activities and discussion explore types of teams, leadership roles, member selection, team development and culture, trust and collaboration, barriers to performance, performance feedback and leading global teams.

Computer Information Science

CIS 124 Advanced Microsoft Office (3) This course provides an intermediate to advanced level of proficiency in word processing, spreadsheets, presentation graphics, and database software applications. The emphasis will be on applications for business, such as letters, memos, newsletters, reports, manuals, and presentations skills, as well as the processing and analyzing of data for hard science and social science research. Not available to students who have taken CIS 123.

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 201 Microeconomics (3) This course is an introduction to microeconomics, both business and personal. Topics include opportunity cost, the market system, supply and demand, cost, competition, monopoly, oligopoly, labor markets, and public goods. **Pre-requisite:** Knowledge of elementary algebra.

ECON 202 Macroeconomics (3) This course is an introductory course in macroeconomics. Topics of business and personal concern including business cycles, inflation, unemployment, banking, monetary and fiscal policy, the balance of payments, and economic growth are examined.

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.

ENG 230 Introduction to Poetry and Drama (3) This course presents a survey of both poetry and drama with a focus on major literary movements. Students will examine significant works of world drama with a close study of dramatic construction. Students will also become familiar with poetic techniques

considered theoretically and practically in relation to problems of form and significance: meter, rhyme, image, metaphor, stanzaic patterns, etc.

History

HIST 240 History of the Pacific Northwest (3) A study of the history of the Pacific Northwest including Native American peoples, problems and patterns of white movement to the area, acquisition by the U.S., the road to statehood and the ongoing impact of the region on the life of the nation.

HIST 331 History of Christianity I (3) An historical survey of Christianity from early beginnings through the Medieval Church period. (Satisfies BTH requirement)

HIST 332 History of Christianity II (3) An historical survey of Christianity from the Reformation to modern developments. (Satisfies BTH requirement)

Interdisciplinary Studies

IDS 495 Internship (1-4) This course is designed to give students practical work in a professional setting. Required of IDS and humanities majors. Repeatable for credit.

IDS 499 Senior Capstone (3) Student work with a designated professor to develop a research project and written paper that reflects one or more areas of academic concentration in the IDS major and integrates a significant amount of their previous coursework, service learning, and internship experience.

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. **Pre-requisite:** MGMT 310.

MGMT 318 Risk Management (3) The course is designed to identify key occupational health, safety and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs, policies and employers' liabilities. Current practices are reviewed.

MGMT 328 Human Resource Development (3) This course is designed to study theory and technology of organizational training and development. Learning theory and its applications to training, methodology for training evaluation and forces shaping future training needs are included.

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 334 Advertising and Promotion (3) Students examine the major areas of marketing promotion in this course, including such topics as advertising, media selection, packaging forms of sales promotion, and business ethics. **Pre-requisite:** MGMT 330.

MGMT 335 Sales Strategies (3) Behavioral aspects of personal selling and sales management are studied in this course with a focus on recruiting, selection, training, motivation, compensation, control, ethics, and the strategy of matching the sales effort to the sales task. **Pre-requisite:** MGMT 330.

MGMT 336 Retail Administration (3) This course studies the principles, practices, policies, ethics, and organization of businesses engaged in retail merchandising. **Pre-requisite:** MGMT 330.

MTMT 338 Total Compensation (3) This course is designed to examination various rewards systems, including financial, in organizations and the study of relevant theoretical and legal perspectives. Topics include, but are not limited to, job evaluation/wage surveys, incentives, pay equity, benefits, and compensation strategy.

MGMT 348 Performance Management (3) This course is a study of performance management as a system within an organization and as a leadership tool for anyone who supervises the people within the organization. Performance management systems will be analyzed and critiqued. Recommendations will be made for improvements to the system.

MGMT 360 Management of Information Systems (3) The focus of this course is how to manage information systems 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 systems in business situations, including ethical considerations and the global environment.

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.

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. **Pre-requisites:** 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.

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. **Pre-requisite:** MGMT 310, ECON 201 or ECON 202, WR 315 or WR 320.

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. **Pre-requisite: ACTG 312.**

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. **Pre-requisites:** MGMT 310, 315, 330, 370, 410, 450.

Mathematics

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.

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. **Pre-requisite:** MATH 105 or higher, computer competence.

MATH 320 Discrete Math (3) This course introduces the foundations of discrete mathematics as they apply to computer science. It provides a firm factual foundation about discrete mathematical structures and a rigorous introduction to the theoretical framework necessary for subsequent work in advanced discrete mathematics, theory of computation, database design, compiler design, and other theoretically grounded computer science courses. Topics include functions and relations, propositional logic, sets, Boolean algebra, simple graph theory structures, and an introduction to proof techniques. **Pre-requisite:** Completion of a college algebra course or equivalent mathematical preparation.

MATH 351 Calculus I (3) This course introduces the student to the mathematics of functions modeling continuous change. Models of continuous change are particularly important for viewing and analyzing the physical world. A wide range of computational, graphical, and symbolic techniques are developed to support this type of analysis. **Pre-requisite:** A college algebra course with a grade of C or better.

Music

MUS 313 Music of Multi-Cultural America (3) An overview of music from early times to the 21st century focusing on the multi-cultural music of the United States: Native American, folk, gospel, jazz, rock, country, hip-hop, etc. The course is delivered in blended format, utilizing online assignments, videos, and concert reviews. Students also learn how to research and present interest reports on both historical and contemporary music.

Philosophy

PHL 210 Ethics (3) This introductory course in ethics surveys the history of ethical thought in Western culture. Attention is given to such important movements as utilitarianism, deontology, egoism, and virtue ethics. Some attention is given to contemporary moral problems.

Prior Learning Assessment

PLA 105 (0/1 credit): Prior Learning Assessment Workshop. This course orients students to the prior learning assessment process. Students will conduct an individual learning analysis and develop an educational plan. Non-admitted students may take the workshop for no credit. Admitted students who have successfully met the requirements for completion of the class may gain one college credit upon acceptance to Northwest Christian University.

PLA 205 (3 credits): Prior Learning Analysis and Portfolio Development. This course provides an in-depth study of the Kolb method for assessing adult learning at the college level. Students will gain an understanding of the options available to them for gaining credit through the experiential essay and through technical training based on the use of the ACE National Guide for College Credit for Workforce Training. This is a writing intensive course resulting in the creation of a Portfolio which may be submitted to the PLA Coordinator for additional PLA credits. **Pre-requisites:** WR 121 and WR 123/WR 315

PLA 206 (0 credits earned): Prior Learning Related to Specific Courses. Students who successfully complete PLA 205 may continue to seek college-level credits from experiential learning. Each student receives individualized guidance by the professor of PLA 206. Together, they will identify specific NCU courses that relate to the student's prior learning. Students may write up to three experiential essays for each section of PLA 206. Credit is granted upon successful completion of each experiential essay as determined by the parameters of the PLA essay requirements.

Pre-requisites: WR 315 and PLA 205.

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. **Pre-requisites:** PSY 200 and 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. **Pre-requisites:** PSY 200, WR 315 or WR 320.

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. **Pre-requisites:** PSY 200, WR 315 or WR 320.

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. **Pre-requisites:** PSY 200, MATH 310, WR 315 or WR 320.

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. **Pre-requisites:** PSY 200, WR 315 or WR 320.

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. **Pre-requisites:** PSY 200, WR 315 or WR 320.

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. **Pre-requisites:** PSY 200, BIOL 111, or 130, or 200.

PSY 418 Psychology of Motivation (3) This course is designed to broadly survey psychological theory and research on motivation. We will review a number of major theories that explain what factors initiate, energize, direct, and sustain behavior from a biological, behavioral-learning, and cognitive perspective. The role of emotions in motivation will also be considered. In reviewing these topics we will also discuss the strengths and limitations of each theoretical perspective.

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. **Pre-requisites:** PSY 200, WR 315 or WR 320.

PSY 430 Psychology of Addictive Behaviors (3) This course is designed to provide a basic understanding of the nature of addiction, including progressive stages and the accompanying "system of denial," the impact of chemical dependency/behavioral addiction on individual users, families and communities, and to explore prevention and intervention strategies and treatment resources. Prerequisite: PSY 200.

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. **Pre-requisites:** 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. **Pre-requisites:** 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.

SOC 250 Career and Life Planning (3) This course is designed with the philosophy that you will make better career (and life) decisions, the better you know yourself and the world of work. Thus, this class focuses on self-assessment, and self-awareness; career exploration and researching career options; decision-making and goal setting. It is the focused and flexible approach to career planning—as you focus to plan and pursue your goals, you are flexible as new opportunities and opinions arise. This class is intended both for those exploring their first career, as well as those in career transition.

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. **Pre-requisite:** WR 121 or equivalent.

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, business, education, and other fields related to

students' majors. Students also learn to summarize current research and synthesize their findings into a cohesive research paper using APA manuscript style. **Pre-requisite:** WR 121.

WR 320 Writing for the Discipline (1) Students learn to conduct library and on-line searches to review the literature on topics in psychology, sociology, business, 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.

Index

Academic Calendars..... i-ii	Fitness..... 52
Academic Grievance 45	Grade Systems & Grade Point Averages..... 42
Academic Honesty Policy 36	Graduation..... 47-48
Academic Policies..... 35	Grievance Policy 45
Account Collections 16	Health Insurance..... 52
Accreditation Standards 6	History of Northwest Christian University..... 2-5
Active Service Duty 48	Honor Societies.....5
Add/Drop Course Policy..... 30	Honored Professors9
Administrative Drop..... 30	Honors 46
Administrative Withdrawal..... 30	Institutional Goals.....2
Administrative Officers and Staff..... 7-11	Introduction 1-6
Admission 13-14	Judicial Affairs and Grievance Procedures 53
Admission Status..... 13	Late Arrival for Class 35
Articulation Agreements..... 31	Late Papers and Assignments 40
Board of Trustees..... 11-12	Library, Edward P. Kellenberger 36
Calendars i-ii	Library Fines..... 38
Catalog Changes and Authority Policy 48	Loans..... 24
Characteristics of our Churches 3	Memberships.....5
Church Relationships & Theological Context 3	Mission of Northwest Christian University.....1
Class Attendance Policies..... 35	Nondiscrimination Policy..... 48
Classification of Students 43	Officers/Executive Committee of the Board of Trustees 11-12
Code of Conduct 51	Plagiarism 36
Commitment as a Campus Community 1-2	Reenrollment..... 33-34
Commencement/Graduation..... 47-48	Registration..... 29
Course Descriptions 75-90	Repeat Classes 44
Course Withdrawal Policy..... 33	Staff..... 9-11
Degree/Program Requirements..... 55-73	Student Development..... 51-53
Disability Services..... 36	Student Finances 15-28
Disclosure of Student Records Policy..... 48	Student Records Policy 48
Dishonesty and Plagiarism 36	Technology on Campus..... 39
Disqualification 42	Transfer Evaluation..... 30-31
Drop Course Policy..... 30	Trustees 11
Educational Philosophy..... 6	Tuition and Fees 15
Edward P. Kellenberger Library..... 36	Tutoring 36
Exam Policies..... 39	Values of Northwest Christian University.....1
Faculty Emeriti 9	Verification (Financial Aid)..... 18
Faculty (Full-Time)..... 7-8	Veterans..... 26
Faculty (Part-Time)..... 9	Vision of Northwest Christian University 1-2
Federal Student Aid 24	Withdrawal (from the University) 33
Federal Tax Benefits..... 26	Withdrawal (administrative)..... 30
Final Examination Policy 41	Withdrawal (course) 30
Final Grades 40	
Finances 15-28	
Finance Charges 15	
Financial Aid 15-28	