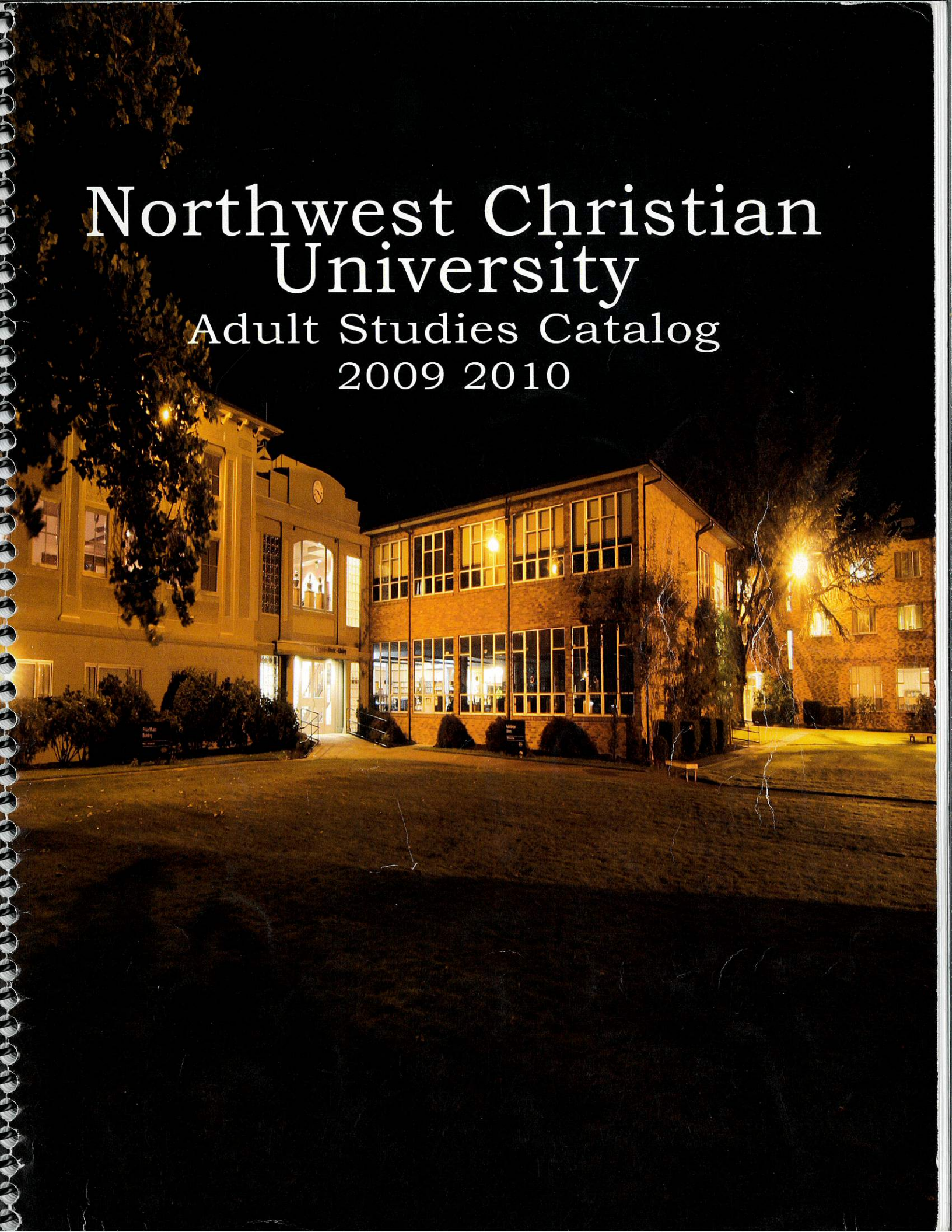


Northwest Christian University

Adult Studies Catalog
2009 2010



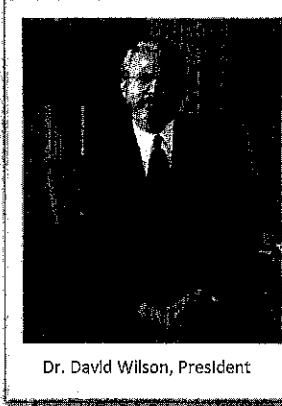


2009-2010

www.northwestchristian.edu

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Dr. David Wilson, President

A Welcome from the President: David Wilson

Dear Students:

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

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

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

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

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

Sincerely,
Dr. David W. Wilson

An Introduction to Northwest Christian University

The Vision, Mission, & Values 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.

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; 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

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.

- 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. Baptisteries—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
- Oregon Independent College 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.

NCU Accreditation Standards & 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

- Mary Aguilera**, Ph.D., Program Director of School Counseling; Assistant Professor of School Counseling
B.S., Multnomah Bible College, 2000; M.A. Western Seminary, 2004; Ph.D., Oregon State University. (Since 2009)
- Steve Andersen**, D.H.A., Associate Professor of Business and Management
B.S., University of the Pacific, 1970; M.B.A., California State University, 1982; D.H.A., Medical University of South Carolina, 2002. (Since 2007)
- Elizabeth Aydelott**, Ph.D., Professor of English, Dean of the School of Arts, Sciences & Business
B.A., Emory University, 1974; M.A., Indiana University, 1976; Ph.D., Indiana University, 1979. (Since 2003)
- Timothy M. Bergquist**, Ph.D., Professor of Quantitative Methods
B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara University, 1975; M.S., Oregon State University, 1985; Ph.D., University of Oregon, 1996. (Since 1996)
- Michael Bollenbaugh**, Ph.D., Professor of Philosophy, 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)
- 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)
- Dave Fenner**, M.S., Program Advisor for PSP Psychology & Instructor of Counseling
B.A., Washington State University, 1969; M.S., University of Oregon, 1990. (Since 2009)
- Amy Ford**, Ph.D., Associate Professor of Professional 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)
- 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, Voice
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., Assistant 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)
Michael Kennedy, D.B.A., Professor of Business & Management
 B.S., University of Oregon, 1969; M.Div., Yale University, 1972; M.S., Naval Post Graduate School, 1983; D.B.A., Nova Southeastern University, 2001. (Since 1997)
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)
Anne Maggs, M.B.A., Associate Professor of Business and Management
 B.S., University of Oregon, 1982; M.B.A., Northwest Christian College, 2001. (Since 2001)
Heike McNeil, Ph.D., Associate Professor of Chemistry
 B.S., Linfield College, 1996; Ph.D., University of Oregon, 2000. (Since 2002)
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)
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)
Tracy Mullins, 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)
Nani Skaggs, Ph.D., Assistant Professor of Psychology
 B.S., George Mason University, 1990; M.A., George Mason University, 1993; Ph.D., George Mason University, 1996. (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)
Doyle Srader, Ph.D., Assistant 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)
Constance Wilmarth, Ph.D., Assistant 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)

Part-Time Professional Appointments

Frank Paliotta, M.B.A., Accounting
 B.B.A., Manhattan College; M.B.A., Manhattan College; C.P.A.
James Gill, M.F.A., English
 B.A., Southern Illinois University at Carbondale, 1996; M.F.A., Southern Illinois University at Carbondale, 1999.
Karen Lindsay, Ph.D., Bible and Theology, Art History
 B.A., Lincoln Christian College, 1982; M.A., Butler University, 1987; Ph.D., University of Birmingham, 2000.
Ron Palmer, Ph.D., History

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

Honored Professors

Honored professorship is granted to outstanding Christian scholars who, through scholarly publications, teaching, and/or educational services in Christian higher education, have achieved a national distinction. Through occasional lectures, seminars, and colloquiums they enrich the life and the educational endeavors of Northwest Christian University.

William J. Richardson, Ph.D., Honored Professor of Church History and Christian Ministry.
 B.Th., Northwest Christian College, 1943; B.D., Butler University School of Religion (since 1958, Christian Theological Seminary), 1947; M.A., University of Oregon, 1949; Ph.D., University of Oregon, 1962.

Services in Higher Education: Associate Professor of Speech and Bible, Northwest Christian College, 1947-49; Professor of Bible (New Testament) and Psychology, NCC, 1949-59; Professor of Bible and History, NCC, 1960-78; Professor of Church History, Emmanuel School of Religion, 1978-88. (Honored Professor at Northwest Christian University since 1997.)

Faculty Emeriti

J. Allan Clarke, D.Hum., Academic Dean Emeritus (1979-84)
Maud E. Fowler, M.S., Professor Emeritus: English (1964-67)
Frances Hyland, B.S.; B.O., Professor Emeritus: Speech (1944-1976)
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)
R. Edward McIndoo, M.A., Professor Emeritus: Speech Communication, Chaplain (1977-2001)
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)
George C. Shoemaker, D.Min., Professor Emeritus: Greek, Pastoral Ministries (1950-83)

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 David W. Wilson
 Executive Administrative Assistant Carla Aydelott

Academic Affairs

Vice President for Academic Affairs and Dean of the Faculty Dennis R. Lindsay
 Dean of the School of Arts, Sciences & Business Elizabeth Aydelott
 Director of the School of Christian Ministry Dennis R. Lindsay
 Dean of the School of Education and Counseling Jim Howard

Dean of Academic Resources & Adult Studies Brian J. Mills
 Registrar Aaron Pruitt
 Assistant Registrar Gill Heine
 Assistant Director of Admission- Graduate and Professional Studies..... Kathy Wilson
 Admission Counselor & Enrollment Advisor for Adult Studies Mindi Wagner
 Assistant Director of Enrollment Services & Coordinator of I.R.....Andrew Beckham
 Student Assessment Advisor for Adult Studies. Bonnie Temple
 Administrative Assistant for Enrollment Services Stacie Savelich

Advancement

Director of Alumni Relations Jeannine Jones
 Administrative Assistant..... Shannon Balmer

Business Affairs

Director of Finance/Controller Lisa Castlebury
 Payroll Analyst/HR Records Greg Battle
 Student Billing/Revenue Collection Specialist..... Darcy Nolte
 Plant Superintendent Oskar Bucher

Admissions & Financial Aid

Vice President for Student Development & Enrollment Michael Fuller
 Director of Admission..... Jennifer Samples
 Director of Financial Aid David Haggard

Information Systems Department

Analyst Programmer..... Dean Neiwert
 Campus Computing Specialist Doug Vermilyea
 Network Administrator Jason Barta

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 Student Development & Enrollment Michael Fuller
 Director of Residence Life and Student Services..... Jocelyn Hubbs
 Director of Student Programs Kirsten Madsen
 Campus Pastor..... Steven Poetzl
 Athletic Director Corey Anderson
 Athletic Trainer Jarred Gibson
 Sports Information Director Nick Askew

Adult Studies Admissions

The mission of our Evening Adult Enrollment 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 evening 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 evening adult certificate program must fulfill the following requirements to be considered:

- Completed Adult Studies Certificate Application
- \$25 application fee
- Submit one official transcript from each college/university attended
- Official transcripts from a regionally accredited institution showing receipt of a bachelor's degree, if required. If the applicant is an NCU student, the fee can be waived the app fee and can accept interim NCU transcripts showing degree progress to date.
- 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 following the Evening 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 Polices 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 2009-10 Academic Year

| <i>Undergraduate Tuition Cost:</i> | Fall 2009 | Spring 2010 | Summer 2010 |
|---|--|--------------------|--------------------|
| <i>Per credit hour:</i> | \$395 | \$395 | \$395 |
| <i>Audit:</i> | \$140 | \$140 | \$140 |
| <i>Credit for Prior Learning:</i> <small>*1-30 hour cost</small> | \$75 | \$75 | \$75 |
| <i>Health Insurance (Optional)</i> | \$877 per year (estimated for a single student. Rates for families also available) | | |

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

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

Books and media - \$.50 per item per day.
Lost or damaged items—cost to library to replace item plus \$5 service charge.

Returned Check Charge

Returned checks subject to \$25 charge.

Room Replacement Key Fees

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

Housing Options

Students in the Professional Studies Program have the option to reside on campus. Single and family housing is available, as in 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 Payment Intent Agreement (on NCU's website) and a Financial Responsibility Agreement that allows you to determine your anticipated balance for the academic year and provide methods for making payment. 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 terms will be sent to the permanent address NCU has on record before classes for each term begin. This statement will have anticipated term financial aid as listed on the award letter as well as term charges for tuition and fees. 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 term.

New billing statements are printed on the 20th of each month for unpaid balances as well 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 term 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 via the Payment Intent Agreement or by phone (MasterCard and Visa accepted)
- Monthly Payment Plan (8 or 10 month) available as an option on the Payment Intent Agreement or by contacting the Business Office. A \$75 enrollment fee is required.

Deposits

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

Money on Account

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

Tuition Refund Policy

Upon complete withdrawal or dismissal from the University, students, including veterans, receive a proportional refund for tuition. All student fees are nonrefundable, including but not limited to, vehicle permits, application fees, etc. A student must notify an appropriate

school official prior to the 2nd class session in order to receive a full refund for an individual course. After the 2nd class session, no tuition refund is given.

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

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

Refund of Residence Hall Room and Board

Refer to the residence hall contract 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, student employment and education loans to help those who qualify. In addition, the Financial Aid Office provides financial aid counseling to students and their families to guide them through the process of applying for and receiving financial aid. Our goal is to provide the service and financing resources needed to enable deserving students to attend NCU.

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

$$\frac{\text{Term Days Remaining as of Withdrawal Date} \div}{\text{Total Days in Term}} = \text{Percent of Aid Returned}$$

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:

$$\frac{\text{Term Days Elapsed as of Withdrawal Date} \div}{\text{Total Days in the Term}}$$

$$= \text{Portion of NCU Charges Assessed.}$$

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 term's two-week add/drop period. Aid may be subject to multiple disbursements each term. The total aid awarded for the year is divided

equally between each term 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 term 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 term, 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 \$5,350 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 - \$1,000 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 2008-2009 grants ranged from \$400 to \$3,200. 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 (OSCA) administers more than 250 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.osac.state.or.us>.

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.

Work Opportunities

Work-Study offered as part of a financial aid package requires the student to pursue placement in one of the University's part-time positions on or off campus. The total number of Work-Study positions is limited and employment cannot be guaranteed, however, students are assisted to compete for jobs available in the library, maintenance department, administrative offices, athletics, Morse Event Center, and academics.

The amount of Work-Study shown on the financial aid award is based on a combination of need and a projection of earnings possible if the student works his/her full allotment of hours. Funds are not applied to the student's account but provided to the student in the form of a paycheck. Earnings are based on Oregon minimum wage and work schedules that vary from 6 - 11 hours per week.

Loans

NCU participates in two major federal programs for education: the Federal Family Education Loan (FFEL) program and the Perkins Loan program. Both programs provide low-interest loans with favorable repayment terms. The vast majority of financial aid awards from NCU include one or more federal education loans. Most students choose to accept such loans to help finance their education. Private alternative loans are also available to help students and their parents pay for university expenses. NCU does not routinely include alternative loans in the student's initial financial aid package. However, alternative loans may be added if more assistance is needed after exhausting federal, state, University and private student aid opportunities.

Federal Family Education Loans (FFEL)

Loans provided through the FFEL Program are made by banks, savings and loans, and credit

unions, backed by the federal government, and guaranteed by guaranty agencies. Through the FFEL Program the federal government offers Stafford Loans for students and PLUS loans for parents.

Stafford Loans

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 5.6% 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 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 with a bank, either online or at a local branch.

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

Students eligible for federally insured Stafford education loans must select a lender to provide their 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 by the

lender 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 7211 or local 541-684-7211. Many questions may be answered over the phone. We are happy to arrange appointments for students and their families to meet with a financial aid counselor.

E-mail questions may be sent to finaid@northwestchristian.edu.

The Financial Aid Office is located in the Martha Goodrich Administration Building at the corner of 11th & Alder. Office hours are 8:30 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 course work 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.northwestchristian.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.

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. Student 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 course work 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. Students, who, at the time of initial matriculation, have completed the Oregon Transfer Associate of Arts degree or a similar degree from a regionally accredited institution, satisfy NCU core requirements (or general education requirements) except eight credits in Bible and Christian Ministry. These requirements are normally fulfilled with BTH 101/102.

Articulation Agreements

NCU has articulation agreements with a number of institutions, including 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.northwestchristian.edu/registrar/TransferStudents_new.htm.

Major Classes Transfer

An automatic evaluation of major course work 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 four graded credit hours for NCU physical education courses. All additional hours (beyond four) will be graded Pass/No Pass.

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.northwestchristian.edu/registrar/AP-CLEP.htm>.

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 portfolio 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 Portfolio Assessment

Students may receive a maximum of 30 credits in a variety of subject areas for learning acquired through experience outside a normal academic setting. For conditions, guidelines, and procedures, consult NCU's *Manual for Credit for Prior Learning*. 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.northwestchristian.edu/registrar/eteran/Military+Transcripts.htm>. 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**

Students who wish to resume studies at NCU after an absence of one or more semesters should submit a letter of intent to the Office of Admissions. An official transcript of all coursework taken during the time away from NCU must be provided for evaluation along with the letter. If studies at NCU have been interrupted for more than two years, a newly completed application for admission is required. If the student has taken college courses at another college or university since leaving NCU, an official transcript must accompany the new application. The application fee is not required for the

readmission application. Normally a readmitted student is required to meet the academic and graduation requirements that are in force at the time of 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. As a basis for this petition, the student must present evidence of acceptable work in another college or university, or experience in work that demonstrates maturity.

Academic Probation Regulations

Students on academic probation and those admitted conditionally are required to complete the University's current academic skills development program. Failure to do so may result in academic disqualification. Students are

encouraged to carry no more than 12-13 credits while on academic probation.

1. The minimum cumulative grade point average (GPA) required for graduation at NCU is 2.00.
2. A student whose semester GPA falls below a 2.00, but whose cumulative GPA remains equal to or above a 2.00, is placed on academic warning for the subsequent semester.
3. A student whose cumulative GPA falls below a 2.00 is eligible to continue on academic probation for one semester. During this semester, the student must raise his or her semester GPA to 2.00 while taking a full load.
4. A student on academic probation may achieve satisfactory academic standing and be removed from probation by raising his/her cumulative GPA to 2.00 or above.
5. A student receiving veteran educational benefits may remain on academic probation only one semester to continue receiving the benefits. The student's semester and cumulative GPA must be a minimum 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 of student development, who may consider additional actions, including dismissal from the University.

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.northwestchristian.edu/undergrad/student-life/disability-services.aspx

Edward P. Kellenberger Library

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

The NCU online catalog, OPALL, provides computerized access to over 500,000 items from seven consortium libraries, including NCU, Corban College, Mt. Angel Abbey, Concordia University, Warner Pacific College, Multnomah College and Biblical Seminary, and Western Seminary. OPALL is accessible on campus as

well as through the University web page at <http://www.northwestchristian.edu/library>. A courier service ensures rapid resource sharing of materials among the consortium libraries and other libraries in Oregon and Washington. Library materials can be mailed to students or faculty not near a library served by the courier.

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

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

The library is an institutional member of the American Library Association, Association of

College and Research Libraries, and Northwest Association of Private Colleges and Universities.

Technology on Campus**Purpose**

The mission of the Information Systems (IS) Department is to serve the computing and communication needs of all faculty, staff, and students 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 they deem 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.

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 term. 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 the letter grade by 0.3 per credit (for B, C, and D grades only), and the minus sign decreases the points assigned the letter grade by 0.3 per credit. 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.

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).

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

As a rule, students should enroll in courses according to their classification. Exception may be made with the consent of the instructor. 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

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, an academic staff person or an academic department have the right to raise their concern and/or to lodge a grievance at any time without fear or consequence of retribution by any member of faculty or staff.

Procedures for lodging an academic grievance may be found on the website:
<http://www.northwestchristian.edu/registrar/catalogs>.

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.

Outstanding Promise in Christian Education Award

This award carries a prize of \$200 worth of Christian Education materials from Standard Publishing Company, and is awarded annually to a graduating senior who has demonstrated academic excellence in Christian education and who displays outstanding Christian character, a passion for education in the church, and aptitude for ministry. Recipients' names appear engraved on a perpetual plaque, located in the Pomajevich Faculty Building.

Outstanding Speaker Award

This is an annual award given to a graduating senior who has achieved a 3.5 or better in all communication and homiletics classes taken at NCU and who, over time, has been judged by the Arts & Sciences faculty as an excellent oral presenter and speaker through a variety of speaking venues, including class presentations and other opportunities at NCU.

Zondervan Greek Award

This honor is awarded to one student who has demonstrated academic excellence in the study of Koine Greek and its application to New Testament studies. The recipient receives a prize of a Zondervan Publishing Company product and a commemorative medallion. A customized perpetual plaque is located in the Pomajevich Faculty Building, bearing the names of the winning students from each year.

Bash/Whisler Memorial Bible Reading Contest

The Bash/Whisler Memorial Bible Reading Contest is open to any regularly enrolled NCU student. Competition is in reading selections from the Old and New Testament with the New Testament passage being given from memory. Monetary awards are provided by the family of Dr. and Mrs. Gerald S. Bash in memory of them and their family.

Graduation

Commencement/Graduation Activities

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

Graduation Application

Students who are nearing the completion of their degree requirements and intend to graduate must submit an application for graduation. Applications can be submitted through the BeaconNet (<http://www.northwestchristian.edu/beaconnet/>), or a form downloaded from

<http://www.northwestchristian.edu/registrar/forms.htm> and submitted to the Office of the Registrar. The application must be submitted by the end of registration for the term immediately preceding the final semester of coursework, regardless of whether or not the student intends to participate in 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.northwestchristian.edu/registrar/FERPA.htm>. 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);

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.

- 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

Student Development

Code of Conduct

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

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

Policies and standards for conduct shall apply to conduct that occurs on the University premises, at University-sponsored activities, and off campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is

awarded). NCU reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances. University policy ensures individual responsibility and an environment that contributes to a learning community. Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary action and sanctions. Each student associated with NCU is expected to be familiar with and to follow all policies and procedures established by the University.

For a complete listing of policies, judicial affairs, and grievance procedures please refer to the Student Handbook posted online at <http://www.northwestchristian.edu/NR/rdonlyres/5B824349-35F9-4143-8785-87EF2A8844F5/0/Handbook.pdf>; hard copies are available by request in the Student Development Office, 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 our Four Wheel Drive: Embracing the Lord, Embracing the Campus Community, Embracing our City, and Embracing the Nations. This approach is evidenced in the many activities and opportunities to grow spiritually at NCU including chapel and worship services, community life, group Bible studies, urban outreach and community service projects, evangelism teams, missions trips, and much more. For more information, please see <http://www.northwestchristian.edu/studentlife/ministry>. The department offers:

- Daytime and nighttime chapel services that aspire to build community, enable worship, and challenge participants to be devoted followers of Jesus Christ.

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

Fitness Center in the Morse Event Center

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

Food Services

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 NCU Bookstore. Our food service program is able to customize meal options with individual students who have special dietary requirements.

Health and Wellness

Health

At Northwest Christian University, the health and well-being of our students is of 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.northwestchristian.edu/studentlife/health/Health+Resources/>.

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: www.northwestchristian.edu/studentlife/health/Student+Insurance.htm.

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: www.northwestchristian.edu/studentlife/health/Mental+Health/.

Intercollegiate Athletics

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

Fall Sports:

men's cross country, soccer, golf
women's cross country, soccer, volleyball, golf

Winter Sports:

men's basketball
women's basketball

Spring Sports:

women's distance track, golf, softball
men's distance track, golf

Student Activities

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

- Beacon Nights: a free weekly program that gives students exciting events to participate in on Friday nights at 9:00pm.
- Signature events including Mr. Beacon, Beacon Madness, Late Night Breakfast, Homecoming events, Spring Formal, Family Weekend, Coffee House Concerts, etc.
- A competitive intramural program offers both league and non-league play in the areas of dodge ball, volleyball, basketball, capture the flag, open gym, flag football, and more!
- Cultural programs engaging in local arts-everything from the Eugene Saturday Market to shows at the Hult Center, in Portland, or in Ashland at the Shakespeare Festival.

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 : www.northwestchristian.edu/NR/rdonlyres/5B824349-35F9-4143-8785-87EF2A8844F5/0/Handbook.pdf; hard copies are available by request in the Student Development Office, 684-7345.

2009-2010 Academic Calendar for Adult Studies Programs

| | Session 1 | Session 2 |
|---|--------------------|---------------------|
| Fall 2009 | 8 Week 1 | 8 Week 2 |
| August 24, 2009 - December 18, 2009 | 8/24/09 - 10/16/09 | 10/19/09 - 12/11/09 |
| note: Online course start, end, and drop dates vary. Dates posted for each class listing | | |
| Registration Begins | 7/13/2009 | 7/13/2009 |
| Admission Deadline | 8/10/2009 | 10/2/2009 |
| Orientation | week of 8/10 | |
| Registration Deadline | 8/10/2009 | 10/2/2009 * |
| Decision Date for Class Cancellations | 8/10/2009 | 10/2/2009 |
| Classes Begin | 8/24/2009 | 10/19/2009 |
| Last Day to Drop/Declare Pass No Pass | 8/31/2009 | 10/26/2009 * |
| Last Day to Withdraw | 9/25/2009 | 11/20/2009 |
| Classes End | 10/19/2009 | 12/11/2009 |
| Commencement | | 12/11/2009 |
| Holidays | 9/7/2009 | 11/26-11/27 |

| | 8 Week 1 | 8 Week 2 |
|---|-----------------|-----------------|
| Spring 2010 | | |
| January 11, 2010 - May 7, 2010 | 1/11/10-3/5/10 | 3/8/10-5/7/10 |
| note: Online course start, end, and drop dates vary. Dates posted for each class listing | | |
| Registration Begins | 11/16/2009 | 11/16/2009 |
| Admission Deadline | 12/28/2009 | 2/19/2010 |
| Orientation | Week of 1/4 | |
| Registration Deadline | 12/28/2009 | 2/19/2010 * |
| Decision Date for Class Cancellations | 12/28/2009 | 2/19/2010 |
| Classes Begin | 1/11/2010 | 3/8/2010 |
| Last Day to Drop/Declare Pass No Pass | 1/15/2010 | 3/12/2010 * |
| Last Day to Withdraw | 2/12/2010 | 4/9/2010 |
| Classes End | 3/5/2010 | 5/7/2010 |
| Spring Break (on campus courses) | | 3/22 - 3/26 |
| Commencement | | 5/8/2010 |
| Holidays | 1/18/2010 | |

Summer 2010

May 10, 2010 - August 22, 2010

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

| | 8 Week 1 | 8 Week 2 |
|---------------------------------------|-------------------------------------|-----------------|
| | 5/10/10-6/30/10 | 7/1/10-8/22/10 |
| Registration Begins | 4/5/2010 | 4/5/2010 |
| Admission Deadline | 4/23/2010 | 6/16/2010 |
| Orientation | Week of 4/26 | |
| Registration Deadline | 4/23/2010 | 6/16/2010 * |
| Decision Date for Class Cancellations | 4/23/2010 | 6/16/2010 |
| Classes Begin | 5/10/2010 | 7/1/2010 |
| Last Day to Drop/Declare Pass No Pass | 5/14/2010 | 7/7/2010 * |
| Last Day to Withdraw | 6/4/2010 | 7/30/2010 |
| Classes End | 6/30/2010 | 8/22/2010 |
| Commencement | See 2010/2011 December Commencement | |
| Holidays | 5/31/2010 | |
| | Monday | |

*Students who register in session one for the entire semester must petition with an academic advisor to add or drop classes in session 2 after the session one drop deadline. Petition fees may apply.

Adult Studies and Online Programs

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

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

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

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 Professional Studies Students

1. Minimum number of graded courses in the program is 42 credit hours.
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.

Student Status in the Professional Studies Program

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

Portfolio Information

The portfolio is a compilation of the student's learning in the areas of academic, personal, and professional experience. Credit from the portfolio is generated in two ways and the process is taught in the IDS 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 IDS 205 (Portfolio Analysis) 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)684-7317
 E-mail: visit@northwestchristian.edu
 Web Site: www.northwestchristian.edu

Two-Year Associate Degree Programs

Associate of Arts: General Studies

Program Advisor: Dr. Elizabeth Aydelott

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

- 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
- RELS 210 The Abrahamic Faiths of Judaism and Islam
- RELS 220 Living Religious Traditions of the Far East
- SOC 200 Introduction to Sociology

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

❑ **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
- RELS 210 The Abrahamic Faiths of Judaism and Islam
- RELS 220 Living Religious Traditions of the Far East
- SOC 200 Introduction to Sociology

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.

Certificate Programs

TESOL Certificate Program

Program Advisor: Dr. Elizabeth Aydelott, Mr. Charles Sturms

Purpose

The TESOL Certificate focuses on applied linguistics and includes basic skills required to teach English to speakers of other languages in the US or abroad. It is a basic program leading to a TESOL Certificate. Additional TESOL courses may be added to broaden and deepen this certificate. There is also a public school certification (ESOL) track leading to an Oregon public school endorsement.

The TESOL Program, while serving primarily native English speakers, is open to international students who have already attained high proficiency in English. A current TOEFL score is required.

The TESOL certificate is awarded to those who already have a bachelor's degree or will complete one simultaneously.

Course work is sequential. Internships are to be taken after course work is completed.

Objectives

Graduates of this program will:

1. Provide students with a fundamental knowledge of languages in general, language acquisition and teaching.
2. Provide students with a guided professional experience (internship) teaching English either in the U.S. or abroad.
3. Provide students with an opportunity to meet TESOL professionals, assist in career guidance and job placement.

Requirements for the TESOL Certificate12

- LING 310 Introduction to Comparative Linguistics 3
- ENG 310 English Grammar and Syntax 3
- LING 415 Language Learning and Teaching 3
- ENG 495 Internship* 3

*For every one credit of internship, 25 clock hours of documented work at an approved internship site is required.

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 311 Principles of Accounting I 3
- ACTG 312 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 Taxation I 3
- ACTG 440 Auditing 3
- ACTG 470 Non-profit Accounting 3
- ACTG 499 Advanced Accounting 3

Optional CPA Track (Additional 26 Credits Online)¹

- Choose 8-9 from the following list26
 - 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

¹ 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: Anne Maggs

Purpose

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

Objectives

Graduates of this program will:

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

Requirements to Begin Major Coursework

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

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

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

- ECON 301 Microeconomics² 3
- ACTG 311 Accounting Principles I 3
- ACTG 312 Accounting Principles II 3
- MGMT 310 Principles of Management and Leadership 3
- MATH 310 Statistical Applications 3
- MGMT 370 Legal and Ethical Issues in Business & Management 3
- MGMT 419 Global Business Management 3
- MGMT 499 Business Strategy and Policy 3
- MGMT 330 Marketing 3
- MGMT 450 Managerial Finance 3
- Choose One Concentration 9

Management Concentration (Choose 9 Credits Upper Division in Class Options and Online)9

- MGMT 340 Business Communications 3
- MGMT 410 Operations Management 3
- MGMT 415 Group and Organizational Behavior 3
- MGMT 360 Management of Information Technology 3

Human Resource Management Concentration (Choose 9 Credits Upper Division Online)9

- MGMT 315 Human Resources Management 3
- MGMT 318 Health, Safety, & Security 3
- MGMT 328 Training and Development 3
- MGMT 338 Compensation and Benefits 3
- MGMT 348 Performance Management 3

Health Care Administration (9 Credits Upper Division Online)9

- HCA 318 Health Care Organization 3
- HCA 328 Managed Care 3
- HCA 418 Community Health Evaluation 3

Managerial Finance Concentration (Choose 9 Credits Upper Division Online)9

- MGMT 418 Business Finance 3
- MGMT 428 Advanced Corporate Finance 3
- MGMT 438 Money and Banking 3

Marketing Concentration (Choose 9 Credits Upper Division Online)9

- Marketing & Management 3

² For Academic Year 09-10 this major requirement can be fulfilled by taking either NCU's ECON 201 or ECON 202.

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

Conflict Management Concentration (9 Credits Upper Division Online)9

- COMM 418 Conflict Management..... 3
- Choose two courses from the following 6
 - COMM 220 Intercultural Communication
 - COMM 428 Team Leadership
 - PSY 418 Psychology of Motivation

Pre-MBA Track

- Accounting
- Business Law
- Economics
- Finance
- Stats

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 Technology
 - MGMT 370 Legal and Ethical Issues in Business & Management
 - MGMT 410 Operations Management
 - MGMT 415 Group and Organizational Behavior
 - MGMT 419 Global Business Management
 - MGMT 450 Managerial Finance

Computer Information Systems (B.S.)

Prerequisites to the Major (online).....6

- Hardware & Software or Computer Science Fundamentals..... 3
- Introduction Course in Programming the following: 3
 - o Introduction to Visual Basics
 - o Programming in C/C++
 - o Programming in JAVA
 - o Programming Languages I

Requirements for CIS Major (online).....36

- CIS 318 Database Concepts..... 3
- CIS 328 Control Structures..... 3
- CIS 338 Data Structures 3
- CIS 418 Network Theory & Design..... 3
- CIS 428 Ethics for the Information Technology Professional..... 3
- CIS 430 Operating Systems 3
- CIS 438 Software Engineering..... 3
- MATH 320 Discrete Math or MATH 351 Calculus I 3
- Choose One Concentration..... 12

Computer Science (Online)

- CIS 348 Advanced Programming & Algorithms..... 3
- Choose 9 Credits from the following 9

| | |
|--|--|
| CIS 358 Java Programming | CIS 458 Database Programming |
| CIS 368 Systems Analysis & Design | CIS 498 Database Management |
| CIS 478 Web Programming & Scripting | CIS 488 Enterprise & Web Application Programming |
| CIS 448 Computer Organization & Architecture | CIS 378 Assembly Language |

Information System (Online)

- Database Management..... 3
- Choose 9 Credits from the following: 9

| | |
|--|--|
| CIS 388 Introduction to Information Security | CIS 303 Network Defense & Security |
| CIS 218 System Analysis & Design | CIS 433 UNIX Operating System |
| CIS 303 System Security | CIS 423 Protocol Analysis |
| CIS 348 Advanced Programming & Algorithms | CIS 403 Design & Management of Enterprise Networks |
| CIS 413 Database Programming | |

Interdisciplinary Studies (B.A.)

Program Faculty: Dr. Michael Bollenbaugh

For the student who neither wants nor needs to be committed to a single major, Northwest Christian offers the Interdisciplinary Studies major. The major is ideal for the student who seeks an individualized plan of study.

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 | |

Management Information Systems (B.A.)

| | |
|--|-----------|
| Co-Requisites to the Major (online) | 9 |
| <input type="checkbox"/> Introduction to Computer Information Systems | 3 |
| <input type="checkbox"/> CIS 328 Control Structures | 3 |
| <input type="checkbox"/> CIS 338 Data Structures | 3 |
| Requirements for MIS Major (In class options and Online) | 36 |
| <input type="checkbox"/> MATH 310 Statistical Applications..... | 3 |
| <input type="checkbox"/> MGMT 315 Human Resource Management..... | 3 |
| <input type="checkbox"/> MGMT 310 Principles of Management and Leadership..... | 3 |
| <input type="checkbox"/> MGMT 415 Group & Organizational Behavior..... | 3 |
| <input type="checkbox"/> MGMT 370 Legal & Ethical Issues in Business & Management..... | 3 |
| <input type="checkbox"/> MGMT 360 Management of Information Technology..... | 3 |
| <input type="checkbox"/> MIS 308 Introduction to Information Security..... | 3 |
| <input type="checkbox"/> MIS 380 Database Management | 3 |
| <input type="checkbox"/> MIS 450 Project Management | 3 |
| <input type="checkbox"/> MIS 455 Data Networks | 3 |
| <input type="checkbox"/> MIS 480 Managing Technology for Business Strategies | 3 |
| <input type="checkbox"/> MIS 460 System Analysis & Design | 3 |

Psychology (B.A.)

Program Faculty: Dave Fenner

Purpose

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

Objectives

Graduates of this program will:

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

Requirements to Begin Major Coursework

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

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

Prerequisites for the Psychology major

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

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 495 Internship
 - PSY 499 Senior Capstone
- WR 315 Writing for the Social Sciences 3

Minor in Psychology

Prerequisites for the Psychology Minor:

- *PSY 200 General Psychology
- WR 315 Writing for the Social Sciences

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

Course Descriptions for Adult Studies

Accounting

ACTG 311 Principles of Accounting I (3) An introductory course for students having little or no accounting experience. The course is designed to provide an accounting foundation with emphasis on sole proprietorships. In addition to providing a foundation for accounting majors, the course is structured to benefit students pursuing various majors and interests.

ACTG 312 Principles of Accounting II (3) This course is a continuation of the introductory course in basic accounting principles and procedures that apply to business in general, including the corporate form of ownership and managerial accounting. **Pre-requisite:** ACTG 311.

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.

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.

Biology

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

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.

BUS110 Small Business Management and Entrepreneurship (3) This course introduces students to the basic topics and issues in small business management with a focus on Christian values, ethics, and leadership in business. Basic topics include: entrepreneurship, business ethics and social responsibility, strategic management, economics, forms of business, finance and accounting, marketing and pricing, 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 System

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

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

CIS 218 System Analysis & Design (3) This course provides students with the necessary level of information technology education relative to understanding the uses and roles of information systems in business organizations. Students receive instruction on the information concepts and methodologies associated with the development of business information systems, and their effective application to the solution of business problems. Students learn the major issues of managing information technology in the contemporary business environment and the relationship between organizations structures, and information technology. Team approaches are utilized along with structured computer laboratories and cases. Writing intensive course. **Pre-requisite:** An Introduction to Computer Science course

CIS 303 Network Defense & Security/System Security (3) Securing the systems which run our computers is the key to ensuring that our essential information remains safe and available. This course provides the essentials to understanding the threats to systems security, the methods to counter those threats, and some practical work in systems security. A computer system with appropriate software will be required. **Pre-requisite:** Introduction to Information Security

CIS 318 Database Concepts (3) This course will provide an introduction to database concepts with an emphasis in the relational database model. The course will illustrate concepts and application of the entity-relationship diagram and principles and application of normalization. The student will understand the use of structured query language (SQL) to extract information for the database. The course will have a board overview of advanced databases topics like Web Database Development, Data Warehouses and Database Administration.

CIS 328 Control Structures (3) Discusses basic concepts of computer organization. Develops a precise and logical methodology in reducing complex and unformatted data to algorithmic format. Introduces the concepts and methodologies of structured programming and design. Demonstrates the uses, abuses, and best practices of control structures. CIS 328 is an introductory computer programming course in which the control structure aspects of programming languages are taught using the C++ programming language. Although these control structures form basis of virtually all structured and object-oriented programming languages, the CIS 328 course does not teach object-oriented programming. In this course, the student is introduced to console application programs that use basic data types, input/output processing, and sequential, selection, iterative, and subprogram control structures. The student is also introduced to the fundamentals of software engineering methodology including top down design, algorithm analysis, and structured programming. **Pre-requisites:** Computer Science Fundamentals or its equivalent. In order to participate successfully in this course, students are expected to have proficiency in the following skills: 1. Working knowledge of the DOS or Windows operating system and 40 hours of hands-on experience using a personal computer. Specific areas include: disk formatting, word processing/editing, and file creation, maintenance, and printing. 2. Working knowledge of email and the use of a web-browser. 3. Basic understanding of how to create a simple C++ console application program as covered in an Introduction to Computer Science course.

CIS 338 Data Structures (3) This course combines concepts discussed in computer programming and design, with structural programming and design. This course covers data structures including arrays, structures, linked lists, queues, stacks, file organization along with file processing. It also emphasizes sound programming practices and presents algorithms used in problem solving. **Pre-requisites:** CIS 328

and an Introduction to Computer Science course and have a working knowledge of course: Practice with problem definition, solution construction and algorithmic development, Practice with top-down design techniques, coding, and debugging. Familiarity with control structures used for decisions and iteration, including: if, while, do-while, for, and switch. Understanding of modular code design with functions, and proper parameter passing, using both pass-by-value and pass-by-reference and an understanding of recursion.

CIS 348 Advanced Programming and Algorithms (3) This course develops advanced programming skills. Presents advanced features of program design and analysis, group programming, and large projects design and implementation. Introduces analysis of computer algorithms from an efficiency point of view. **Pre-requisites:** Data Structures and Control Structures with a working knowledge of the following topics within each course: 1. Practice with problem definition, solution construction and algorithmic development using top-down design techniques. 2. Practice with coding control structures used for decisions and iteration, including: if, while, do-while, for, and switch. 3. Understanding of modular code design with functions, and proper parameter passing, using both pass-by-value and pass-by-reference. 4. Practice with using text files and binary files to store and access data. 5. Practice with coding data structures, including: enumerated types, arrays, structures/records, and linked lists, and the ability to choose appropriate data structures to store data for a particular programming problem.

CIS 358 Java Programming (3) This course teaches how to design and code Java programs that include the use of basic Java constructs such as data structures, control structures, class inheritance, interfaces, and abstract classes. iDesign, code, test, debug and run both Java applications and applets. Code Java event-driven programs with graphical user interfaces. While the focus of the course is on your acquiring knowledge of OO programming in the Java programming language, the course will also enhance your skills to think critically, communicate effectively, and use contemporary technology. **Pre-requisites:** This course requires the completion of C Programming and Object Oriented Analysis and Design. It is expected that the student will have a working knowledge of programming fundamentals, basic DOS commands, the Windows environment, and OO fundamental concepts. Student are expected to have the following knowledge and skills: general programming concepts, such as data and control structures, understand the concepts of object-oriented programming and UML notation and the ability to program in C.

CIS 368 Systems Analysis & Design (3) This course provides students with the necessary level of information technology education relative to understanding the uses and roles of information systems in business organizations. Students receive instruction on the information concepts and methodologies associated with the development of business information systems, and their effective application to the solution of business problems. Students learn the major issues of managing information technology in the contemporary business environment and the relationship between organizations structures, and information technology. Team approaches are utilized along with structured computer laboratories and cases. Writing intensive course. **Pre-requisite:** An Introduction to Computer Science course.

CIS 378 Assembly Language (3) Describes the elements and techniques of assembly language programming for microprocessors used in the IBM compatible family of microcomputers. Introduces computer architecture, and discusses the concepts of data representation, microprocessor instructions, addressing modes, stack usage, functions, calling sequences, and parameter passing methodologies. **Pre-requisite:** Data Structures.

CIS 388 Introduction to Information Security (3) The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be a significant part of any business plan and that individuals working in that or allied fields become knowledgeable in the principles of information security. This course provides an introduction to the field of information security that lays a necessary foundation for later courses.

CIS 398 System Security (3) Securing the systems which run our computers is the key to ensuring that our essential information remains safe and available. This course provides the essentials to understanding the threats to systems security, the methods to counter those threats, and some practical work in systems security. A computer system with appropriate software will be required.

CIS 403 Design & Management of Enterprise Networks (3) This course enables networking professionals and students to analyze, design and manage LANs and point-to-point networks. Techniques used to analyze and design different type of networks are reviewed. **Prerequisites:** Fundamentals of Computer Networks. In order to successfully participate in this course, students are expected to have a working knowledge of the following topics and proficiency in the following skills: Working knowledge of the Windows operating system and 40 hours of hands-on experience using a personal computer. Specific areas include: disk formatting, word processing/editing, and file creation, maintenance, and printing.

CIS 413 Database Programming (3) Provide on-line students with an introduction to Database programming concepts and technology. This course will provide a theoretical foundation upon which more advanced skills can be built as well as give the student's hands-on experience with the technology. **Pre-requisite:** Database Management. Students should have some proficiency with PCs, Windows, Unix, and the Internet.

CIS 418 Network Theory & Design (3) An introduction to the theory, design and application of networks. This course will include the creation and operation of an actual network.

CIS 423 Protocol Analysis (3) This course provides an overview of protocols commonly used in today's computer networks. An emphasis is placed on the protocols that make up the majority of LANs and the Internet. Special attention is placed on the most common protocol stacks used and the interaction between layers of a protocol stack. **Pre-requisite:** Introduction to Networking Course.

CIS 433 UNIX Operating System (3) This course is designed to enhance students' skills and knowledge of the Unix Operating System. It is intended for an audience of programmers and advanced computer users. Therefore, the course contents will emphasize the following topics: Unix utilities, Unix shells, shell script programming, C programming tools, and system administration. This course will develop knowledge and skill through practical application of the concepts learned from the aforementioned topic areas. Each application will challenge students to recall knowledge learned from previous sections and to integrate new concepts to solve the assignments. **Pre-requisites:** Fundamentals, Control Structures, Data Structures, Operating Systems and C Programming. Practice with problem definition, solution construction, top-down design techniques, algorithmic development, coding, and debugging. Familiarity with control structures including: if, CASE/switch, for, while, and do-while. Understanding of the use of C functions and C command line arguments. Practice with creating and running C programs.

CIS 428 Ethics for the Information Technology Professional (3) This course focuses on ethical problems that arise in a computer science setting. It emphasizes the individual decision-maker in the entry-level position as well as at the managerial level. The course studies the various philosophical and social / psychological decision systems which can be used to resolve ethical problems.

CIS 430 Operating Systems (3) This course covers the organization and operation of computer systems, including batch processing, interactive processing, multi-programming systems, storage management, data sharing in main storage, resource control, file systems, and processor scheduling. **Pre-requisites:** Data Structures, CIS361 and an Introduction to Computer Science course.

CIS 438 Software Development/ Engineering (3) Software Engineering encompasses the development and understanding of processes and artifacts required to develop high quality computer software applications. This course introduces students to the Software Engineering field covering a plethora of topics that address the analysis, design, implementation, testing, and maintenance of software applications constructed to satisfy specific customers requirements. These tasks take place within a software project that attempts to minimize risks. Both traditional procedural and emerging object-oriented software engineering techniques are examined.

CIS 448 Computer Architecture (3) This course introduces machine architecture through the traditional Von Neumann architectural schemes. Features traditional register-to-register transfer logic, ALU design, and architectures. Examines hamming codes, disk drive performance analysis, virtual storage and cache memory, pipelining, micro-code and bit slicing. Examines several systolic architectures and their corresponding parallel processing environments. **Pre-requisites:** Statistics or Discrete Math and Data Structures

CIS 458 Database Programming (3) Provide on-line students with an introduction to Database programming concepts and technology. This course will provide a theoretical foundation upon which more advanced skills can be built as well as give the student's hands-on experience with the technology. **Pre-requisite:** Database Management. The student should have some proficiency with PCs, Windows, Unix, and the Internet.

CIS 468 Database Management (3) Discusses techniques of database systems design and implementation, and physical file organization, data integrity and security techniques. Emphasizes management of the database environment. Develops data structures in contexts of database, database management, and data communications. Assesses the role of the relational database in expert systems.

CIS 478 Web Programming & Scripting (3) Introduces Web-based application development. Topics include various mark-up languages (XHTML, Dynamic HTML and XML), several scripting languages (JavaScript, Jscript, Perl, PHP and others), Web servers (IIS and Apache), and relational databases (JDBC API, MySQL) and other skills needed to create Web-based applications.

CIS 488 Enterprise & Web Application Programming (3) This course presents advanced Java topics for developing scalable enterprise applications, wireless applications, and distributed systems. Topics include distributed system architectures, Java 2 Enterprise Edition (J2EE) technologies, Enterprise JavaBeans (EJB), JavaServer Pages (JSP), servlets, Remote Method Invocation (RMI), Java Database Connectivity (JDBC), security, and design patterns. Students will develop a complete end-to-end e-business solution. **Pre-requisites:** Java Programming and Web Programming and Scripting.

CIS 498 Database Management (3) Discusses techniques of database systems design and implementation, and physical file organization, data integrity and security techniques. Emphasizes management of the database environment. Develops data structures in contexts of database, database management, and data communications. Assesses the role of the relational database expert systems.

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.

ENG 310 English Grammar and Syntax (3) Students in this course will study the syntax of English, focusing on the structure of the language, linguistic analysis, stylistics and usage. A basic knowledge of critical language functions are explored with a view to improvement in grammar and style in writing and applying this knowledge to the teaching of English, either for second-language learners or K-12 students. Prerequisite: WR 121.

ENG 495 Internship (3) The English/TESOL Internship is designed to give students practical experience using the skills they have gained through the English/TESOL Program. Repeatable for credit.

Health Care Administration

HCA 325 Introduction to the Health Care System (3) A descriptive study of the U.S. health care system including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

HCA 328 Managed Care (3) An analysis of the organizational structure and management of

managed health care. It emphasizes current trends in the managed health care industry with emphasis on the payment and financial aspects of America's managed health care system.

HCA 418 Community Health Evaluation (3) This course is a study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

History

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 201/202 Ideas Matter: Engaging World Thought and Culture (3, 3) Like the first-year "Ideas Matter" sequence, this second-year series of courses explores foundational themes in the diverse religious, literary, cultural, artistic, historic, and political expressions that have shaped the world. Major movements in religion, science, government, philosophy, economics, etc. are treated as part and parcel to the concerns of these courses.

Linguistics

LING 310 Introduction to Comparative Linguistics (3) An introduction to the fields of phonetics, phonology, morphology, sociolinguistics, language acquisition, and foreign cultures. This course is foundational to all other courses in linguistics.

LING 415 Language Learning and Teaching (3) This course is an overview of the factors, age and psychological predispositions of learners, sociocultural and linguistic factors which impinge on the learning and teaching of human languages. It surveys language-teaching trends, approaches and methods, with an emphasis on interactive, communicative approach.

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

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.

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-requisites:** 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.

Math

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

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.

Management Information Systems

MIS 318 Introduction to Information Security (3) The advent of global networks has provided communication capabilities for businesses and individuals unparalleled in the history of the world. Attacks on the system that deny service, destroy systems, and purloin information through the use of worms, viruses, and other criminal attacks make it imperative that information security be a significant part of any business plan and that individuals working in that or allied fields become knowledgeable in the principles of information security. This course provides an introduction to the field of information security that lays a necessary foundation for later courses.

MIS 380 Database Management (3) Discusses techniques of database systems design and implementation, and physical file organization, data integrity and security techniques. Emphasizes management of the database environment. Develops data structures in contexts of database, database management, and data communications. Assesses the role of the relational database in expert systems. **Pre-requisite:** Data Structures

MIS 450 Project Management (3) This course provides the necessary information for students to understand and experience the critical success factors for Information System Project Management. The entire project management life cycle is illustrated through exercises and discussion. Students will become familiar with the general concepts of Project Management as well as specific concepts and challenges with Information Systems Project Management. Students will be project managers during their time in this course.

MIS 455 Data Networks (3) This course introduces the concepts and terminology of data communications and network design. Course topics include transmission techniques, network topologies, protocols, security, network control, and network architectures.

MIS 480 Managing Technology for Business Strategies (3) This course provides an executive perspective on management information systems, systems analysis, and database management with an emphasis on E-Business Enterprises. It develops an understanding of strategic issues underlying information systems, technical issues in developing systems, and strategic issues related to critical business success factors. The course also includes information's role in competition, industry leadership, and business planning. Finally, it covers alternative development methods and addresses issues of databases, project management, and functional management.

MIS 460 System Analysis & Design (3) Studies the analysis and design of computer based information systems. Considers transformation processes and comprehensive design. Includes advanced technology, emphasizing expert and knowledge-based systems. Considers human resources, communications and computers in a systems framework. **Prerequisite:** Data Structures

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:** WR121 and WR123/WR315

PLA 206 (0 credits earned/1 unit tuition): Prior Learning Related to Specific Courses. Students who successfully complete PLA205 may continue to seek college-level credits from experiential learning. Each student receives individualized guidance by the professor of PLA206. 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 PLA206. Credit is granted upon successful completion of each experiential essay as determined by the parameters of the PLA essay requirements. **Pre-requisites:** WR315 and PLA205.

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 and WR 315.

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

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

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

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

PSY 410 Biological Psychology (3) This course is designed to introduce students to neuroanatomy, brain mechanisms, and the physiological bases of behavior related to sensory systems, movement, sleep, learning, memory, and psychological disorders. **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 and WR 315.

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

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

WR 315 Writing for the Social Sciences (3) Students learn to conduct library and on-line searches to review the literature on topics in psychology, sociology, and related fields. Students learn to summarize current research and synthesize their findings into a cohesive research paper. APA manuscript style is introduced. **Pre-requisite:** WR 121.

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. Sixty percent must be members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ, four of whom will be from official entities of these church bodies. Four trustees are elected from the alumni of the University. Additionally, one faculty representative, elected annually by Faculty Forum, and one student representative (current president of ASNCU) serve on the Board as non-voting members.

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

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