

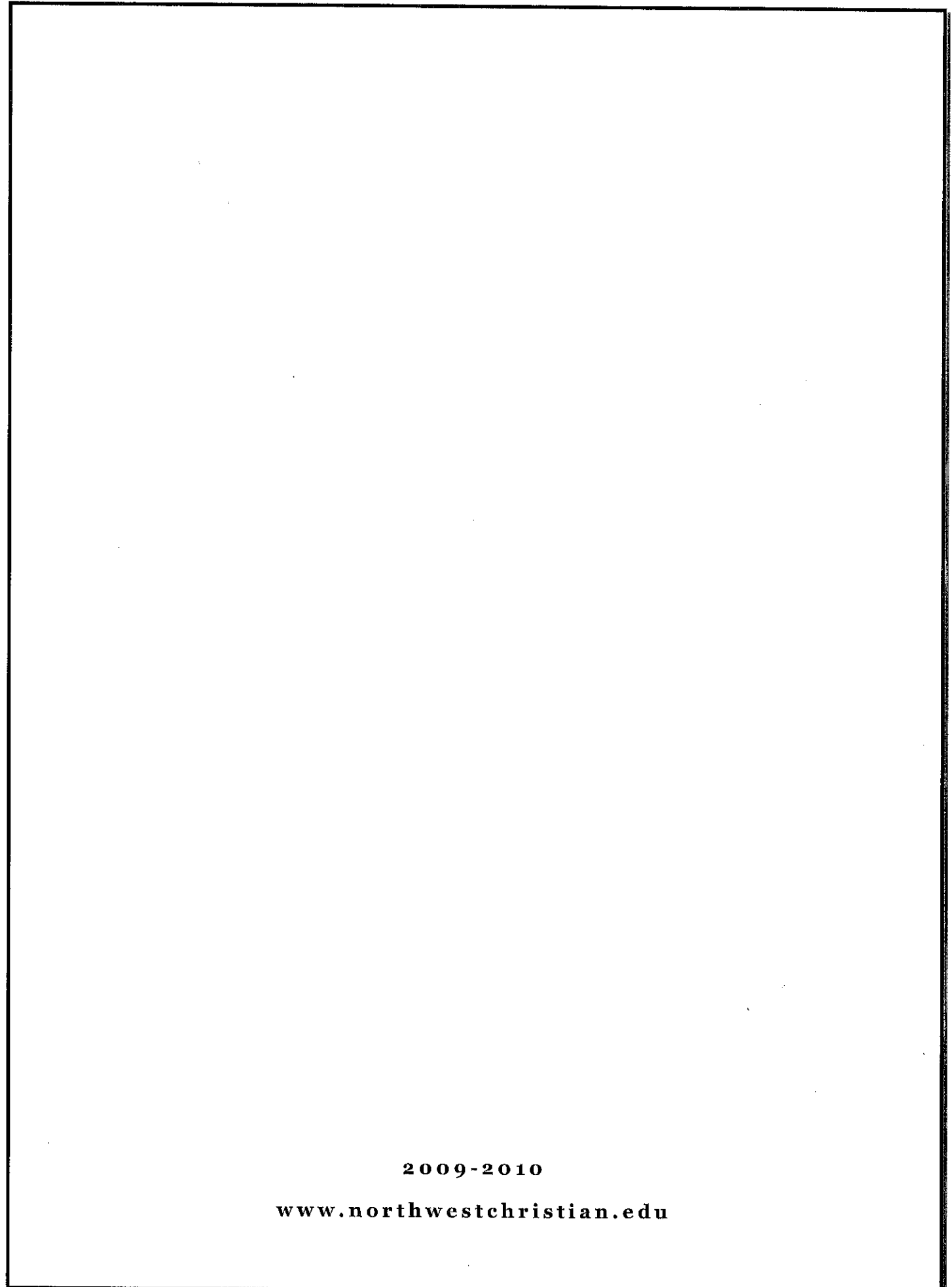
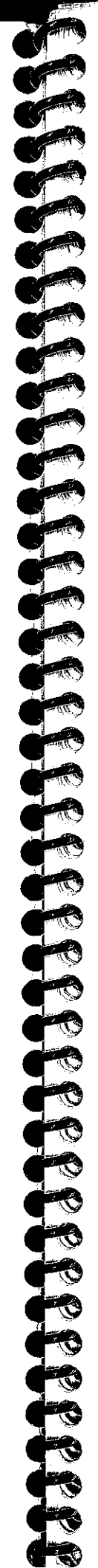


Northwest Christian  
University  
Graduate Catalog  
2009 2010

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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 Churches<sup>1</sup>*

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

<sup>1</sup> "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](http://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 veterans’ 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

**Graduate Programs & Admission**

In a commitment to academic excellence, Northwest Christian University offers master's degree programs in:

1. Business Administration (MBA)
2. International Business Administration (IMBA)
2. Community Counseling (MA)
3. Education (M Ed)
4. School Counseling (MA)

Coursework in all graduate programs is offered in sequential courses that generally meet evenings and occasional Saturdays. Classes are small, discussion-oriented, and presented from a Christian perspective. *Practica* and internship experiences, in addition to coursework, are part of the counseling programs. The MBA program culminates with a master's thesis or a comprehensive business plan. Community counseling students complete their program by either writing a master's thesis or taking an advanced practicum.

**Application Process**

Students should consult the application requirements for the specific graduate program for which they are applying. For application materials and information on individual programs, contact Enrollment Services.

All programs have an early admissions deadline of March 15. Completed applications are then reviewed by the admissions committee of each program. Applications may be accepted until July 1 on a space-available basis.

**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 or conditional student will not be advanced to full status until all the admission requirements are satisfied.

Provisional status is given to students who are missing a key piece from their admission file, such as an official transcript. Provisional students are not eligible for any Federal Financial Aid program. A provisional student will be required to pay in full for classes taken during this status. Provisional status is normally granted for only one semester.

Conditional status is granted to students who do not meet minimum admission requirements, such as a GPA lower than 3.0 or a test score below the recommendation. Conditional students are eligible for Federal Financial Aid programs. Conditional status is normally removed after one semester of taking at least 6 graduate-level credits and maintaining a 3.0 or higher GPA.

Once a student is admitted into the program, he/she can choose to enroll in the next starting cohort or delay for one year. If an admitted student chooses to delay for one year, he/she may start the program the following academic calendar year and may be subject to any program-specific changes in admission requirements. If a student chooses to delay for longer than one year, he/she will be required to

complete the admission process again including an application, fee, and all program-specific admission requirements.

## Master of Business Administration (MBA)

Program Advisor: Dr. Michael Kennedy

### Purpose

The purpose of the Master of Business Administration (MBA) Program is to assist students in the study and integration of business administration theory and practice in an organization. This study and integration is done from the perspective of Christian ethics and values. The 24-month evening course program is designed for working adults at the entry- to mid-level of management who want to expand their knowledge, skills, and abilities in business to complement their working experiences and to expand their career opportunities.

The program is primarily oriented towards people with an undergraduate degree in either management or business administration. However, it is designed so that, with appropriate prerequisites, a student with an undergraduate degree in another discipline should be able to complete the program successfully.

The 38-credit curriculum consists of 12 three-credit courses, plus a one-credit final project and a one-credit graduate writing seminar. Courses are offered in a business administration core, supporting management coursework, Christian foundations, and capstone coursework. The business administration core includes management theory and entrepreneurship, quantitative methods, marketing management, financial management, financial accounting, managerial economics, and communication in organizations. Supporting studies include group dynamics in organizations, management of human resources, and operations and service management. The Christian foundations course includes Christian leadership and ethics. In general, the courses use a case-based, team-oriented approach to learning.

In addition to the business administration core and supporting coursework, students complete two capstone requirements: a strategic management course and either a research-oriented thesis or a fully developed business plan.

### Program Objectives

Upon completion of the Master of Business Administration Program, candidates will be able to:

- demonstrate a comprehensive knowledge of the core principles and concepts of business administration in the following functional areas: general management theory and practice, quantitative methods, marketing, finance, entrepreneurship, accounting, economics, and organizational communications;
- demonstrate knowledge and skills in the supporting management studies of group dynamics, human resource management, and operations and service management;
- demonstrate knowledge and an understanding of Christian ethics in management as well as the role of Christian leadership and service;
- integrate all aspects of their learning, understanding, knowledge, and skills concerning business in a capstone series including strategic management and a comprehensive research-oriented thesis or a comprehensive business plan;

- demonstrate currency with trends in management, the leading sources of business information, current publications, and other available resources, both in text and on the Internet;
- address effectively ethical issues in business administration and management; and
- bring the Christian faith and values to bear on business processes.

### Admission Requirements

In order for an application to be considered for the MBA Program, the following materials must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0.
3. An official test score report from the Graduate Record Exam (GRE) documenting a minimum combined score of 1000 (verbal and quantitative) or the GMAT documenting a minimum score of 500. Test scores must be no more than five years old.
4. A 500-word essay (double-spaced) showing skills in written communication, addressing how an MBA relates to the student's personal and professional goals.
5. A resume detailing business/management experience.
6. A personal interview with the Admissions Committee.
7. A minimum score of 550 on the TOEFL (213 on the computer TOEFL or an 80 on internet-based TOEFL) for applicants from non-English speaking countries.

### Master's Thesis/Business Plan

MBA students register for a one-credit course, BUS 690, in their final semester. A Pass grade for BUS 690 requires that students complete their thesis or business plan. If they are not finished at the end of BUS 690, students earn an Incomplete in BUS 690 and have until the end of the next semester to complete their thesis or final project. If they do not complete their thesis or final project by the end of the next semester, they must reregister for BUS 690 for one credit at the current tuition rate for each additional semester until the thesis or final project is completed.

Students who have an outstanding balance with the University may not register for credits. Such students who have not completed their thesis or final project in the time allotted cannot register for the one credit Master's Thesis that enables them to maintain continuous enrollment in their program. Unless a payment plan is arranged through the Student Services Office, those students will be administratively dropped from their respective program. To complete their degree, they must then reapply for admission and, upon acceptance, complete the current program requirements.

### Required Prerequisite Courses:

1. Accounting
2. Business Law
3. Economics
4. Finance
5. Statistics

NCU offers for-credit classes in these subject areas in the Professional Studies Program that may be used to fulfill prerequisite course requirements. It is also possible to take online courses to fulfill these requirements or courses can be taken at other institutions. Contact the Center for Academic Resources and Adult Studies for more information.

**Requirements for Master of Business Administration .....38**

<input type="checkbox"/>	ACTG 545	Managerial Accounting .....	3
<input type="checkbox"/>	COMM 580	Communication in Organizations.....	3
<input type="checkbox"/>	ECON 555	Managerial Economics .....	3
<input type="checkbox"/>	BUS 501	Group Dynamics in Organizations.....	3
<input type="checkbox"/>	BUS 505	Management Theory and Entrepreneurship .....	3
<input type="checkbox"/>	BUS 530	Marketing Management .....	3
<input type="checkbox"/>	BUS 550	Financial Management.....	3
<input type="checkbox"/>	BUS 580	Quantitative Methods.....	3
<input type="checkbox"/>	BUS 600	Christian Leadership and Ethics .....	3
<input type="checkbox"/>	BUS 610	Operations and Service Management .....	3
<input type="checkbox"/>	BUS 615	Management of Human Resources .....	3
<input type="checkbox"/>	BUS 690	Final Project .....	1
<input type="checkbox"/>	BUS 699	Strategic Management.....	3
<input type="checkbox"/>	WR 500	Graduate Writing Seminar .....	1

**International Master of Business Administration (IMBA)**

Program Advisors: Dr. Elizabeth Aydelott & Mr. Brian Mills

**Purpose**

The purpose of the International Master of Business Administration (IMBA) Program is to assist students in the study and integration of business administration theory and practice in an organization. This study and integration is done from the perspective of Christian ethics and values. This program is designed for working adults at the entry- to mid-level of management who want to expand their knowledge, skills, and abilities in business to complement their working experiences and to expand their career opportunities.

The program is primarily oriented towards people with an undergraduate degree in either management or business administration. However, it is designed so that, with appropriate prerequisites, a student with an undergraduate degree in another discipline should be able to complete the program successfully.

**Program Objectives**

Upon completion of the International Master of Business Administration Program, candidates will be able to:

- demonstrate a comprehensive knowledge of the core principles and concepts of business administration in the following functional areas: general management theory and practice, quantitative methods, marketing, finance, entrepreneurship, and organizational communications;
- demonstrate knowledge and skills in the supporting management studies of group dynamics, human resource management, and operations and service management;
- demonstrate knowledge and an understanding of Christian ethics in management as well as the role of Christian leadership and service;

- demonstrate knowledge in a concentration area of general management or health care administration;
- integrate all aspects of their learning, understanding, knowledge, and skills concerning business in a capstone strategic management course;
- demonstrate currency with trends in management, the leading sources of business information, current publications, and other available resources, both in text and on the Internet;
- address effectively ethical issues in business administration and management; and
- bring the Christian faith and values to bear on business processes.

**Admission for International Business Administration (IMBA)**

NCU welcomes applications from HTIR into an International MBA program with concentrations in management and health care administration. Applicants who are not immigrants or citizens of the United States are considered for admission as international students. Evidence of proficiency in the English language is a prerequisite for admission. Applicants from non-English speaking countries are required to provide official results from the Test of English as a Foreign Language (TOEFL) or equivalent test. A score of 213 (computer based) or 80 (internet based) or 550 (paper based) is required for admission consideration. As part of their application, international applicants also must submit current and reliable documentation of their ability to pay the full cost of education and living expenses for the entire degree program.

To apply for admission, an international applicant should submit the following (to be coordinated with HTIR):

**A completed NCU and HTIR Co-op Application for Admission**

**Official transcripts:** A bachelor's degree, or proof of equivalency, is required for admission into the IMBA program. Under normal circumstances, official transcripts are required.

**English Proficiency:** The results of the Test of English as a Foreign Language (TOEFL) are required if English is not the student's native language. If there is sufficient documentation from a university showing that the university classes were all taught in English, then the admission committee will review documents and information for English proficiency as well. Because the TOEFL exam is given only a limited number of times each year, the applicant should allow sufficient time for the results to be included in the admissions process. Applicants must make their own testing arrangements with Educational Testing Service (ETS) at its web site [www.ets.org](http://www.ets.org), via email [toefl@ets.org](mailto:toefl@ets.org).

**Resume & Personal Statement**

**Application Fee:** A non-refundable \$50.00 application fee is due upon arrival.

**Two Letters of Recommendation**

**Financial Documentation:** All Financial supporting documents must be certified, verified, notarized or attested by a third party (not by HTIR or any agent). All financial documents must also be current, (preferably within the month of application, but not greater than three months old). Bank statements must be translated into English, have the amount in US dollars, have record of the account holder's name and account number, and signed by a bank official (signature should also be printed or typed/near the signature, bank stamped and dated and on the bank letterhead which has all contact information). In some cases, a sponsor letter (if not self supporting) must be attested or notarized by an official third party. This sponsor letter must have the sponsor and student names and support intent must be

declared. In order for an I-20 to be processed, the amount of liquid funds or support must be equal to or greater than the cost of attendance of the first academic year. This is based upon our cost of attendance calculation listed below.

**Health Insurance:** Health insurance is required for international students and can be coordinated with Student Development.

**Immunization:** In order to comply with Oregon law regarding a second dose of measles vaccination for college students, Northwest Christian University has developed the following policy: Every full-time student born on or after January 1, 1957 must provide the school with evidence of having received two doses of measles vaccine on or after his/her first birthday with a minimum of thirty days between doses. If month and year of the first dose are not available, documentation of the second dose in or after December 1989 must be provided. The dates must be accompanied by the student's signature. Students may be exempt from the immunizations if: religious beliefs prohibit immunization, a medical condition prevents the use of the vaccine, documentation is provided of adequate measles titer, or documentation is provided of having had the disease. This policy will be in effect beginning June 1, 2007. All students entering on or after this date must provide evidence of immunization in order to be allowed to register for courses.

Northwest Christian University will use the following procedure to assure compliance: Each entering student will be required to present documentation of immunization or legitimate exemption, either by mail or in person to the Student Development Office, located on the second floor of the Morse Event Center, before registration. The documentation must be signed by the student.

**International Process:** Once all financial conditions have been met, the Certificate of Eligibility (I-20) will be able to be issued by a Designated School Official (DSO). Please note that students who come to study on an I-20/F-1 Visa must register as full-time students. Please note that the regulations regarding the issuing of student visas may change at any time. It is the student's responsibility to investigate requirements through the local United States Consulate. International students approved for admission are mailed a letter of acceptance and Certificate of Eligibility I-20. In order to enroll, international students are expected to pay their bill in full at the beginning of each semester. The application must be completed with NCU International MBA program selected and must be signed by the student. The student must choose a major from the list of options on the application (no write-ins). All names and addresses must be printed legibly. The Passport must have a recognizable photo and be current (not expired).

**Cost of Attendance (9 months):**

	Cost per month	Based on 9 Months
Room and Board	\$750.00US	\$6,000.00US
Personal Expenses	\$130.00US	\$1,040.00US
Transportation	\$150.00US	\$1,200.00US
Tuition & Fees	\$724.00US	\$8,688.00US
Books & Supplies	\$55.00US per credit hour	\$660.00US

Health Insurance	\$855.00US	\$855.00US
	<b>Total:</b>	<b>\$18,475</b>

**Dependents** (if applicable): In order to process a dependent F-1, the student must provide copies of each dependent passports. Financial documents of additional means of support are required for each dependent. Usually an addition of \$6,000US per dependant is required.

**Required Prerequisite Courses:**

1. Accounting
2. Business Law
3. Economics
4. Finance
5. Statistics

NCU offers for-credit classes in these subject areas in the Professional Studies Program that may be used to fulfill prerequisite course requirements. It is also possible to take online courses to fulfill these requirements or courses can be taken at other institutions. Additional tuition beyond the IMBA fees is required for these courses and is the responsibility of the student. Contact the Center for Academic Resources and Adult Studies for more information.

**Assimilation/Gateway Courses:**

There are a total of 9 credits of assimilation courses prior to starting the business core classes which are the following:

- BUS 516 Employment in the US ..... 3
- BUS 517 Communicating Across Cultures ..... 3
- BUS 518 US Cultures and Customs ..... 3

**Curricular Practical Training**

Curricular Practical Training in the IMBA program consists of a one credit per semester. The instructor of record will meet once per month with the class as a whole to cover assignments/readings and is designed to help students reflect on work experience within the context of the course material. There is a total of 6 credit hours of practical training. The practical training can be covered in Fall, Spring or Summer semesters.

**Core Requirements for International Master of Business Administration .....30**

- BUS 600 Christian Leadership and Ethics ..... 3
- BUS 505 Management Theory and Entrepreneurship ..... 3
- BUS 530 Marketing Management ..... 3
- BUS 615 Management of Human Resources ..... 3
- BUS 580 Quantitative Methods..... 3
- BUS 610 Operations and Service Management ..... 3
- BUS 699 Strategic Management..... 3
- Concentration (choose 1) ..... 9
  - o Management Concentration

- ACTG 545 – Managerial Accounting
- BUS 450 – Financial Management
- ECON 555 – Managerial Economics
- Health Care Administration
  - To Be Determined

## Community Counseling (MA)

Program Advisor: Dr. Amy Ford

### Purpose

The Master of Arts in Community Counseling Program trains students in the art and science of counseling within a Christian frame of reference. In this program, students gain a solid foundation of counseling skills, procedures, and theories based on current research. Building upon that base, students develop a theoretical orientation to counseling that matches their own personality and value system. The program is Board-approved by the Oregon Board of Licensed Professional Counselors and Therapists for those persons desiring to become Licensed Professional Counselors.

Students are encouraged to individualize their graduate study experience through choices of topics for papers and presentations within the required coursework and through choice of internship site and topic of master's thesis. Thus, students gain a balance between a broad perspective of counseling and a "specialization" in an area of interest.

The 48-credit curriculum is two years long. Required coursework in counseling theories and foundations is integrated with applied clinical experience. Students begin their clinical experience at the University's on-site Counseling Center during their second semester, scheduling clients and supervision as their schedules allow. The capstone of the program is a three-semester 12-credit internship in the second year when students work about 16 hours a week in a counseling agency in the community. Students also complete a master's thesis in their final semester of study or an Advanced Clinical Practicum the following academic year.

### Program Objectives

Upon completion of the Master of Arts in Community Counseling Program, candidates will be able to:

- demonstrate an understanding of the theories and foundations of counseling and human behavior;
- verbalize a personal theoretical orientation to counseling;
- conduct an initial client assessment;
- formulate a treatment plan for brief counseling;
- deliver supervised counseling services to individuals and groups (a minimum of 600 clock hours of supervised clinical experience shall be documented, including 100 hours of clinical supervision);
- model professional ethical practices and adhere to legal requirements for counselors;
- demonstrate an awareness of current social issues affecting clients, including substance abuse, crime and violence, homelessness, and unemployment, child and elder abuse, and sexual abuse;
- demonstrate an awareness of spiritual issues affecting clients, including guilt, forgiveness, and value conflicts;
- demonstrate tolerance and respect for differences among people and be able to work with a variety of individuals from diverse cultural and socioeconomic backgrounds;

- collaborate with community networks and referral resources to establish continuity of care for clients;
- demonstrate knowledge of basic statistical methods and content of the literature on counseling research and conduct library research by writing a comprehensive thesis on a topic related to counseling; and
- develop and exhibit a professional identity as a counselor.

### Admission Requirements

In order for an application to be considered for the Community Counseling program, the following materials must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0.
3. An official test score report from the Graduate Record Exam (GRE) documenting a minimum combined score of 1000 (verbal and quantitative) or the Miller Analogy Test (MAT) documenting a scaled score of 400. Test scores must be no more than five years old.
4. A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling setting.
5. A résumé documenting education and experience in psychology, mental health, or related fields.
6. A personal interview with the Admissions Committee.
7. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

### Master's Thesis

Community Counseling students register for two thesis courses, COUN 690 (2 credits) and COUN 691 (1 credit), in their final summer. A Pass grade for COUN 690 requires that students complete their thesis proposal, documented by a signed form from their thesis committee and the Program Chair. If the proposal or the thesis is not completed at the end of summer semester, students earn an Incomplete in COUN 690 and have until the end of fall semester to complete it and remove the Incomplete. If they complete the entire thesis process, they earn a Pass for COUN 690 and for COUN 691. If they complete their proposal but do not complete the entire thesis process by the end of fall semester, they earn a Pass for COUN 690 and a No Pass for COUN 691 and must reregister for COUN 691 for one credit at the current tuition rate spring semester and every additional semester until the thesis is completed. If they do not complete their proposal by the end of fall semester, they earn a No Pass for COUN 690 and for COUN 691 and must reregister for both courses (three credits total) in the spring at the current tuition rate and every additional semester until the thesis is completed. (Once they complete their proposal, they earn a Pass for COUN 690, but must continue to register for COUN 691 for one credit each semester until the thesis is completed.) Any No Pass grades for the thesis remain on the transcript.

Students who have an outstanding balance with the University may not register for credits. Such students who have not completed their thesis in the time allotted therefore cannot register for the one credit of Master's Thesis that enables them to maintain continuous enrollment in their program. Unless a payment plan is arranged through the Student Services Office, those students will be administratively dropped from their respective program. To complete their degree, they must then reapply for admission and, upon acceptance, complete the current program requirements.

**Requirements for Community Counseling.....48**

<input type="checkbox"/> WR 500	Graduate Seminar .....	1
<input type="checkbox"/> COUN 520	Theories of Counseling.....	2
<input type="checkbox"/> COUN 530	Counseling Skills and Procedures.....	2
<input type="checkbox"/> COUN 540	Ethical and Legal Issues in Counseling .....	2
<input type="checkbox"/> COUN 510	Developmental Counseling Across the Lifespan .....	2
<input type="checkbox"/> COUN 550	Counseling Strategies and Treatment I.....	2
<input type="checkbox"/> COUN 560	Counseling Strategies and Treatment II.....	2
<input type="checkbox"/> COUN 581	Clinical Practicum I.....	2
<input type="checkbox"/> Professional Issues Forum .....		0
<input type="checkbox"/> COUN 580	Counseling Diverse Populations.....	2
<input type="checkbox"/> COUN 582	Clinical Practicum II .....	2
<input type="checkbox"/> COUN 590	Social and Spiritual Issues in Counseling.....	2
<input type="checkbox"/> COUN 610	Counseling Research .....	2
<input type="checkbox"/> COUN 570	Group Counseling.....	2
<input type="checkbox"/> COUN 630	Introduction to Family Systems .....	2
<input type="checkbox"/> COUN 660	Career Developmental and Counseling .....	2
<input type="checkbox"/> COUN 620	Substance Abuse Issues .....	2
<input type="checkbox"/> COUN 650	Individual Appraisal.....	2
<input type="checkbox"/> COUN 685	Clinical Internship.....	4 <sup>12</sup>
<input type="checkbox"/> COUN 690/691	Master's Thesis .....	3
	<b>OR</b>	
<input type="checkbox"/> COUN 681	Advanced Clinical Practicum .....	3

**Master of Education (MEd)**

Program Advisor: Mr. Brian Kaelin

**Purpose**

NCU offers a master of education degree suitable for individuals who currently hold an initial teacher's license but are seeking advanced content knowledge and application. Candidates will concentrate on a combination of curriculum and instruction and instructional technology. This degree provides the practitioner requisite skills to act as a teacher leader and curriculum designer in school communities and learning organizations. The master's degree in education as provides an emphasis in instructional technology designed to train professionals to improve learning and instruction through the coordinated use of instructional materials, human resources, and technology.

The classes are offered in eight-week sessions in a hybrid model that includes evening class sessions one night a week and online instruction, and/or the occasional Saturday session. The program is designed for a cohort model but is sufficiently flexible to accommodate individual educational plans.

**Program Objectives**

Upon completion of the Master of Education Program, candidates will be able to:

- commit to continuing professional growth to remain effective and to pursue additional investigation;
- demonstrate ethical and professional responsibilities of teachers as leaders in the community;
- self evaluate and recognize the need for dispositional change as an element of effectiveness;
- utilize research skills to continue the acquisition of professional knowledge and meet the needs of the professional learning community;
- reflect upon professionalism and impact made within the learning environment;
- actively demonstrate leadership behaviors in becoming a change initiator representative of community groups;
- differentiate and develop instructional skills for diverse student populations;
- utilize 21st-century skills within the learning environment in becoming leaders demonstrating best-practice implementation of instructional technology; and
- teach in an environment that is culturally responsive to student, parents, and colleagues.

**Admission Requirements**

In order for an application to be considered for the Master of Education Program, the following materials must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.
2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0.
3. A statement of purpose of two to three pages (double-spaced) showing skills in written communication and demonstrating maturity to work in an educational setting.
4. A résumé documenting education and teaching experience and/or alternative experience working with school-age children.
5. Three recommendation letters: one from a professional reference, preferably a supervisor in an educational setting or another setting working with children; and two additional letters of recommendation, one professional and one personal.
6. A personal interview with the Admissions Committee.
7. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

**Requirements for Master of Education .....32**

<input type="checkbox"/> WR 500	Graduate Writing Seminar .....	1
<input type="checkbox"/> EDUC 505	Professional Planning Seminar.....	1
<input type="checkbox"/> EDUC 507	Action Research .....	3
<input type="checkbox"/> EDUC 540	Web Enhanced Learning .....	3
<input type="checkbox"/> EDUC 560	Contemporary Education Issues .....	3
<input type="checkbox"/> EDUC 575	Ethical Leadership in Education .....	3
<input type="checkbox"/> EDUC 580	Curriculum Design and Instruction Methods.....	3
<input type="checkbox"/> EDUC 610	Professional Aspects of Instructional Technology .....	3
<input type="checkbox"/> EDUC 620	Practicum in Instructional Technology.....	3
<input type="checkbox"/> EDUC 630	Graphic Instructional Design and Production .....	3
<input type="checkbox"/> EDUC 640	Instructional Multi-Media Development .....	3
<input type="checkbox"/> EDUC 650	Instructional Technology Portfolio Seminar .....	3

## School Counseling (MA)

Program Advisor: Dr. Mary Aguilera

### Purpose

NCU offers a master of arts degree in school counseling, which trains students to become successful school counselors in K-12 public or private schools. The program is accredited by the Teacher Standards and Practices Commission (TSPC) in conjunction with the Oregon Educational Act for the 21st Century. Together with a Christian frame of reference and Christian faculty, this program provides students with a solid foundation of counseling skills and theories to promote the academic, social, and emotional development of children based on current research. Building upon that base, students learn to develop a comprehensive school counseling program and a professional identity as a school counselor that reflects their values as to the welfare of children, quality of academic performance, and safety in schools.

Additionally, students individualize their own program through choices of topics on papers and presentations in their required coursework and through choice of authorization level (early childhood/elementary or middle level/high school) and internship site.

### Program Objectives

Upon completion of the master of arts in School Counseling Program, candidates will be able to:

- develop and implement plans that promote social and emotional development;
- establish programs appropriate for group, individual, and family counseling;
- demonstrate interpersonal communication skills in relationships with colleagues, counselees and community members;
- practice and promote group process, crisis resolution, anger management, and violence prevention;
- demonstrate ethical standards and knowledge of legal frameworks unique to counseling
- collaborate with social service agencies providing services to students and families;
- support school-to-work transition and career planning;
- assist with curriculum coordination as it relates to guidance activities;
- understand student assessment as it relates to academic, career counseling, and personal/social development;
- assist with goal setting, learning skills, and the development of self-directed learners;
- support and develop plans that respect differences and promote communication among diverse groups;
- collaborate with school staff, families, and community members to meet individual student needs;
- assist staff to understand the needs of all students; and
- demonstrate effective counseling techniques for individuals and small groups.

### Admission Requirements

In order for an application to be considered for the School Counseling Program, the following materials must be submitted:

1. An application for admission, accompanied by a non-refundable \$50 application fee.

2. Official transcripts of all undergraduate and graduate coursework showing a bachelor's degree from a regionally accredited four-year college or university, with a minimum undergraduate GPA of 3.0, including the prerequisite course listed below.\*
3. An official test score report for either the Praxis I-Pre-Professional Skills Test (PPST) or the California Basic Educational Skills Test (CBEST).
4. A statement of purpose of two to three pages (double-spaced) showing skills in written communication, articulating interest in counseling as a profession, and demonstrating maturity to work in a counseling setting.
5. A résumé documenting education and teaching experience and/or alternative experience working with school-age children.\*\*
6. A recommendation from a professional reference, preferably a supervisor in an educational setting or another setting working with children. Two additional letters of recommendation, one professional and one personal. Three professional letters of recommendation.
7. A personal interview with the Admissions Committee.
8. A minimum score of 550 on the TOEFL (213 on the computer TOEFL) for applicants from non-English speaking countries.

\*One prerequisite course is required for admission to the program. Students need not have taken this prerequisite at the time of application. However, a student will not be fully admitted until documentation of successful completion of this course is received.

\*\*Admission to Track I requires documentation of two years of successful licensed teaching experience prior to acceptance into the school counseling program.

### \*Required Prerequisite Course:

PSY 320 Human Development or an equivalent upper division course in human development and behavior. This course may be taken concurrently in the first semester of coursework.

### Requirements for School Counseling Track I ..... 44

<input type="checkbox"/>	WR 500	Graduate Writing Seminar .....	1
<input type="checkbox"/>	SCOUN 510	Child/Adolescent Development and Mental Health .....	2
<input type="checkbox"/>	SCOUN 518	Introduction to the Counseling Profession .....	2
<input type="checkbox"/>	SCOUN 520	Counseling Theories and Skills I .....	3
<input type="checkbox"/>	SCOUN 530	Counseling Theories and Skills II .....	2
<input type="checkbox"/>	SCOUN 540	Ethical and Legal Issues in Counseling .....	2
<input type="checkbox"/>	SCOUN 560	Crisis Management .....	2
<input type="checkbox"/>	SCOUN 570	Group Counseling.....	2
<input type="checkbox"/>	SCOUN 580	Counseling Diverse Populations.....	2
<input type="checkbox"/>	SCOUN 620	Substance Abuse and Violence Prevention.....	2
<input type="checkbox"/>	SCOUN 622	Early Childhood/Elementary Counseling .....	2
<input type="checkbox"/>	SCOUN 624	Middle School/High School Counseling .....	2
<input type="checkbox"/>	SCOUN 630	Introduction to Family Systems .....	2
<input type="checkbox"/>	SCOUN 660	Career Development and Counseling .....	2
<input type="checkbox"/>	SCOUN 670	Academic/Behavioral Appraisal and Intervention .....	2
<input type="checkbox"/>	SCOUN 680	Research and Assessment.....	2
<input type="checkbox"/>	SCOUN 695	Internship/Group Supervision.....	12

### Requirements for School Counseling Track II .....50

<input type="checkbox"/>	WR 500	Graduate Writing Seminar .....	1
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- SCOUN 510 Child/Adolescent Development and Mental Health..... 2
- \*SCOUN 515 Instructional Strategies and Classroom Management..... 2
- \*SCOUN 516 Curriculum Development and Technology ..... 1
- \*SCOUN 517 Student Teaching Practicum ..... 3
- SCOUN 518 Introduction to the Counseling Profession ..... 2
- SCOUN 520 Counseling Theories and Skills I ..... 3
- SCOUN 530 Counseling Theories and Skills II ..... 2
- SCOUN 540 Ethical and Legal Issues in Counseling ..... 2
- SCOUN 560 Crisis Management ..... 2
- SCOUN 570 Group Counseling..... 2
- SCOUN 580 Counseling Diverse Populations..... 2
- SCOUN 620 Substance Abuse and Violence Prevention..... 2
- SCOUN 622 Early Childhood/Elementary Counseling ..... 2
- SCOUN 624 Middle School/High School Counseling ..... 2
- SCOUN 630 Introduction to Family Systems ..... 2
- SCOUN 660 Career Development and Counseling ..... 2
- SCOUN 670 Academic/Behavioral Appraisal and Intervention ..... 2
- SCOUN 680 Research and Assessment..... 2
- SCOUN 695 Internship/Group Supervision..... 12

\*These courses are required for Track II students who have a valid teaching license but have less than two years full-time documented teaching experience.

## Student Finances

### Tuition and Fees for the 2009-2010

Tuition and fees are determined annually by the NCU board of trustees. Tuition for each graduate degree cohort remains locked throughout the full extent of the program from start to finish provided the student remains continuously enrolled full-time.

### New Classes or Cohort Starting AY 09-10

Business Administration (MBA) tuition	\$724
per hour	
Community Counseling (MA)	\$550
Education (M Ed)	\$550
School Counseling (MA) tuition per hour	\$550
Audit per credit for all programs	\$140

### Health Insurance\*

Single Student \$877 per year (estimated)

*\*Optional Program. Rates for families also available.*

### Registrar's Fees

- Late Registration Fee - \$50.00
- Late Graduation Application Fee - \$25
- Diploma Replacement Fee - \$25
- Official Transcripts - \$5 a copy
- Additional cost to mail overnight - \$35 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 \$5.00 service charge.

### Returned Check Charge

Returned checks subject to \$25 charge.

### Room Replacement Key Fees

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

### Housing Options

Students in the Graduate 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 Graduate 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 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 term and will be calculated by subtracting all applicable financial aid and payments from the term charges.

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 each term 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:

1. Cash payment in the Business Office
2. Check or Money Order made out to Northwest Christian University

3. Credit cards via the Payment Intent Agreement or by phone (MasterCard and Visa accepted)
4. 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 Billing 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

Northwest Christian University offers several financial aid programs for students enrolled at least half-time (3 credits per semester) in graduate degree programs. Loans are the primary source of aid for graduate students. There are also a very limited number of part-

time positions available through the Work-Study program.

Students may apply for assistance by submitting a Free Application for Federal Student Aid (FAFSA). The information provided on the FAFSA is evaluated by the U.S. Department of Education to ascertain the student's eligibility to participate in federal programs and to establish how much the student is expected to contribute toward his/her education expenses. The latter figure, expected contribution, is used for calculating need-based aid. The difference between the student's expected contribution and cost of the program is the "need" that need-based aid attempts to fill.

### 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).

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.**

### 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.

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

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

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

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 semester. After 60 percent of the semester 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:

**Semester Days Elapsed as of Withdrawal Date ÷ Total Days in the Semester = 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 semester.

## 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 Spring. 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 and non-billable expenses, such as books, room and board, 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 semester exceeds school charges, he/she is issued a check for the credit balance unless the student gives the school written permission to hold the funds for them. In order to receive the full allotment of aid for a given term, the student must enroll in at least 6 credits. Fewer than 6 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 3 credits.

**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 the Federal Family Education Loan (FFEL) program. This program provides 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. Grad PLUS loans and Private alternative loans are also available to help students pay for university expenses. NCU does not routinely include Grad Plus or private loans in the student's initial financial aid package.

However, these loans may be added if more assistance is needed after exhausting all other student aid opportunities.

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 and Grad PLUS loans.

**Stafford Loans**

Stafford Loans are the main source of student assistance at the graduate level. 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 an annual loan limit of \$8,500 and 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 an annual loan limit of \$20,500 (minus any Subsidized loan amount awarded) 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.

**Graduate PLUS Loan**

Graduate students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate PLUS loans. These requirements include a determination that the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 8.5 percent.

Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate PLUS loan.

**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.

Grad Plus Loans have similar requirements before loan proceeds may be released. Students who qualify for a PLUS loan must sign a promissory note as an initial borrower. A disclosure statement is sent to the student 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 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. 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](mailto: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](http://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](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](http://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);
- The right to limit personal material (directory type information) printed in

publications such as the Student Directory. Directory type information, which could be given out to whoever inquires, includes the student's full name, local and permanent address(es) and telephone number(s), email address, date and place of birth, the fact that the student is or has been enrolled, dates of attendance, class level and academic major, number of credit hours [not grades], degrees and honors awarded, participation in officially recognized activities, heights and weights of members of athletic teams, photographs, and previous institutions attended.

A student who challenges any item in his/her records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar's Office. A request for a hearing regarding financial records should be referred to the Student Services Office.

### **Non-Discrimination Policy**

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

### **Active Service Duty Policy**

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

### **Catalog Changes and Authority Policy**

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

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

## Student Development

### Code of Conduct

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

Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep, and live in an atmosphere of mutual respect. It is therefore important to understand what is expected of you while a member of the NCU community. Standards were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole. You may not agree with, or fully understand, some facets of the University's behavioral expectations. However, by enrolling as a student at NCU, you agree to live according to the expectations outlined 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: [www.northwestchristian.edu/studentlife/ministry](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:

[www.northwestchristian.edu/studentlife/health/Health+Resources/](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*

Graduate 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](http://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/](http://www.northwestchristian.edu/studentlife/health/Mental+Health/).

#### **Intercollegiate Athletics**

NCU is a member of the National Association of Intercollegiate Athletics (NAIA) and a member of the Cascade Collegiate Conference. NCU offers 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 <http://www.northwestchristian.edu/studentlife/programs/> for descriptions and pictures from events. Current offerings which serve this end include the following:

- Beacon Nights: a free weekly program that gives students exciting events to

participate in on Friday nights at 9:00pm.

- 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](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, (541) 684-7345.

## Graduate Program Course Descriptions

### Accounting

ACTG 545 Managerial Accounting (3) This course examines the development, presentation, and interpretation of cost information for management decision making, budgeting, and control. Emphasis is placed on understanding financial reports that are the final product of the system—what they do and do not tell stakeholders about the business. Accounting principles, conventions, and concepts underlying financial reporting are examined with the objective of developing the ability to read, comprehend, and perform a basic analysis of financial statements. Prerequisite: ACTG 211.

### Business

BUS 501 Group Dynamics in Organizations (3) This course examines the knowledge, attitudes, and behavior of individuals and groups within organizations. The ramifications of behavior patterns and their influence on organizational success will also be explored. The relationship of group dynamics to management of teams will be emphasized in this course.

BUS 505 Management Theory and Entrepreneurship (3) This course provides an introduction to the subjects of management and entrepreneurship. It will explore the connections between theory and practice of management from its historical beginning to the modern applications of planning, organizing, leading, and controlling. It will also allow the student to consider the requirements for a new business start-up and begin the process of writing a full-scale business plan which is the capstone project for the MBA.

BUS 516 Employment in the United States (3) This course covers the preparation of the final resume, job application and the basic interview letters: cover, follow-up, resignation and recommendation. Classroom discussion includes interview questions, interview techniques, individual mock interviews, review of current job orders, and referral appointments. Along with the preceding employment essentials will be an introduction to American culture as it relates to the culture of work. This course is a required prerequisite for all international graduate students, and is also the Gateway Course of NCU's academic assessment of the student.

BUS 517 Communicating Across Cultures (3) This course is designed to provide the student with the necessary knowledge and skills (oral, written & research) to enter and succeed in the American workplace. Students will analyze their personal communication skills and develop strategies to effectively communicate in the English language. Topics include oral and written communication, various modes of business communication and application of cultural characteristics as they apply to communication. This course is a required prerequisite for all international students.

BUS 518 US Cultures and Customs (3)

BUS 530 Marketing Management (3) This course examines marketing principles and practices for promoting and managing an organization. Topics include consumer behavior, market analysis, supply and demand, and the strategic role of marketing.

**BUS 550 Financial Management (3)** Examines the role and use of financial support systems to maximize organizational value and effectiveness. Budgeting concerns, as well as planning and control systems, will be explored, along with analysis of financial ratios and financial statements. Prerequisite: ACTG 211.

**BUS 580 Quantitative Decision-Making Methods (3)** This course focuses on the quantitative tools that managers need in order to facilitate decision making. These include decision analysis, linear programming, transportation methods, network models, waiting line models, and simulation. Prerequisite: MATH 310.

**BUS 600 Christian Leadership and Ethics (3)** This course focuses on leadership, service, and ethics from a Christian perspective. There will be a focus on servant leadership with Jesus as the quintessential example. This course will also explore the role of ethics and ethical behavior in organizations with a special emphasis on guiding leaders and managers in the everyday issues that they face.

**BUS 610 Operations and Service Management (3)** Operational aspects of both manufacturing and service organizations will be explored in this course. Issues to be examined include strategy, production processes, technology, capacity planning, facility location and layout, production planning systems, and quality management. Specific quantitative tools will also be examined, including quality control, forecasting, inventory methods, and project management. Prerequisite: BUS 580.

**BUS 615 Management of Human Resources (3)** The policies and practices related to managing people in organizations will be examined in this course. Special emphasis will be placed on planning, staffing, development, compensation, and evaluation of these practices.

**BUS 690 Final Project (1)** This is the final course in the MBA program. Students have two options as they finish their degree. In consultation with their graduate mentor, they may either write a traditional thesis on a topic relevant to the course work taken or they may complete a major business plan. Either choice will result in a written document and a presentation in an open forum to faculty and students. Prerequisite: Completion of all graduate business coursework.

**BUS 699 Strategic Management (3)** This course will effectively be the capstone course of the program. It will integrate all management-related aspects of an organization. Specifically, it will focus on the strategic and long-range issues managers must deal with in order to achieve competitive advantage. Prerequisites: ACTG 545, BUS 505, 530, 550, 610.

## Curricular Practical Training

**CPT 595 Curricular Practical Training (1)** A series of curricular training courses which link academic course work with student employment. This integration of graduate course work and employment in the community occurs throughout the graduate program. Repeatable for credit.

## Communication

**COMM 580 Communication in Organizations (3)** This course focuses on how people communicate within and between organizations. Special emphasis will be placed on proficient listening, framing ideas clearly, and conflict resolution. Managers spend more time listening than in any other business activity.

Influencing others to accept the communicator's intended meaning over other competing possibilities is a significant skill for business leaders.

## Counseling

**COUN 510 Developmental Counseling Across the Lifespan (2)** This course focuses on counseling intervention strategies from the perspective of lifespan development. It emphasizes preventive techniques useful in counseling normally developing persons from childhood through old age. Research regarding factors affecting development, such as divorce, daycare, exposure to violence, identity formation, retirement, and other transitions are explored.

**COUN 520 Theories of Counseling (2)** This course introduces students to theories of counseling from a historical-chronological perspective. Specific orientations include psychoanalytic, Adlerian, person-centered, humanistic-existential, and a variety of cognitive-behavioral approaches to counseling. As students are exposed to these models, they are encouraged to incorporate their faith and their values about the human change process with these theories in order to begin to define their own theoretical orientation to counseling.

**COUN 530 Counseling Skills and Procedures (2)** Students' preparation for practica experience begins with this course. Students learn the basic microskills of counseling, including attending behavior, listening and structuring skills, and reflecting skills, and practice those skills in simulated counseling sessions built around role-plays. Students integrate knowledge from the Theories of Counseling course and develop a personal theory of counseling and a conception of how the skills fit into that model.

**COUN 540 Ethical and Legal Issues in Counseling (2)** This course is designed to expose students to the myriad of ethical issues that surface in counseling settings as well as legal requirements of counselors. Topics include privacy and confidentiality, duty to warn, abuse reporting procedures, licensure and certification, boundaries in therapeutic relationships, and counselor health and welfare.

**COUN 550 Counseling Strategies and Treatment I (2)** In this course, students gain familiarity with the DSM-IV as a diagnostic guide in assessing psychopathology with the goal of planning treatment, as well as making the decision to know when to refer clients. Students learn to identify common forms of mental disorders and to write a treatment plan based on current research. In addition, students learn to identify suicidal ideation and to assess and diffuse levels of potential self-harm by clients.

**COUN 560 Counseling Strategies and Treatment II (2)** This course builds on the content from COUN 550 Counseling Strategies and Treatment I. Students receive further instruction in treatment planning, focusing on specific mental health issues, especially depression, anxiety, and trauma-related problems. Treatment planning reflects best practices as evidenced by current research. Prerequisite: COUN 550.

**COUN 570 Group Counseling (2)** This course is intended to introduce students to the ethics of group counseling, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice facilitating groups in simulated sessions and gain an awareness of their own personal process in a group setting as they take part as members in those simulated group sessions. In and of itself, it is not intended to equip students to conduct counseling groups independently.

COUN 580 Counseling Diverse Populations (2) In this course, students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives and the impact current views have on the counseling relationship. Students will be encouraged to expand their points of view of diverse populations leading toward an acceptance of all persons.

COUN 581/582 Clinical Practicum I/II (2, 2) Clinical *practica* experiences involve students as counselors-in-training working under close supervision of faculty supervisors. Students begin their practicum experience by seeing one to two clients from the community weekly in the program's on-site training clinic. As students demonstrate satisfactory clinical skills, they are assigned additional clients, reaching an average of three to four clients per week. Students must accrue 150 clock hours on-site in the training clinic and document a minimum of 50 client contact hours over the two semesters. In addition to seeing clients and completing the necessary paperwork, students meet with their faculty supervisor one hour per week and in group supervision 1 1/2 hours per week. In supervision sessions, students learn to conceptualize individual cases, to consider ethical and legal implications, and to apply their foundational coursework. Students must complete two semesters of *practica* (four credits) prior to internship. Prerequisites: COUN 520, COUN 530, COUN 540.

COUN 590 Social and Spiritual Issues in Counseling (2) This course allows students to investigate current social problems, such as crime and violence, homelessness and unemployment, child abuse, and sexual abuse, to broaden their cultural awareness and assist them in working with individuals and families who are coping with these kinds of issues. The challenge of dealing with spiritual issues, such as guilt, forgiveness, and value conflicts, which often arise in counseling, will be emphasized.

COUN 610 Counseling Research (2) In this course students learn to be critical consumers of counseling research. Introductory statistical concepts, such as measures of central tendency and variability, standard scores, and hypothesis testing are reviewed. Students are introduced to basic research methodology as well as to current outcome studies. They gain familiarity with research journals in the fields of counseling and psychology and learn to conduct a literature search and compile a bibliography using APA style in preparation for writing a master's thesis.

COUN 620 Substance Abuse Issues (2) This course is designed to introduce students to issues associated with the use and abuse of drugs and alcohol. Students learn to recognize the abuse or potential abuse of substances, how to screen for the level of abuse, and where and how to refer for treatment. While it is not the intended purpose of the course to equip students for substance abuse counseling, information is presented to expose students to the impact of substance abuse on physiology, the therapeutic relationship, interpersonal relationships, functioning in work and school settings, and counseling outcome.

COUN 630 Introduction to Family Systems (2) This course is designed to serve as an introduction to family systems theories and enable students to investigate family issues that surface in counseling. Topics include changing American families, alternative families, family boundaries, domestic violence, physical and sexual abuse, and marital discord.

COUN 650 Individual Appraisal (2) This course is an introduction to the principles of assessment, including reliability and validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the ethics of the use of those instruments, especially with special populations. Types

of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements.

COUN 660 Career Development and Counseling (2) This course is designed to investigate the concept of career as a process that continues throughout the lifespan. Students investigate their own career paths and learn theories of career development as well as strategies and information resources to facilitate career decisions. Related topics such as career exploration with children, career and academic advising, gender roles, women and minorities in the workplace, dual career families, mid-life career changes, and retirement issues are explored.

COUN 681 Advanced Clinical Practicum (3) This practicum is intended to give students an in-depth clinical experience in their final semester of study. Students see an average of six clients at the NCU Counseling Center under both individual and group supervision of program faculty. Students enhance their clinical skills in treatment planning, case conceptualization, and intake assessment. The course culminates in a Clinical Project in which each student writes a comprehensive paper detailing his or her theoretical orientation and views on the nature of therapeutic change, a case presentation reflecting the application of that orientation, and a three-year plan outlining professional growth. In addition, each student presents a clinical case using videotape to program faculty and interested graduate counseling students. Students may elect to take this course in lieu of completing a master's thesis. It is completed in fall semester. Prerequisites: COUN 685.

COUN 685 Clinical Internship (4-12) Internship is the capstone of the students' training in becoming counselors. It is the experience in which the previous coursework and practica are applied in the real world of community counseling. Students generally begin their internship in the fall semester of their second year in the program. They apply for placement at a chosen site in the community in April or May of their first year. Students spend an average of 15 hours a week over the course of three semesters at their internship site. Students are supervised by an approved on-site supervisor, and meet weekly in small groups with a faculty supervisor on campus. Prerequisite: COUN 582.

COUN 690/691 Thesis (2, 1) Students' programs culminate with the writing of a comprehensive research paper on a topic related to the field of counseling, chosen in conjunction with a committee of faculty members whom they select to supervise the project. Their choice of topic reflects an area of clinical interest or work with a specific population or issue. Students are expected to integrate aspects of their coursework and clinical application into this project and to demonstrate their ability to conduct library research on a chosen topic and to produce a paper commensurate with graduate level study. This work is completed in students' final semester of study and presented to a committee of faculty for review in an open forum for all faculty and students.

## Counseling Seminars

Professional Issues Forum [Community Counseling Program] (noncredit required seminar) This required non-credit seminar allows students the opportunity to explore the many questions that surface in their counselor training. The course is also intended to be an opportunity to build cohesion within the student cohort by offering an informal forum to discuss common professional issues, receive feedback from others, meet professionals in the community, and relate to faculty outside a structured classroom setting. Issues such as professional appearance, continued education and supervision, licensure procedures, and career opportunities are possible topics for discussion. Students will be introduced to

the process of writing a master's thesis and begin to formulate a direction and plan for their own thesis research.

## Economics

ECON 555 Managerial Economics (3) Economic practices and policies as they relate to managing an organization are explored in this course. The impact of both macro- and microeconomics on the functioning of an organization, especially in a global context, will be examined.

## Education

EDUC 505 Professional Planning Seminar (1) This seminar outlines the candidate's personal and professional learning goals, and addresses the activities/courses necessary to achieve the goals. In conjunction with an advisor, the candidate will develop an individualized plan that includes a time line. The individualized plan is the student-university contract that directs the completion of the program. In some instances, students will re-direct their interest and goals. Flexibility is a critical component to appropriate development of the individualized plan.

EDUC 507 Action Research (3) This course provides the graduate student with the opportunities to review action research literature, explore both quantitative and qualitative paradigms in action research, and develop basic skills in action research methodology. Candidates will select contemporary issues in education including transforming schools, character development and student assessment in all content areas as the basis for their research. Candidates will identify a problem, develop a strategic plan of action, implement the plan, evaluate the plan and reflect on the results of the evaluation and research process.

EDUC 511 Brain Based Teaching Strategies for Diverse Learners (1) This course will offer researched-based information on learning styles, teaching strategies, and problem-solving methods for active, attention-challenged students in regular or special education classrooms. The course will deliver instruction on meeting the needs of diverse learners. The course will challenge some of the assumptions and practices currently used with students having diverse learning needs.

EDUC 512 Creating Wonderful Readers and Brain Gym® Unite (1) This course is an overview of the why (theory), the what (method), and the how (application) of helping struggling readers through a constructivist approach. This class will teach how to instruct small groups and individuals in eliminating reading problems. Brain Gym® is a system of physical movements, strategies and activities that increase learning through their effects on the brain. Brain Gym® has been documented to improve basic skills and standardized test scores.

EDUC 513 Reading Assessment: An Integrative Approach (1) This class will teach how to assess reading using an integrative approach. A Running Record is used as an assessment tool in order to include accuracy, fluency, and comprehension while encouraging a natural reading pace. This is a fresh and productive look at "running records." Research is presented to support the efficacy of this particular methodology. Criteria for assessing and choosing materials will also be addressed.

EDUC 514 All About Struggling Readers (1) This course will be an overview of the why (theory), the what (method), and the how (application) of helping struggling readers through a constructivist approach.

This class will teach how to instruct small groups and individuals in eliminating reading problems, argue for a fresh look at the efficacy of using "running records" as an assessment tool, and speak to the issue of criteria for choosing materials for assessing and tutoring. Methodologies and materials will be presented for one-to-one tutoring and for a small group application.

EDUC 515 Meeting the Needs of Diverse Learners (1) This course will deliver instruction on meeting the needs of diverse learners. It prepares regular classroom teachers to recognize and understand the broad range of diversity in classrooms including handicapping conditions, cultural, ethnic, racial diversity, gender, and the gifted learner. Assists regular and special education teachers in adapting curriculum, instruction, management, and assessment in order to meet the needs of all learners.

EDUC 516 Humor in the Classroom: Making Teaching & Learning Fun (1) This course explores ways to "hook" students into learning through stories, anecdotes, and humor that is culturally sensitive and appropriate. Research shows retention occurs through the use of emotion-based learning experiences. It is important for ideas, concepts, and strategies to "stick" in one's mind. Competing with the influences of media exposure and working with students who tune out conventional learning is a significant challenge.

EDUC 517 Building Positive Communication (1) This course teaches strategies to use in difficult conversations with student, co-workers, parents, or anywhere communication occurs and understand why we behave as we do. Students will learn effective ways to interact and create effective communication.

EDUC 518 Second Language Learning (1) This course examines diverse aspects of language acquisition and development with emphasis on educational implications. Educational topics in second language learning are addressed, including concerns for linguistic and cultural diversity, bilingualism, and second language acquisition.

EDUC 519 Language Acquisition: Theory into Practice (1) This course examines diverse aspects of language acquisition and how that impacts classroom instructional delivery. The major theories and current research in language acquisition are reviewed.

EDUC 520 Creating Wonderful Readers and Nothing Less (1) This course is an overview of the why (theory), the what (method), and the how (application) of helping struggling readers through a constructivist approach. This class will teach how to instruct small groups and individuals in eliminating reading problems. Methodologies and material will be presented for one-to-one tutoring and for a small group application. Reading Theory and Process Learning Theory will be the focus. Hands on experience provides an understanding of specific content, current issues and trends, and applies integrative methods to helping struggling readers.

EDUC 540 Web Enhanced Learning (3) This course provides application of relevant theory to developing and implementing web-based resources for supporting classroom instruction. This course provides students with the opportunity to further develop their skills in technology. Students will work within a group to design and develop effective assignments to use in classrooms.

EDUC 560 Contemporary Education Issues (3) During this course candidates will review historical education concepts, definitions and topics from the perspective of understanding the evolution of educational issues. The historical development of educational issues is explored and the philosophical

and sociological influences relevant to current educational concerns will be researched and evaluated. This course is an application opportunity for experienced teachers requiring knowledge of current, research-validated concepts and strategies for managing classroom life and learning while building a community. Foundational key concepts will be researched, discussed and evaluated. Candidates may work with each other to design or implement school-wide programs.

EDUC 575 Ethical Leadership in Education (3) This course will offer teachers the opportunity to systematically explore the role of the teacher as an educational leader. Teachers are members of a learning community that stretches each individual to prepare for the daily lessons as part of the "vision" of student learning and school culture and the law. During this course educators will have the opportunity to examine how their teaching "extends beyond developing the cognitive capacity of their students." The National Board for Professional Teaching Standards will be the guide the investigation of teachers concern for their students' self-concept, motivation, effects of peer influences, and character development. Students will research current trends for school organization and how this influences student achievement.

EDUC 580 Curriculum Design and Instruction Methods (3) This course explores the systematic application of instructional design models within a broad range of learning environments. Includes practical experience in selecting appropriate modes of instruction based on clearly defined objectives. Students learn and apply principles of analysis, design, development, implementation and evaluation to deliver pedagogically-sound, technologically-rich instructional content.

EDUC 610 Professional Aspects of Instructional Technology (3) This course provides an overview of the field of Instructional Technology, including the history, foundations and latest research. The course explores instructional technology in education, industry, business, public and social service agencies. The course also examines related career opportunities, relevant professional associations, and literature of the discipline.

EDUC 620 Practicum in Instructional Technology (3) This course provides students with supervised professional non-teaching experience in approved cooperating agencies and organizations. The course provides students with an authentic opportunity to apply instructional systems design in a practical professional environment. The student is responsible for planning, carrying out, and reporting on projects. Includes four seminar sessions.

EDUC 630 Graphic Instructional Design and Production (3) This course offers practical experience in applying communication theory and learning principles to the design of graphic instructional materials to improve individual and group learning. Includes experience in the design, production, evaluation, and preparation of a variety of instructional materials. Prerequisite: Basic computer skills and consent of instructor.

EDUC 640 Instructional Multi-Media Development (3) This course offers practical experience in designing and developing instructional resources for various learning environments. The course provides students with opportunities to apply learning theory in achieving instructional objectives through the use of multi-media enriched instructional materials.

EDUC 650 Instructional Technology Portfolio Seminar (3) This course provides students with guidance in developing an electronic portfolio to demonstrate student mastery of the program's course of study. The course also prepares students for comprehensive exams.

## School Counseling

SCOUN 510 Child/Adolescent Development and Mental Health (2) This course examines physical, social, and cognitive development of infants, elementary school-age children, middle school-age children and adolescents, with special consideration of spiritual and moral development. Development from early childhood through adolescence as it relates to adjustment in an educational setting is emphasized, as is an emphasis on children with physiological, intellectual, and social risk factors. Students will have the opportunity to develop skills and techniques for counseling children in schools. Students will also look in-depth at mental health disorders that are common in schools and will explore how best to serve these students.

SCOUN 515 Instructional Strategies and Classroom Management (2) The focus of this course will be an examination of curriculum development, instructional strategies and classroom management strategies for those students in Track II of the School Counseling Program. Students will learn and practice a variety of strategies for curriculum development for large and small groups that will culminate in the production of the state required work sample or unit of study. Frequently school counselors will organize school-wide programs, present individual classroom lessons, or other presentations as needed in the school setting. This course is designed to provide an opportunity for school counseling students to study techniques in classroom management, classroom or large group transitions, learning environments, cooperative learning and assessment. In addition, school counselors work closely with administration and teachers, which requires application of collaboration skills, mediation, and cooperation.

SCOUN 516 Curriculum Development and Technology (1) The focus of this course is to provide technical and instructional assistance to school counselors at the K-12 level as they develop individual work samples based upon Student Teaching Practicum placements. Each student will use the information from SCOUN 515 to design and prepare the required series of lessons in preparation for Student Teaching. The students select topics aligned with the Guidance and Counseling Framework and state standards.

SCOUN 517 Student Teaching Practicum (3) The classroom practicum is an abbreviated student teaching experience offered during the second semester of the program. This supervised practicum consists of a minimum of 200 clock hours in a regular classroom in an accredited school. The experience consists of 75 clock hours of full responsibility for directing learning with a work sample illustrating the ability to foster student learning.

SCOUN 518 Introduction to the Counseling Profession (2) This required forum allows students the opportunity to explore the many questions that surface in their training. It is also intended to be an opportunity to build cohesion within the student cohort by offering an informal forum to discuss common issues, receive feedback from others, meet professionals in the community, and relate to faculty outside a structured setting. Issues such as professional identity, continued education, supervision, portfolios, licensure procedures, and career opportunities are topics of discussion. Students learn the process for compiling their professional portfolio.

SCOUN 520 Counseling Theories and Skills I (3) This course introduces students to theories of counseling from a historical-chronological perspective. Specific orientations include psychoanalytic, Adlerian,

person-centered, humanistic-existential, and a variety of cognitive-behavioral approaches to counseling. As students are exposed to these models, they are encouraged to incorporate their own values about the human change process and their faith with these theories in order to begin to define their own theoretical orientation to counseling.

SCOUN 530 Counseling Theories and Skills II (2) Students' preparation for *practica* experience begins with this course. Students learn the basic microskills of counseling, including attending behavior, listening and structuring skills, and reflecting skills, and practice those skills in simulated counseling sessions built around role-plays. Students integrate knowledge from the Theories of Counseling course and develop a personal theory of counseling and a conception of how the skills fit into that model.

SCOUN 540 Ethical and Legal Issues in Counseling (2) This course is designed to expose students to the myriad of ethical issues that surface in counseling settings as well as legal requirements of counselors. Topics include privacy and confidentiality, duty to warn, abuse reporting procedures, licensure and certification, marketing, boundaries in therapeutic relationships, and counselor health and welfare.

SCOUN 560 Crisis Management (2) This course is intended to enable students to identify and diffuse crisis situations to minimize the possibility of clients doing harm to themselves or others. Students learn to identify suicidal ideation and intent and assess levels of potential violence in both face-to-face approaches and via telephone contact. Students learn about professional and community resources available to deal with various levels of crisis and gain an understanding about when and how to refer individuals to those resources. An introduction to critical incidence debriefing is also included in this course.

SCOUN 570 Group Counseling (2) This course is intended to introduce students to the ethics of group counseling, the dynamics of group process, and a variety of techniques for working with specific groups. Students practice facilitating groups in simulated sessions and gain an awareness of their own personal process in a group setting as they take part as members in those simulated group sessions. In and of itself, it is not intended to equip students to conduct counseling groups independently.

SCOUN 580 Counseling Diverse Populations (2) In this course, students investigate attitudes and perspectives regarding gender, race, ethnicity, sexual orientation, age, and other cultural differences. Particular emphasis will be placed upon biblical, historical, and cultural perspectives and the impact current views have on the counseling relationship. Students will be encouraged to expand their points of view of diverse populations leading toward successful therapeutic relationships and an acceptance of all persons.

SCOUN 620 Substance Abuse and Violence Prevention (2) This course is designed to introduce students to issues associated with the use and abuse of drugs and alcohol. Students learn to recognize the abuse or potential abuse of substances, how to screen for the level of abuse, and where and how to refer for treatment. While it is not the intended purpose of the course to equip students for substance abuse counseling, information is presented to expose students to the impact of substance abuse on physiology, the therapeutic relationship, interpersonal relationships, functioning in work and school settings, and counseling outcome.

SCOUN 622 Early Childhood/Elementary Counseling (2) This course is designed to express issues and practice specific to students in this educational level. Theories and skills will be expanded to enhance delivery models in the schools. Particular focus will be placed on the Oregon Framework.

SCOUN 624 Middle/High School Counseling (2) This course is designed to explore issues and practices specific to students in this educational level. Theories and skills will be expanded to enhance delivery models in the schools. Particular focus will be placed on the Oregon Framework.

SCOUN 630 Introduction to Family Systems (2) This course is designed to serve as an introduction to family systems theories and enable students to investigate family issues that surface in counseling. Topics include changing American families, alternative families, family boundaries, domestic violence, physical and sexual abuse, and marital discord.

SCOUN 660 Career Development and Counseling (2) This course is designed to investigate the concept of career by providing an overview of the career development field and the practice of career guidance in elementary and secondary school settings. Students learn theories of career development relevant to children and adolescents, as well as strategies, information, and resources to assist with career decisions (assessment tools, technology, and labor market information). Students will investigate the concept of career as a process that continues throughout the lifespan.

SCOUN 670 Academic/Behavioral Appraisal and Intervention (2) This course is an introduction to the principles of assessment, including reliability and validity of instruments, selection, administration, scoring, and interpretation of selected tests, and the ethics of the use of those instruments, especially with special populations. Types of tests explored include intelligence and general ability tests, achievement and aptitude tests, career and interest inventories, and personality measurements. This course is also designed to assist school counselors with the skills, information and research necessary to advocate on behalf of adolescents with special academic needs. The focus of the course is how counselors participate in developing elementary, middle school or high school educational programs that enhance all students' learning.

SCOUN 680 Research and Assessment (2) This course presents basic methods of quantitative and qualitative research and program evaluation. It prepares students to be critical consumers of educational research. They learn to conduct research in an educational setting and how to assist school staff in evaluating educational programs.

SCOUN 695 Internship/Group Supervision (12) Students apply knowledge and skills gained from previous coursework in an educational setting. Students work under supervision of a school counselor, with assistance from a faculty supervisor. They also prepare a professional portfolio that reflects their graduate experiences. Students begin their internship during fall semester of their second year of study and continue into the spring semester. Students in Track I and Track II must document a minimum of 600 clock hours, averaging about 20 hours per week, during their internship. Faculty supervisors visit students at their assigned school regularly during each semester.

## Writing

WR 500 Graduate Writing Seminar (1) The writing instruction focuses on APA manuscript style and methods for strengthening academic writing. Because good writing reflects clear, logical, and critical thinking, this course is aimed at developing students' ability to frame an idea in a clear, succinct fashion and integrate support for that idea with current research literature.

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Northwest Christian University is an Oregon corporation, governed by a board of trustees, whose purpose is to maintain a Christian institution of higher learning. The board of trustees consists of not fewer than 20 nor more than 36 people. Members are elected by the board. Significant representation on the Board must come from members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. Significant representation on the Board must also come from the alumni of the University. Additionally, one faculty representative, elected annually by Faculty Forum, and one student representative (current president of ASNCU) serve on the Board as non-voting members.

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

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