



GREAT NORTHERN  
UNIVERSITY

# ACADEMIC CATALOG 2022-2023

**Scholarship – Wisdom – Community**

611 E Indiana Ave.

Spokane, WA 99207

509-284-7100

[www.greatnorthernu.edu](http://www.greatnorthernu.edu)

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# WELCOME FROM THE PRESIDENT

Dear Students,

This year, our theme is hope. I want you to know, walk in, and feel hope.

I want you to know the God of hope. I want you to see hope in the Bible. I want you to listen to stories of hope from history past to the present day. I want you to learn to be a person of hope.

I want you to walk in hope. I want the paths that you walk to testify to hope. I want you to take steps demonstrating hope. I want you to encourage others to walk in hope, too.

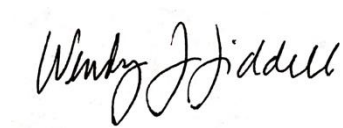
I want you to feel hope. I want you to experience hope in the depths of your heart. I want you to sense hope in your relationships, especially your relationship with God.

Hope is real.

Our God is hope.

Brothers and sisters, let's live in hope this year.

In Christ,

A handwritten signature in black ink, reading "Wendy L. Liddell". The signature is written in a cursive, flowing style.

Dr. Wendy L. Liddell, Ph.D., President

Great Northern University

# **ACADEMIC CALENDAR**

## **2022-2023**

### **Fall 2022 Semester**

August 12	Student Orientation
August 15	Fall Semester Begins
August 17	Convocation
September 5	Labor Day Holiday (no classes)
September 25-27	Student Retreat (no classes)
November 23-25	Thanksgiving Holiday (no classes)
December 9	Last day of Fall Classes and Degree Conferral

\* Great Northern University will celebrate Constitution Day with an event on September 17<sup>th</sup>.

### **Spring 2023 Semester**

January 6	New Student Orientation
January 9	Spring Semester Begins
January 16	Martin Luther King Jr. Holiday (no classes)
March 6-10	Spring Break (no classes)
April 7	Good Friday Holiday (no classes)
May 5	Last Day of Spring Classes
May 6	Commencement and Degree Conferral

### **Summer 2023 Term**

May 8	Summer Term Begins
May 30	Memorial Day Holiday (no classes)
July 28	Last Day of Summer Term and Degree Conferral

# **ACADEMIC CALENDAR**

## **2023-2024\***

### **Fall 2023 Semester**

August 18	Student Orientation
August 21	Fall Semester Begins
August 23	Convocation
September 4	Labor Day Holiday (no classes)
TBD	Mission Conference (no classes)
November 22-24	Thanksgiving Holiday (no classes)
December 15	Last day of Fall Classes and Degree Conferral

\* Great Northern University will celebrate Constitution Day with an event on September 17<sup>th</sup>.

### **Spring 2024 Semester**

January 12	New Student Orientation
January 15	Martin Luther King Jr. Holiday (no classes)
January 16	Spring Semester Begins
March 11-15	Spring Break (no classes)
March 29	Good Friday Holiday (no classes)
May 10	Last Day of Spring Classes
May 11	Commencement and Degree Conferral

### **Summer 2024 Term**

May 13	Summer Term Begins
May 30	Memorial Day Holiday (no classes)
July 26	Last Day of Summer Term and Degree Conferral

\* Please visit [www.greatnorthernu.org/academics/calendar](http://www.greatnorthernu.org/academics/calendar) for updates to calendar

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# **LEGAL NOTICES AND COMPLIANCE**

## **Authorization**

Great Northern University is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Great Northern University to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

## **Accreditation Status**

Great Northern University is accredited, as an institution, by Transnational Association of Christian Colleges and Schools (TRACS), an accrediting body recognized by the Secretary of the U.S. Department of Education. Accreditation is a key public indicator of Great Northern University's academic strength and demonstrates that Great Northern University meets national standards and is committed to maintaining high quality practices to educate students.

## **Catalog Disclaimer**

The provisions of this publication are not to be regarded as the irrevocable terms of a contract between the student and Great Northern University. Changes occur from time to time in admission requirements, academic requirements, general regulations, tuition, fees, institutional financial aid, and scholarship policies. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and / or can be accommodated within the span of years normally required for graduation.

Information on current tuition and fees is published on the GNU website. For additional information on educational expenses, or financial aid, students should contact the Registrar's Office.

## **Statement of Nondiscrimination in Employment**

Subject to the Constitution of the United States and all applicable state and federal laws, Great Northern University does not discriminate in its employment practices.

## **Statement of Nondiscrimination in Admissions**

In furtherance of its educational programs and activities, Great Northern University does not discriminate in its student admission policies as determined by its charter, its mission, and its core themes, following all state and federal laws. Based on its commitment to equal opportunity and

inclusion, Great Northern University is an equal opportunity employer that provides the opportunity for all applicants to excel without bias.

## Statement of No Incentive Payments

This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

## Freedom of Information

With certain exceptions provided by law, Great Northern University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., must provide the university with written permission to release the specific records to the specified parties.

The University does not release information to any party, including the student, that does not originate with the University (e.g., high school transcripts, medical records, etc.) unless otherwise required by law.

## Annual FERPA Notice to Students

Great Northern University informs students annually of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act was designed to protect the privacy of education records and afford students certain rights with respect to accessing their education records. These rights include:

**Inspect and Review.** Students have the right to inspect and review education records within 45 days of the university receiving a request for access. Students should submit a written and signed request to the Registrar or other appropriate university official identifying specific records the student intends to review. The university official will arrange for access and notify the student of the location and time where the records may be inspected or direct them to the appropriate office.

**Request Amendment.** Students have the right to request an amendment to their own educational records if they believe their records are inaccurate, misleading, or otherwise in violation of the student's rights under FERPA. A signed amendment request must be submitted in writing to the university official responsible for maintaining the record in question. The written request should clearly identify the part of the record the student wishes to amend and specify why the record is inaccurate or misleading. If the university chooses not to amend the record, the university official will notify the student in writing of the decision and advise the student of any appeals process that might be available.

**Consent to Disclosure.** Students have the right to consent to disclosures of personally identifiable information contained in their own educational records not permitted under FERPA guidelines. FERPA allows disclosure without consent to certain parties, including, but not limited to:

- a. School officials with a legitimate educational interest as defined by FERPA

- b. School officials or lending institutions (not state or federal) in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount, conditions for the aid, or enforcing the terms and conditions of the aid
- c. Organizations conducting studies for or on behalf of educational institutions.  
Student records will note when such disclosures have occurred
- d. Accrediting organizations
- e. Parents of dependent students as verified under Internal Revenue Code 1986, Section 152 (NOTE: Appropriate tax documentation must be provided by the parents.)
- f. Parents of students under the age of 21 who have violated university policies related to alcohol or controlled substances
- g. Final disciplinary proceedings against a student who is an alleged perpetrator of a violent crime (18 U.S.C. § 16) or non-forcible sex offense regardless of whether the violation was proven under the university's rules or policies
- h. Persons whose knowledge is necessary to protect the health and safety of the student or other individuals where there is an articulable and significant threat to the health and safety of a student or other individuals
- i. Legal representatives with a lawfully issued subpoena or court order
- j. Information deemed as directory information unless the student has requested in writing within 14 days of enrollment at GNU that directory information be held from disclosure (GNU directory information that may be disclosed by the university for any purpose at its discretion includes name, classification, major and degree programs, home and local addresses, e-mail address, all phone numbers, previous institutions attended, dates of attendance, full-time or part-time status, honors and awards, degree / s conferred including dates, religious affiliation, participation in official university athletic and music programs, physical factors such as height and weight, photograph, and birth information such as date and place.)

**File a Complaint.** Students have the right to file a complaint at the following address concerning alleged failures by the university to comply with the requirements of FERPA. Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Students with questions about FERPA should contact the Registrar's Office.

## Copyright Compliance

Per the Higher Education Act of 2008, Great Northern University complies with copyright law including intellectual property, copyrighted material, peer-to-peer networks, and relevant fair use policies. Per U.S. federal law and international agreements, unauthorized distribution of copyrighted material, including peer-to-peer file sharing, can result in civil and criminal penalties as well as institutional consequences.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws (from the U.S. Dept. of Education)

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the



file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Legal Alternatives for Acquiring Copyrighted Material**

The Higher Education Opportunity Act of 2008 requires an institute of higher education to provide legal alternatives to acquire copyrighted material. Great Northern University periodically reviews its legal alternatives and provides the following links:

The Educause compilation of Legal Sources of Online Content, <http://www.educause.edu/legalcontent>.

## **Duplication and Use of Copyrighted Materials**

It is the intent of Great Northern University to delineate, enforce, and abide by the provisions of current [United States copyright laws](#) (including the [Digital Millennium Copyright Act of 1998](#)) as they affect the life and activities of the institution, its employees, and its students.

- Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.
- Details about "fair use" (that copying and / or use which is allowed by federal law) will be made available to all instructors, students, or administrators as requested or needed.
- The administration of GNU does not sanction illegal duplication or use in any form. Employees and students who willfully disregard the university copyright position are in violation of GNU Policy; they do so at their own risk and assume all liability personally.

### **Summary of Institutional Penalties for Violation of Copyright Infringement**

Penalties for copyright infringement include but are not limited to loss of access to networks services and disciplinary actions outlined in the current Academic Catalog of Great Northern University.

## **Vaccination Policy**

Great Northern University does not require vaccination records from students or applicants. Great Northern University expects students to make informed decisions on vaccination recommendations.

# UNIVERSITY PROFILE

## Purpose

Great Northern University is a non-profit educational institution. GNU is established in recognition of the need to provide Eastern Washington state, the Spokane-Coeur d'Alene corridor, and the western United States in general with high quality Christian higher education that emphasizes professional service to the poor, underprivileged, and marginalized, and to all those in need of the Gospel of Jesus Christ, both in our region and abroad. The main purpose of GNU is the training and spiritual formation of individuals who desire to serve Christ and His church in the furtherance of the Gospel as put forth in Scripture.

## Vision and Mission

**Our Vision:** Great Northern University educates individuals who will engage and transform the world for Jesus Christ.

**Our Mission:** Great Northern University is a Christian, liberal arts university distinguished by meaningful relationships with faculty, rigorous academic programs, and ongoing career preparation.

## Profile & History

Great Northern University is a private, four-year Christian university located at 611 E. Indiana Ave. in Spokane, WA. The University was founded in January 2018. Visionary, growing, and Christian Bible-centered, Great Northern University currently offers eight bachelor's majors and seven certificate programs.

Great Northern University Students have gone on to enter graduate schools such as:

- Wheaton College
- Western Seminary

## Code of Belief and Conduct—Statement of Belief

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

-as adopted by the National Association of Evangelicals

## Code of Belief and Conduct—Policy Statement on Social Issues

**Sexuality.** We affirm that divinely ordained differences between male and female reflect God's original design for creation and are meant for human good and flourishing. Originally, these two distinct, complementary sexes together reflected the image and nature of God (Gen. 1:26-27).

**Marriage.** We affirm that it was and remains God's intent that marriage be a holy and exclusive union between one man and one woman (Gen. 2:18-25), and that this union be a sanctifying relationship that uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). God ordains that sexual intimacy occurs only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4), and that no intimate sexual activity be engaged in outside of a legal marriage between a man and a woman.

We affirm that other forms of sexual intimacy (including, but not limited to cohabitation, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, or use of pornography) are immoral in the sight of God and violate God's intent that human sexuality is a holy union exclusively between a man and a woman in holy matrimony. (Matt. 15:18-20; 1 Cor. 6:9-10).

We affirm that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We further affirm that sin distorts sexual desires in all human persons but that we can nonetheless through faith in Jesus Christ walk in purity of life, which is pleasing to God (Col 3:5; Rom 8:37).

We affirm that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

**Sanctity of Human Life.** We affirm that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## Core Values

### Scholarship

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Scholarship at Great Northern University is pursued from the perspective of a biblical, Christian worldview. The integration of faith, learning, and living is central to every academic discipline and is led by dedicated faculty members who are committed to academic excellence, the elevation of critical thinking skills, and personal, spiritual, and intellectual growth. GNU is committed to:

- Christ-centered academic excellence
- Embracing change and diversity for the establishment of strategic and collaborative partnerships
- Research and inquiry in an assessment and data-driven academic culture
- Lifelong learning, social skills, and servant leadership development
- Using effective technology tools

## Wisdom

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Great Northern University is dedicated to cultivating an environment where students grow in their spiritual relationship with God and their interpersonal relationship with others. GNU is committed to:

- Building a Christ-centered community
- Respecting diversity and various Christian backgrounds

## Community

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Great Northern University is focused on serving both Christ and others. Through the development of servant-leadership, GNU empowers graduates for a life of learning, leadership, and global impact. GNU is committed to:

- Developing and modeling servant leadership in a variety of contexts
- Fostering an environment of relevant social- and self-awareness, ethics, respect, and integrity
- Instilling the value of stewardship in all aspects of life

# University Student Learning Outcomes

## Scholarship: Being a Disciplined Learner

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- Exhibiting effective communication in all spheres.
- Demonstrating critical, creative, and analytic thinking skills.

## Wisdom: Embracing a Christ-like Identity

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- Articulating a biblical, theological foundation for life
- Contributing skillfully and resourcefully in primary fields of study.

## Community: Pursuing Servant-minded Leadership

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- Competently serving interculturally and cross-culturally
- Demonstrating investment in local communities (such as church and city).

## Field Education

Undergraduate students must complete 30 hours of practical experience each semester. Students will collaborate with a faculty advisor in determining what field opportunities will support their area of study, and in coordinating with specific agencies or other community partners, to facilitate the field education. Field education is a non-credit graduation requirement for students. This pass / fail component is required each fall and spring semester that a student is enrolled in a minimum of 9 credits;

if successfully completed, internship courses will fulfill one semester of field education. Students who fail a semester of field education need to attain a passing grade prior to graduation. Make-up field education credits are at the discretion and direction of faculty advisors in conjunction with the Provost's Office. Further information about field education will be provided on the GNU website.

## Our Bachelor of Arts Core

Our core courses are designed to support our university student learning outcomes for all Bachelor of Arts degree students regardless of specific program.

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language; If Foreign Language is transferred in for 3 or 6 credits, additional open elective will be needed to complete requirement	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I	3
THE 3102	Systematic Theology II	3
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>

## Our Bachelor of Science Core

Our core courses are designed to support our university student learning outcomes for all Bachelor of Science degree students regardless of specific program.

Course Prefix	Course Title	Credit Hours
General Education Core Requirements		
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
LDR 2000	Leadership Foundations	3
	Any Math Courses	6
	Any Natural Science Courses	6
General Education Core Credit Hours		27
Bible / Theology Core Requirements		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I	3
THE 3102	Systematic Theology II	3
Bible / Theology Core Credit Hours		21
<b>TOTAL General Education Core Credit Hours</b>		<b>48</b>

# ADMISSIONS

## Admission to the University

The University accepts applications from graduates of secondary schools (or those who have completed the G.E.D.), graduated home-school students, and transferring college students. For high school students interested in dual enrollment, please contact [admissions@greatnorthernu.org](mailto:admissions@greatnorthernu.org) for information about our pilot program. Great Northern University, in compliance with Title VI of the Civil Rights Act of 1964 and IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, or national or ethnic origin in any of its policies, practices or procedures. This provision includes but is not limited to admission, employment, financial aid, and education services.

Permission to enroll at GNU is a privilege and carries with it certain responsibilities. The University reserves the right to cancel enrollment and to require withdrawal whenever it becomes evident that the student is not conforming to the standards of scholarship and conduct established by the University.

Students seeking admission should become aware of the mission and objectives of the University before applying.

### Admission Criteria / Requirements:

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CRITERIA	ADMISSION REQUIREMENTS
APPLICATION	COMPLETED APPLICATION
HIGH SCHOOL GRADUATION OR GED	GPA 2.0
COLLEGE GPA	GPA 2.0
STANDARDIZED EXAMS	While GNU sets no minimum scores for acceptance to the University, we do suggest submission of scores from any standardized exams you may have taken, including the SAT/ACT. This information helps us get a full picture of the applicant.

### Admission Process

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#### ***Stage One: Student Tasks***

Students seeking admission to Great Northern University must:

- 1) Complete a Basic Application Form (online submission) including two references:
  - a. One academic reference. This reference must be from a current or former teacher who can testify to academic abilities.
  - b. One Christian character reference. Examples of individuals providing this reference could be coaches, pastors, parents of friends, employers, or counselors (may not be a family member).
  - c. Personal testimony of faith (attached document or may also be recorded by admissions staff).
  - d. Writing Sample (please see criteria in application). GNU sets no minimum standard for a writing sample. This sample will indicate the student's current skill level and inform the academic team of potential need for additional writing support.
  - e. Agree to the Code of Belief and Conduct for Great Northern University
  - f. Acknowledgement of student housing expectations.
  - g. No vaccination documents are required for admission to Great Northern University.

#### ***Stage Two: Review of Documentation and Interview***

The Admissions Counselor monitors applications that have begun and will reach out to new applicants. All admissions documents will be reviewed by faculty, staff, and/or administration. Following the acceptance of these documents and satisfactory communication with references, an approximately 30 to 45-minute phone or face-to-face interview will be scheduled between the prospective student and an appropriate member of the GNU faculty or staff to assess institutional fit.

#### ***Admissions Communications***

Applicants will be notified via official email by the committee at the following stages:

- 1) Acceptance of documents and satisfactory communication with references (with request for face-to-face or phone interview)
- 2) Admittance / rejection

### ***Admissions Timeline***

- 1) The timespan between successful submission of documents and admittance or rejection is usually less than 2 weeks.
- 2) For the 2022–2023 academic year, the application deadline (meaning: deadline to submit documents) is available on the GNU website.

### ***Extra-institutional credit***

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Extra-institutional credit earned through the validation of learning acquired by means other than the completion of college-level courses may be accepted at GNU and applied to degree programs as determined by the Office of the Registrar in consultation with the appropriate program head. The following extra- institutional credit may be accepted at GNU and applied to the transcript.

### ***Advanced Placement (AP)***

GNU accepts credit for advanced placement exam scores (score of 3 or higher) as recommended by the [College Board](#). Credit will be recorded on the transcript.

### ***CLEP (College Level Examination Program) and Equivalency Exams***

GNU students can earn college credit through CLEP Subject Examinations with the College Board or through GNU-administered course equivalency tests. GNU students may earn up to 30 semester hours of combined prior learning or credit by examination, including CLEP.

If the student scores at the recommended level, credit is recorded on the GNU transcript.

College Board CLEP exams are available in more than 30 subjects and are administered monthly at more than 1,000 colleges and testing centers. These exams include multiple-choice and essay components. Students can take the exams at any Open Testing Center. To locate an Open Testing Center, students should visit the College Board website: [www.collegeboard.org](http://www.collegeboard.org). For reporting CLEP scores, students should use GNU's college code, which is 7625.

### ***Credit by Examination***

In rare cases, students may petition to receive credit by examination for previous education that does not qualify for transfer credit. Forms are available from the Registrar.

### ***Military Experience***

Veterans who meet the requirements for admission will be allowed advanced standing to the extent that their experience in the armed forces is applicable to the regular curriculum they expect to follow in college. The Guide to the Evaluation of Educational Experience in the Armed Forces issued by the American Council on Education will be followed in evaluating the applicant's educational experiences for such advanced standing.

### ***Military Transcripts***

Air Force (CCAF Transcript) is handled as a regular transcript, mailed to:



Great Northern University, ATTN: Registrar  
611 E. Indiana Ave.  
Spokane, WA 99207

Or

Registrar@greatnorthernu.org

### Acceptance

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Upon receipt of the completed application and interview, references, and all transcripts, the institution will determine the applicant's eligibility for admission. Upon acceptance the student will be notified by the Admissions Office. If grades, transcripts, or academic references indicate a likelihood of academic difficulty, the student may be accepted on Academic Probation.

Students may be provisionally accepted under probation due to incomplete documents, lower GPA, and other concerns about the student's ability to complete a degree program. Probation will include some restrictions on the number of credits attempted and extra-curricular activities as communicated in writing by the Office of the Registrar.

### Re-admission

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If previous students have been away from GNU and have not attended for more than one year, they must apply for readmission to the University.

### New Student Orientation

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Attendance at New Student Orientation for GNU is required for all students at the start of their first semester at Great Northern University. The orientation is conducted at the beginning of the fall and spring semesters. A student who fails to report on the date scheduled and complete orientation may be denied admission. During this vital registration and orientation time, students are introduced to the University, its college management software, college communication services, lifestyle, and activities.

## FINANCIAL INFORMATION

### Tuition and Fees

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GNU endeavors to keep the costs of an education as reasonable as possible. The expense of educating each student is well in excess of the amount the student contributes through fees. Gifts from the sponsoring sources, alumni, and friends help the student by providing much of the funds needed for a student's education. Current tuition and fees are included on the GNU website.

Tuition for 2022-2023 academic year is \$550 / semester credit hour.

### Cancellation of Courses

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Any course cancellations by the institution will be announced within two weeks of the start of the semester. Students will be notified in a timely manner, two weeks before the semester start when possible. Students should seek out their Faculty Advisor for recommendations for schedule modification.

### **Tuition Refunds**

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Tuition refunds following withdrawal from the University or dropping a course are subject to the following schedule:

Full Refund: Before classes officially begin and during the first week of classes

80% Refund: During the second full week of classes

60% Refund: During the third full week of classes

40% Refund: During the fourth full week of classes

No Refund: After the end of the fourth full week of classes

### **Payment Expectations (Student Accounts)**

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GNU believes that learning sound financial stewardship is a vital part of the University experience. All students have access to their student account balance through the institutional portal, Populi. Secure login information for the student portal is provided upon admission to GNU. Students are expected to track their balance through Populi and maintain current financial accounts.

Students are expected to arrange for the payment of tuition and fees each semester before they attend any class. Therefore, all institutional financial aid possibilities should be explored far in advance of the start of the semester, and students and their families are expected to provide financial assistance. Students are encouraged to contact the Financial Aid Director for assistance at any time for information about financial aid, student loans, and scholarships.

Great Northern University authorizes its federal aid administrators to use professional judgment in making determinations, so if you have unusual financial circumstances or contributing factors, please contact [Jmills@greatnorthernu.org](mailto:Jmills@greatnorthernu.org) or [KHills@greatnorthernu.org](mailto:KHills@greatnorthernu.org).

For any outstanding balance in a student's account that is not / will not be covered by financial aid and cannot be paid in full before the first payment deadline, students will have the option of arranging to pay by payment plan. Students must verify their intent to pay by signing an enrollment agreement form in Populi. Details for a payment plan and payment due dates can be found in Populi or by contacting the Registrar.

If students have not established a verified payment plan with the business office by the first payment deadline, they will be dropped from classes. Students may re-enroll after making the first payment, but GNU will not be held liable for resulting schedule changes that may occur due to class filling, class closures or cancellations.

Students who have not satisfied their financial obligations by the end of the semester will not be allowed to enroll in classes for the following semester.

## GNU Housing

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Great Northern University takes pride in providing a unique residence housing experience. Student housing values community, cultivating safe spaces, and a living environment that mirrors the real world. Ultimately, residence life at Great Northern seeks to provide a living environment that promotes spiritual and personal growth to the ends of students engaging their world. Learning to live with others equips students to take ideas presented in the classroom and implement them into their everyday lives. Thus, all first-year students at Great Northern are required to live in student housing. However, housing options are available for all students throughout their program. Exceptions for our housing requirements are available to those who are married or express a significant need. Additionally, GNU strives to offer student housing at an affordable rate for the Spokane area. For more information about student housing please see our website <https://www.greatnorthernu.org/about/student-life/housing/> or contact our Campus Life Coordinator at [rdeakin@greatnorthernu.org](mailto:rdeakin@greatnorthernu.org).

# FINANCIAL AID

## Great Northern University's Financial Aid

The Financial Aid Office provides numerous services to meet the needs of those who wish to obtain a Great Northern University degree. Great Northern University participates in federal financial aid programs. Students are encouraged to apply for admission and financial aid concurrently in order to expedite each important process. Aid applicants must be admitted to the University in order to receive a financial aid package.

To obtain institutional or financial aid information please contact Dr. Jennifer Mills at [jmills@greatnorthernu.org](mailto:jmills@greatnorthernu.org). (As required to be disclosed under HEA Section 485(a)(I), Section 485(f), Section 485(h), and Section 485(j).

Thousands of organizations and employers offer scholarships for prospective and returning students to help fund their college educations. Great Northern University aims to help students find outside financial assistance.

### **Possible sources of outside scholarship funding or information:**

- churches or religious organizations
- local civic groups
- financial organizations
- individual benefactors from your hometown
- your or your parents' employers
- non-profit organizations
- webpages of nearby high schools or colleges
- other organizations that are related to your career interests and/or hobbies

Your high school college planning center and guidance counselor are also viable resources for information about scholarships available specifically to your community.

### **A few warnings to keep in mind during your outside scholarship search:**

- Never exchange any funds - paying or refunding - during the search or application process. If they truly offer funding, they want to give you money, not take it from you!
- Don't give personal information (e.g., Social Security number, credit card information, etc.) during the search or application process. Some persons/organizations may be data mining or using a "spam scholarship" as a marketing ploy.
- If a street or email address is required in a scholarship application, use your Great Northern address, if available. This will ensure that possible mail/emails from them can only follow you until graduation.
- Before applying to scholarships, visit FinAid or the Federal Trade Commission for information about scholarship scams.

Remember, our including information about a scholarship is not an endorsement. We cannot guarantee the authenticity of every individual scholarship.

Receiving outside scholarships could conceivably affect your financial aid, namely your loans and need-based grants. However, receiving them cannot result in a loss of your work study award.

**Follow these guidelines to receive as much financial assistance as possible.**

Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 at <https://studentaid.gov/h/apply-for-aid/fafsa> as some need-based financial aid is awarded on a first-come basis. To ensure prompt processing and data accuracy, it is recommended to file the FAFSA online. Please be sure to include Great Northern University as a designated recipient of the FAFSA submission (Federal ID number: 042975).

Two to five days after filing an application on the web (4-6 weeks for a paper application), a student will receive a Student Aid Report (SAR).

Upon receipt of the SAR, the student should review it to ensure all information is accurate. If all the data is correct, and Great Northern University is listed as the school to which the results can be released, no further action is required. If corrections to the information need to be made, they can be made online, or by submitting a corrected and signed SAR to our office.

Our office will package and send out aid offers to all students with a valid FAFSA Report on file at Great Northern University. Counselors cannot begin packaging an offer without a valid FAFSA report, so it is recommended that a FAFSA be filed as early as possible.

If a student has been selected by the federal processor for verification of any data, our office will follow-up with a request for the appropriate documents.

Great Northern University's priority deadline is March 1. File your FAFSA before this date in order to receive priority consideration for financial aid funds.

### **The Financial Aid Package**

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Once financial need is established, the Financial Aid Office assembles the best possible financial aid package for each applicant. This package generally combines several types of aid from sources inside and outside the University. Rarely does total student aid come from a single source. A typical financial aid package is developed from four sources: scholarships, grants, work-study, and long-term educational loans. The proportions of aid from each of these sources vary greatly, depending upon individual circumstances and available funding. Financial aid packages can vary from year to year, depending on changes in a student's financial need, grades, and date of filing. Students must reapply for financial aid each year by the priority date to ensure maximum eligibility.

**Important Fact:** When completing your FAFSA, you'll need to know the Great Northern University School Code - 042975.

Need-based financial aid is available to qualified students who are admitted to Great Northern University and file the FAFSA. These assistance programs are based on the premise that students and parents should pay for college to the extent that they are able. Need-based financial aid is used to help make up the difference between the cost of college and what a family can afford.

When a FAFSA is filed, a standard formula is used to calculate the expected family contribution (EFC) – the amount that the student and the student's family are expected to pay. The Financial Aid Office compares the EFC to our costs. If the costs exceed the amount of the EFC, the student is eligible for need-based financial aid. A typical financial aid package will contain a combination of gift aid (scholarships and grants) and self-help aid (low-interest educational loans and employment). Information released to Great Northern University through the FAFSA application is kept confidential.

Application for all need-based financial aid programs must be made for each year the student is enrolled. The FAFSA should be completed after October 1 and before our priority deadline of March 1. The FAFSA is available online at [fafsa.gov](https://fafsa.gov).

### Need-Based Gift Aid

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Gift aid does not have to be repaid by the student. Need-based gift aid is available through federal, state, institutional, and outside sources.

## Financial Aid Opportunities

Great Northern is committed to making your education affordable. The following are forms of financial aid opportunities that are available to students at Great Northern. The qualifications for each type of aid vary.

### Scholarships

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Students may receive scholarships from any number of outside sources, but Great Northern also offers some scholarship opportunities for academically strong students. Our on-campus scholarships are renewable for up to four years based upon maintaining academic standards.

### Need-based Grants

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There are a number of grants available based on your financial need. Grants are also a type of gift aid and require no repayment. Grants may come from the federal government, the state of Washington, or our University.

### Work Study

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At this time, Great Northern University has limited participation in the Federal Work Study Program. Qualification for the Federal Work Study Program is determined through the FAFSA. Early submission is recommended as Work Study opportunities fill up quickly. Not all students qualifying for Work Study will receive an offer of employment.

### Loans

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Students can take advantage of loan opportunities to assist in funding their education. This type of aid will require repayment. Loans for students are available through the federal government regardless of credit history or current finances. Some of these loans also do not accrue interest during the time the

student is in college. Parents may also borrow through the federal government or through private lenders, if they qualify.

### **First-year and Transfer Students Award Notice**

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The financial aid offer provides information about the direct cost to attend Great Northern University and is the official notification of the financial aid that may be available through the Financial Aid Office at Great Northern University. Aid offers will be sent through email.

The aid offer, while not a commitment of funds or a binding contract, is an initial indication of funds available from federal, state, institutional, and outside funding sources. These funds include but are not limited to the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), Washington State Grant, any Great Northern merit or talent-based scholarships, federal and institutional work programs, federal loans, and any aid awarded by individuals or agencies other than the Great Northern University Financial Aid Office. Students are considered for all assistance; if the financial aid offer does not reflect a particular program, the student did not qualify for that assistance.

The financial aid offer is extremely important. Aid that is declined will not be replaced with other institutional funds.

### **Returning Students Award Notice**

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The Financial Aid Office will send an electronic aid offer to a student's Great Northern email address. Financial aid can also be viewed on a student's Populi account. If a student wishes to decline or reduce an award, they should complete this information in Populi.

### **Financial Aid and Estimated Charges**

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The financial aid offer is designed to provide a complete summary of the financial assistance and direct costs for the academic year. Note that cost figures are estimates. The figures reflect current enrollment status, as well as the status as a resident or commuter and the appropriate associated charges.

Great Northern University does not sell textbooks or classroom supplies through the campus.

Unless a student notifies the Financial Aid Office of their wish to decline an award, all grants and scholarship aid offered will be processed. Loans offered cannot be disbursed until a promissory note is signed and loan entrance counseling is completed. Students do have the option of canceling any aid within 60 days from the date the funds were initially disbursed.

Certain loans (Federal Direct Stafford and Parent PLUS Loans and Alternative Student Loans) have origination fees that will not be reflected on the aid offer. The origination fees can be found on the loan disclosure notices received from the lender. Any questions about aid should be addressed to the Financial Aid Office.

### **Receipt of Outside Scholarships**

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If a student is aware of scholarships or other assistance from outside sources that were not included in the official aid offer, or if a student receives a different amount than anticipated on the aid offer, prompt notification to the Financial Aid Office is required. Notification can be made to our office via email at [jmills@greatnorthernu.org](mailto:jmills@greatnorthernu.org). Our office will make adjustments as necessary to ensure that students do not

receive more assistance than they are eligible for according to state and federal regulations, which may mean they receive less state and federal assistance than initially offered. Scholarships from outside sources cannot be applied to a student's account until the funds are received by the Great Northern University Business Office and, if applicable, the check has been endorsed by the recipient.

### Maximum Time Frames for Receipt of Financial Aid

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Financial aid beyond eight terms is generally limited to federal and state aid. Students are encouraged to file a Free Application for Federal Student Aid (FAFSA) for federal and state financial aid, although both types of financial aid have statutory limits. For students who received a federal Pell grant, the equivalent of 12 full-time terms is the maximum. New Stafford loan borrowers may only receive subsidized loans for a maximum of 150% of the published length of their academic program (six years of full-time study). Federal and state financial aid eligibility end once students have satisfied all graduation requirements for their particular areas of study. Please see "Satisfactory Academic Progress Standards" for additional restrictions.

## Financial Aid Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards ensure that students are successfully completing their coursework and can continue to receive financial aid. All students receiving financial aid are required to meet SAP standards.

Federal regulations require the University to establish, publish, and apply standards to monitor students' progress toward completing a degree program. If students fail to meet the SAP standards, they will be placed on financial aid warning or suspension. Students' academic performance must meet the SAP standards below.

- The cumulative GPA must be at least 2.0 (or higher).
- Students are eligible to receive financial aid for 150% of the published degree credits required to complete a program. For example, if an undergraduate degree program requires 120 degree credits, students are eligible to receive financial aid for up to 180 attempted credits. This includes colleges attended prior to GNU at which students received Federal Student Aid whether or not those credits transfer.
- Students must earn at least 67% of the credits attempted. Each semester, the total number of credits attempted will be compared to the total number of credits earned.

### SAP Warning

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Students will be placed on financial aid SAP warning for one term if they fail to meet the required GPA and/or overall cumulative completed credits percentage standards. While on warning, students may still receive financial aid.

To be removed from financial aid warning status, students must attain the required cumulative GPA and/or cumulative completed credits percentage standards by the end of the warning period. A



student's financial aid will be suspended at the end of the warning period if they fail to attain the required standards.

### Time Frame Reminder

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Once a student's record shows they have attempted more than 125% of degree credit requirements, a student will receive a time frame reminder in their University email account. This is meant to inform the student that they are approaching the maximum time frame. Students are still eligible for aid, but they may want to plan coursework to ensure completion of the degree within the maximum time frame. If the time frame is exceeded, before they have finished their studies, they will not be eligible for financial aid.

### Financial Aid Suspension

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If a student does not attain the required cumulative GPA and/or cumulative completed credits percentage during the warning period, or if the maximum time frame of 150% of the published degree credits required to complete a program is exceeded, the student will be placed on financial aid suspension.

While on suspension students are not eligible for most financial aid programs. Exceptions include some private loan programs. Students must check with private lenders to determine if they offer loans to students not meeting SAP requirements.

Students may attend the University at their own expense until they attain the cumulative GPA and cumulative completed credits percentage requirement. To regain financial aid eligibility, their record must reflect that they have met these requirements. If a student failed to meet these standards due to unusual circumstances, they have the right to appeal their SAP suspension status.

### Academic Suspension

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If a student has been suspended from the University, they are no longer eligible for any financial aid. Once a student has been readmitted, their financial aid status and eligibility will be determined based on financial aid SAP standards through a review of their academic record.

### Information on Making an SAP Appeal

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- If a student is not meeting SAP standards, they will receive an email notice before the beginning of the next term. They may appeal a financial aid suspension status for the following reasons:
  - Their record shows that they have earned the required GPA or cumulative completed credits percentage to meet SAP standards during a term at their own expense.
  - They were readmitted after suspension from the university.
  - Unusual circumstances interfered with their ability to meet SAP standards, including but not limited to:
    - Illness, accident, or injury experienced by the student or a significant person in their life  
Documentation required: physician's statement, police report, or other documentation from a third-party professional; hospital billing statement
    - Death of a family member or significant person  
Documentation required: a copy of the obituary or death certificate

- Divorce experienced by the student or parent  
Documentation required: attorney's letter on law firm's letterhead or copy of divorce decree
- Reinstatement after an academic dismissal or extended break in enrollment  
Documentation required: adviser's written statement
- Personal problems or issues with spouse, family, roommate, or other significant person  
Documentation required: written statement from medical doctor, counselor, attorney, or other professional advisor
- Successfully following an academic plan during the probationary term, yet remaining below the overall completion ratio of 67%  
Documentation required: appeal with advisor's statement section completed
- Exceeding time frame while in a second undergraduate or dual degree program or as a result of changing a major.

If a student has been placed on financial aid suspension, their financial aid awards will be canceled after the fifth week of the term. Those canceled funds are returned to the originating programs to be awarded to other eligible financial aid recipients. If an appeal is granted, aid will be reinstated, based on what funds are available at that time. As a result of financial aid suspension, original award(s) may be reduced or lost.

Appeals must be submitted no later than 30 days prior to the end of the term in which a student receives notice. Incomplete or late appeals may jeopardize the review of an appeal in a time frame that would allow disbursement of financial aid, if the appeal is approved.

## Applying for Federal Financial Aid

Application for federal financial aid must be made by completing a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. In order to complete online filing of the FAFSA, student and parents should create a FSA User ID. The FSA ID may be used to provide an electronic signature on the FAFSA which will ensure prompt processing, typically between 48-72 hours. The FAFSA can also be completed on paper (processing can take 4-6 weeks) and submitted via US mail. Please contact our office for a paper copy of the FAFSA.

The FAFSA should be submitted by the priority deadline of March 1 each year that a student plans to attend Great Northern. Failure to file the FAFSA by the priority deadline may result in the loss or reduction of federal, state, and Great Northern need-based grants, and low-interest federal loans. Upon submission of the FAFSA, the family is provided with an Expected Family Contribution (EFC). The EFC is the amount that the family is estimated to be able to contribute toward college costs. Please note that the EFC and the family's direct costs will not necessarily be consistent.

Students filing online who provided a valid email address will be notified electronically when the results of their FAFSA are available to be viewed. We strongly recommend that students log back into their application at <https://studentaid.gov/h/apply-for-aid/fafsa> and review their application. Any necessary corrections or updates to tax information can be made online by the applicant at this time.

## Federal Eligibility Requirements

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1. *Free Application for Federal Student Aid (FAFSA)*: A student must file a FAFSA to establish eligibility for federal, state, and institutional funded grant and loan programs.
2. *Regular student in an eligible program*: A regular student is someone who is enrolled for the purpose of obtaining a degree.
3. *Elementary or secondary enrollment*: A student who is concurrently enrolled in high school and at Great Northern University is not considered a “regular student,” and is not eligible for financial aid.
4. *Academic qualifications*: Great Northern requires an admitted student to have a high school diploma or its recognized equivalent. A home-school student is also eligible under certain circumstances.
5. *Satisfactory Academic Progress*: A student must attend classes on a regular basis and meet Great Northern’s Satisfactory Academic Progress standards.
6. *Citizenship*: A student must be a U.S. citizen or eligible non-citizen. For any student who fails the Social Security match for citizenship or the Department of Homeland Security match for permanent residency on their FAFSA application, the Financial Aid Office requires confirmation or documentation of status as specified by federal regulations. These documents must be presented in person to a designated financial aid official.
7. *Social Security Administration*: If a student’s application fails the Social Security match on their FAFSA application, the Financial Aid Office is required to resolve the discrepancy. Typically, such discrepancies can be resolved by submitting a copy of the student’s social security card to the Financial Aid Office.
8. *Selective Service Administration*: General registration requirements apply to males who are at least 18 years old and were born after December 31, 1959. Any student that is required to register but fails to do so is ineligible for federal aid.
9. *Defaulted student loans and overpayments of federal aid*: A student must certify that he or she is not in default on a federal student loan and does not owe a previous overpayment on a federal grant or loan.
10. *Total and Permanent Disability Discharge of prior student loans*: To receive a new Title IV loan (Perkins Loan or Direct Loan) after receiving a discharge due to total or permanent disability, a borrower must:
  - a. Obtain a certification from a physician that he or she is not able to engage in substantial gainful activity; and
  - b. Sign a statement acknowledging that the new loan or service obligation cannot be discharged in the future on the basis of any injury or illness present at the time the new loan is made, unless the condition substantially deteriorates so that he or she is again totally and permanently disabled.
11. *Conviction of possession or sale of drugs*: A federal or state drug conviction can disqualify a student for financial aid funds. A student self-certifies on the FAFSA application that he/she has never been convicted of possessing or selling drugs for an offense that occurred while he/she was receiving federal student aid. A student who is unsure if the nature and dates of his/her conviction disqualifies him/her from receiving financial aid should contact the Department of Education at 1.800.433.3243 for clarification.

12. *Verification of FAFSA application data:* A student selected for verification must comply with the guidelines as outlined below.

### **Enrollment Status**

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The amount of a student's financial aid award depends on enrollment status, as of the university's official date of record. A student may receive less financial aid if their full-time enrollment status changes prior to the official date of record. The amount of the reduction can vary and is contingent upon the following enrollment statuses: full-time (12 or more course credits); three-quarter time (9-11 course credits); half-time (6-8 course credits); less than half-time (less than 6 course credits).

### **Financial Aid Eligibility Coursework**

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If students are receiving any federal or state financial aid (Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Work Study, Federal Stafford loan), please note the following regarding coursework and federal aid eligibility.

Federal Financial Aid is awarded based on a student's enrollment status as defined by the US Department of Education and will be prorated if the student is taking less than 12 course credits. When determining enrollment status (full, three-quarter, half, and less than half), the US Department of Education only allows you to receive financial aid for courses that are required in order to complete your program of study.

## **Verification**

Federal regulations require that selected FAFSA applicants complete the verification process before aid is disbursed. Students may be chosen for verification by the U.S. Department of Education or by Great Northern University.

### **Federal Verification for Financial Aid**

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#### **What Is Federal Verification?**

Verification is a federal aid eligibility requirement operated by the Financial Aid Office in which students are requested to support certain data elements of their Free Application for Federal Student Aid (FAFSA). Our Financial Aid Office verifies all students who are selected by the Department of Education to be verified, and we may use discretion in selecting students on an individual basis as well. Some items that are required to be confirmed include: taxable income, family size, and untaxed income. In some instances, the Financial Aid Office may need a copy of the high school diploma or official transcript documenting the date of graduation. The student may be asked to meet with a financial aid officer to present photo identification and sign a statement confirming their educational intent. If selected, this process must take place prior to the payment of federal aid to a student's account.

Reasons for being selected for verification include: the FAFSA contains estimated information or inconsistencies, was incomplete, or was selected at random.

#### **How do I know if I have been selected for verification?**

A student can check the Student Aid Report (SAR) to see if their FAFSA was selected for Federal Verification by the Department of Education. This SAR is sent soon after completion of the FAFSA. If a student has been selected, there will be an asterisk (\*) next to the Expected Family Contribution number (EFC). The Financial Aid Office will email to notify the student that they have been selected. This email will be sent to the GNU email address only.

### **How do I complete the verification process?**

If the student, and/or their parent(s) filed a Federal Tax Return, Great Northern University is required to obtain a signed copy of the Federal Tax Return(s). A student and /or their parent(s) may also use the IRS Data Retrieval Tool in the FAFSA so that the correct tax information is transferred to our office. If a student already used this Data Retrieval Tool successfully when they first filed the FAFSA, they do not have to use it again. If a signed copy of the Federal Tax Return is not available, and the student and / or parents are ineligible to use the IRS Data Retrieval Tool, they must go to the IRS website to request a copy of the Tax Return Transcript. An IRS account must be created to obtain the transcript.

For independent students, or for a parent who did not file a Federal Tax Return, obtain and submit a "Verification of Nonfiling Letter" from the IRS, attesting that they did not file an IRS income tax return. Complete Form 4506-T and check Box 7 to request this Letter.

For dependent students who did not file a Federal Tax Return, upload a Non-Tax Filer's Statement and send it to Registrar@greatnorthernu.org

Next, submit all required information to [khills@greatnorthernu.org](mailto:khills@greatnorthernu.org) or bring it to the Finance Office in person.

### **What is the deadline to complete the verification process?**

Those selected for verification have 30 days from the date of notification to submit the required documentation. No federal financial aid funds will be credited to accounts until the verification process is complete. Failure to submit the required documentation within 30 days may result in loss of all federal financial aid as well as any other aid that could be affected by the result of the verification process.

### **How will I learn the results of the verification process?**

If the process produces a change to federal aid eligibility, notification of the result of verification, via an updated award notice, will be emailed from the Financial Aid Office.

### **Selection for Verification**

After submitting the FAFSA, a student will receive an electronic Student Aid Report (SAR), which will indicate if the student has been selected for federal verification. In addition, they will receive notification from the Financial Aid Office regarding the required documentation that must be submitted in order to satisfy the federal verification requirement.

## **Required Documentation**

Required documentation varies depending on the reason(s) your application was selected. Please be prepared to provide all information requested by the Financial Aid Office from the tax year used when completing the FAFSA.

Typically, if the FAFSA is selected for verification, the student and / or parent(s) must complete the following:

- If parent(s) have filed federal taxes, they need to submit a signed copy of their federal tax return, use the IRS Data Retrieval Tool (DRT) or submit an IRS Tax Return Transcript
- If the student and/or their parent(s) earned income from any source, they must submit a copy of each Form W-2 received or if no W-2, a list of the source(s) and total earnings.
- Non-Tax Filers: If a student did not and were not required to file a federal tax return for the tax year being verified, please complete the Non-Filer Form, and submit copies of W-2 Forms or translated copies of foreign income statements.

As GNU completes the verification review, we may contact the student for clarification or to resolve conflicting information, so that records can be updated as required. Some students may also be asked to complete a high school verification form, if needed.

Our office recommends that students submit verification documents as soon as possible upon being notified of selection. If a FAFSA is selected for verification, students should be sure to complete the verification requirements as soon as possible so that their eligibility for federal financial aid can be finalized. Students should submit the documents directly to the Financial Aid Office. If you are sending documents to us with Personally Identifiable Information (i.e., Social Security Number, Driver's License or State ID Number, Alien Registration Number, Date of Birth), several steps can be taken to secure your data. Social Security Numbers should be redacted / blackened out and messages should be encrypted whenever this information is sent over email. In all circumstances, the verification process must be completed by the last day of enrollment during the school year for which the application has been selected, unless students meet certain federal criteria to be considered for later disbursements. Please see below for additional information on the priority submission date for completing verification.

### **What if we filed an extension with the IRS?**

If a family filed an extension with the IRS, they should submit the verification worksheet along with IRS extension documentation, such as W-2 forms and/or a statement from self-employed individuals certifying adjusted gross income (AGI) and U.S. taxes paid.

### **What if we filed an amended tax return with the IRS?**

Applicants selected for verification and who file an amended tax return will not be able to use the IRS Data Retrieval Tool. As a result, these families must submit a signed copy of the 1040X amendment and a signed copy of the original 1040 tax form.

### **Use the IRS Data Retrieval Tool (DRT)**

If a student did not choose the IRS Data Retrieval Tool (DRT) when they initially filed a FAFSA, please complete the following:

- Log in to studentaid.gov/fafsa to "Correct info"
- In the "Financial Information" section, click "Link to IRS"
- On the IRS website, fill out the form and click on "Transfer my tax information into the FAFSA". Once you complete the IRS information, the system will bring you back to the FAFSA

Make sure you submit the corrections and sign your FAFSA using your FSA ID.

### **You Will Be Unable to Use the DRT if:**

- The student/parent is married, and either the student/parent or his/her spouse filed as married filing separately.
- The student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
- The parents' marital status is "Unmarried and both legal parents living together."
- The student/parent filed a Puerto Rican or foreign tax return.
- The student/parent filed their tax return electronically within the last three weeks, or through the mail within the last 11 weeks.

Additional information about using the DRT is available via the Department of Education.

### **IRS Tax Return Transcript Request**

Tax filers selected for verification and unable to use the IRS Data Retrieval must request a Tax Return Transcript (NOT an Account Transcript) of their tax return from the IRS in one of three ways:

- The IRS website by selecting "Get Transcript ONLINE" or "Get Transcript by MAIL."
- The IRS automated phone transcript service at 1-800-908-9946.
- Complete and submit Form 4506T-EZ or Form 4506-T to the IRS by mail.

Note: For electronic filers, an IRS Tax Return Transcript may be requested within 2-3 weeks after the return has been accepted by the IRS. The IRS Tax Return Transcript may take up to 8 weeks to be available for those who file paper tax returns.

### **Identity Theft Information**

If a student has been a victim of identity theft, they cannot obtain an IRS Tax Return Transcript until the issue has been resolved by the IRS. Since resolution can take a significant amount of time, please provide a copy of the Transcript Database View (TRDBV) tax transcript to our office along with a signed and dated statement by the tax filer indicating they were a victim of IRS tax-related identity theft and the IRS has been made aware of the tax-related identity theft. You may obtain a copy of the TRDBV from the IRS by calling 1-800-908-4490.

### **Priority Submission Date for Completing Verification**

Verification is complete when we have reviewed all required documentation, and the data in the financial aid application is accurate according to the documentation submitted. In general, verification must be completed by the last day of enrollment during the school year for which the application has been selected, unless they meet certain federal criteria to be considered for late disbursements. Our office recommends submission of verification documents as soon as possible upon being notified of selection.

### **Changes to Financial Aid as a Result of Federal Verification**

Our office is required to submit all changes resulting from verification to the Federal Student Aid Processor. The Processor sends a revised electronic Student Aid Report (SAR) to the student. The revised SAR highlights the data that was changed and states that the changes were made by the school.

### **Opting Out of Completing Verification**

If a student chooses not to, or fails to submit verification documents, we will be unable to complete the review of eligibility for financial aid.

In rare cases, a student who has already been awarded federal financial aid may be selected for verification after financial aid has disbursed. If this happens, we will send notification by email. Failure to comply with the verification requirements will result in aid being canceled and any future aid not disbursing to a student account. If financial aid had already disbursed to a student account, financial aid will also be canceled which may result in a balance on the University student account.

If a student is selected for federal verification but do not wish to complete the process and want to cancel their aid application, you should send written notification to the Financial Aid Office.

In general, the Financial Aid Office has a practice of completing the verification process prior to preparing a Financial Aid Notification (FAN). As a result, the FAN that you receive will reflect your eligibility post verification.

In rare cases, the Financial Aid Office will prepare a FAN prior to the completion of the verification process. In those cases, the FAN will include a message that states that the estimated financial aid is subject to change pending the results of verification. Once verification is complete, the updates will be sent to the Federal Processor and a revised electronic FAN will be sent.

### **Credible Information of Fraud or Criminal Misconduct in Connection with the Verification Process**

By law, the University must refer to the Department of Education's Office of Inspector General (OIG) any credible information it discovers, including as part of the verification process, that indicates an applicant for federal student aid may have engaged in fraud or other criminal misconduct in connection with his or her application for such aid. Common types of fraud or misconduct include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income.



If a University employee suspects that a student, another employee, or some other party has misreported information or altered documentation to fraudulently obtain federal student aid, the employee with such suspicion is required to bring that information to the attention of the University's Financial Aid Office. The Financial Aid Officers will work with University legal counsel to review the documentation and determine if a referral to the OIG is required. Any decision to refer information to the OIG will be coordinated by University legal counsel in accordance with the guidance provided in the Federal Student Aid Handbook. The relevant student file will be held in the Office of the Provost to ensure that all information is secure once a report is made to the OIG.

## **FEDERAL GRANT PROGRAMS**

### **Federal Pell Grants**

The Federal Pell Grant program is designed to provide financial assistance to eligible undergraduates. Application is made by filing a Free Application for Federal Student Aid (FAFSA). These grants are generally available to families with modest incomes.

The Federal Pell Grant program provides grants to full- and part-time students and may be used at any eligible college or university that a student attends as an undergraduate or until receipt of a first baccalaureate degree. The award amount can change yearly and may vary according to the cost of the institution and the number of hours of enrollment. A student may receive no more than the equivalent of 12 full-time term awards. Final Pell Grant amounts are subject to the federal budget process and could very well be reduced.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The Federal SEOG program provides financial grant assistance to Pell Grant eligible undergraduates with exceptional financial need which, for the purposes of this program, is defined as those with the lowest EFC. Application is made by filing the FAFSA. The grants are made from funds provided by the federal government to Great Northern University. We, in turn, select students of need who have applied for financial aid and meet awarding criteria established by the federal government. SEOG awards at Great Northern are based on the availability of funding and can range from \$100 up to \$1,000 per academic year. These funds are limited and not all students who qualify can be assured that they will receive funds.

### **State Grants**

Many states have grant programs. While most are not portable (cannot be used outside of the state of residency), we strongly advise you to research any available grants from your State Higher Education Agency.

## Active-Duty Military Benefits

Those who are currently serving in the military, or are the spouse or dependent child of a service member who is currently serving on active duty, may be eligible for funding offered through the Department of Defense Tuition Assistance program. Students should check their eligibility status and amount for which they qualify with the appropriate Service prior to enrolling.

## Veterans Benefits

The Veterans Administration administers programs for veterans and service people seeking assistance for education and training. Veterans or dependents of veterans who plan to receive educational benefits, as determined by the Department of Veteran Affairs, should contact the Great Northern University Financial Aid Officer well in advance of enrollment to request certification.

## Outside Scholarships

These funds are awarded directly to the student from sources outside of Great Northern University (community, company, private agency, tuition reimbursement, etc.). These scholarships may require the completion of separate applications as well as the FAFSA.

Many firms and agencies extend educational benefits to their employees. Students should contact the personnel office of their and/or your parent(s) place of employment to find out if the employer(s) will help finance their education. Don't forget to contact businesses and organizations within the community for possible scholarship funds.

Please note that outside awards are used in meeting financial need. These scholarships must be reported to the Financial Aid Office either by email or telephone. If your outside scholarship or loan awards combined with need-based aid exceed need or cost of attendance, a revision of your financial aid package will be necessary. Revisions to aid are dependent on a variety of factors, including the type and amount of outside assistance received. Notification regarding any revision to the aid package will be communicated with a new award letter.

Self-help aid may be need- or non-need based. Students apply for these funds by completing the FAFSA. Once awarded, the Financial Aid Office will provide any additional paperwork that may be necessary. Self-help aid requires work for compensation or repayment of low- interest student loans. Eligibility for these programs is determined yearly and requires that the FAFSA be filed each year.

## Work-Study Awards

Great Northern's work-study program provides part-time employment primarily on campus. Awards are based upon calculated financial need as determined by information provided on the FAFSA. Need-based employment is funded by the Federal Work Study program. Students awarded Federal Work Study will be given priority in filling work-study positions.

Many students are offered employment as part of their financial aid packages. Employment awards generally range between \$1,300 to \$2,000 per year, with the average student working 6-8 hours per week. The work-study award is not a guarantee of employment.

First-time work study students - The Financial Aid Office manages the work study program for first-time students. All first-time Great Northern students who have been awarded Work Study as part of their financial aid package are eligible to apply for employment. First-time work study awardees will be emailed instructions about how to apply for a work study position. It is important to apply for a position in order to be hired.

Students returning to their previous position - The hiring process for returning students is the responsibility of the student and their supervisor. Typically, students will be notified if they are being retained in their current position from the previous academic year.

It is not possible for Great Northern to make up any award that is not earned. Students may use work study earnings to cover the corresponding portion of their balance due. However, students will be required to pay any shortfall at the end of the academic year. Great Northern will not make up a declined work award with other aid.

Federal law requires that students complete standard federal and state employment forms (W-2, I-9) before they may begin working. The Human Resource Office will make this paperwork available during Fall Orientation. Two forms of identification are required, generally a valid driver's license and social security card or a passport. Time sheets must be completed, signed by a supervisor and submitted to the Executive Assistant to the President's Office for all hours worked. The first payroll month is October. Work study wages are taxable income and should be included on a tax return if you are required to file.

## **William D. Ford Federal Direct Stafford Loan**

This loan must be repaid by the student. The Federal Direct Stafford (FDS) loan program allows students to borrow low-interest loans directly from the federal government. To qualify for a FDS loan, a student must file the FAFSA, be admitted to a degree program, and be enrolled at least half-time.

### **Loans**

There are two types of Federal Direct Stafford loans (FDS): subsidized and unsubsidized. The interest rate for both subsidized and unsubsidized loans processed during the 2021-2022 academic year was fixed at 2.75 percent. A 1.059% origination fee is subtracted from the loan funds. Please note, interest rates, subsidies, and origination fees may change. Updated information will be published as it becomes available.

A student must have financial need to receive a subsidized loan. Financial need is not required to be eligible for an unsubsidized loan. During the time that a student is enrolled on at least a half-time basis and during grace and deferment periods the federal government will pay the interest on a subsidized FDS loan. Interest will accrue during all periods on an unsubsidized FDS loan. A student has the option of paying the interest during in-school periods or adding the interest to the principal of the loan. Principal payments typically begin after the six-month grace period.

#### ***Acceptance of Loan***

While the financial aid offer will list a student's maximum annual eligibility, students are encouraged to borrow wisely. Borrowing the unsubsidized portion of the loan can significantly increase a student's loan

debt because interest will be charged from the time the loan proceeds are disbursed. A student can contact the Financial Aid Office to reduce or decline the loans in the financial aid offer.

### ***First-time borrower***

A first-time borrower must complete loan entrance counseling and sign a master promissory note (MPN). Students can complete their MPN and entrance counseling at any time on the Department of Education Direct Loan website at: [www.studentaid.gov](http://www.studentaid.gov). In addition, the Financial Aid Office will provide information to first-time borrowers that will guide them through this process.

### ***Disbursement***

A disclosure statement will be sent from the Direct Loan Origination Center to the student for each FDS loan originated on the student's behalf by the Financial Aid Office. The disclosure statement provides information about the type of FDS loan, the loan amount, and the disbursement dates. Once the loan has been disbursed, the student will be contacted by the servicer. The loan servicer manages the repayment of the FDS loan on behalf of the federal government.

Full academic year loans will be disbursed in two equal installments, one toward the beginning of each term. All loan proceeds must first be applied to any outstanding balance on a student's account. Excess funds will be refunded to the student borrower by the Great Northern University Business Office.

A student will be notified by the Great Northern University Business Office via email when a disbursement has been applied to the student's account. A FDS loan disbursement can be reduced or canceled upon request of the student. The Financial Aid Office can return loan funds on the student's behalf up to 60 days after the funds were disbursed.

### ***Exit Counseling***

Upon graduating, withdrawal, or enrollment of less than half-time, a FDS loan borrower must complete exit counseling. A student will receive information about the rights and responsibilities as a borrower, including payment and deferment options and the contact information for the servicer of the loan(s). An exit interview must be completed electronically on the Department of Education Direct Loan website at: [www.studentaid.gov](http://www.studentaid.gov).

### ***Repayment***

Once a student is no longer enrolled at least half-time, repayment begins on subsidized loans typically after a six-month grace period. Unsubsidized loan payments typically begin immediately after enrollment drops below half-time. During the grace period, the student will receive repayment information from the loan servicer, including the first payment due date. Information on the servicer assigned to a student's loans can be found on the National Student Loan Data System (NSLDS) at: [www.nslds.ed.gov](http://www.nslds.ed.gov).

The FDS loan program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, students have 10 to 25 years to repay their loan, depending on the repayment plan that they choose. Detailed information on repayment options is provided during the mandatory entrance and exit counseling sessions and on the Department of Education Direct Loan website: [studentaid.gov](http://studentaid.gov).

Deferment options may be available to students who are: participating in at least half-time enrollment, serving in a graduate fellowship, in a rehabilitation training program, serving under the Peace Corps Act, serving under the Domestic Volunteer Service Act of 1973, serving as a volunteer for a tax-exempt organization, conscientiously seeking but unable to find employment, or experiencing economic hardship.

### ***Repayment of Student Loans***

The timely repayment of student loans is an important part of students' responsibilities. If students decide to borrow, they should only borrow what is needed. The Financial Aid Office at Great Northern University provides students with comprehensive information about their loans during enrollment at Great Northern in order for students to make the most informed decisions regarding borrowing. Before borrowing, students should estimate the amount of debt they may be able to afford and use available online loan calculators to determine monthly repayments. For quick access, sample loan repayment schedules are also available.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

**Borrowing is a responsibility – take it seriously!**

## **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

This loan must be repaid by the parent who signed the promissory note. The PLUS loan is available to parents of dependent undergraduate students who filed a FAFSA and are enrolled at least half- time in a degree granting program.

### **Federal Loan Servicers**

The "servicing" of Federal loans (Stafford and Parent Loans) are managed by several different entities. Contact and general information about federal loan servicers is available online. It is important that students familiarize themselves with the name of the company servicing their federal loans so they can read and respond, if necessary, to any correspondence. The Financial Aid Office, upon request, can provide the name of the loan servicer to the student.

## **Alternative Loan Programs**

Great Northern understands that in exceptional cases families need to pursue alternative loans to help bridge the gap between the actual cost of your education and your financial aid package as offered by Great Northern. Our office is not able to recommend a specific lender to you. However, for your convenience, we are able to provide you information about loan servicers that have provided loans to students at Great Northern University.

Private loans tend to cost more than the loans offered by the federal government. Interest rates and origination fees can vary by lender. Approval of an alternative loan is contingent upon credit approval by the individual lenders. Most traditional age students will be required to secure a co-signer.

## **VETERANS BENEFITS**

Great Northern University is proud to participate in the following programs:

- Montgomery GI Bill® - Active Duty (Chapter 30)
- Montgomery GI Bill® - Selected Reserve (Chapter 1606)
- Post-9/11 GI Bill® (Chapter 33)
- Survivors and Dependents Educational Assistance Program (Chapter 35)
- Reserve Educational Assistance Program (Chapter 1607)
- Vocational Rehabilitation - Veterans with Disabilities (Chapter 31)
- Tuition Assistance

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Note: The VA has seven different chapters so students need to know from which chapter they receive funds.

- The file number for Chapter 35 is the donor's social security number.
- The file number for Chapter 33 is the recipient's (student's) social security number.
- The file number for all other chapters is the student's social security number.

### **Applying for Veterans Educational Benefits**

The Department of Veterans Affairs administers programs for veterans seeking assistance for education and training. If a student is a veteran, or a dependent of a veteran, and plans to receive educational benefits as determined by the Department of Veterans Affairs, contact the Great Northern University Registrar at [registrar@greatnorthernu.org](mailto:registrar@greatnorthernu.org) and primary VA Certifying Official, Dr. Jennifer Mills, by email at [jmills@greatnorthernu.org](mailto:jmills@greatnorthernu.org), once you have done the following:

1. Go to <https://www.va.gov/education/> for information and learn how to apply for and manage educational benefits
2. Submit the following information to the GNU VA Certifying Official:
  - a. Certificate of Eligibility from the U.S. Department of Veterans Affairs
3. The Certifying Official will then submit an online form certifying that you are a student at Great Northern and the number of credits for which you are registered.
4. You must be responsible for verifying your enrollment monthly to the VA. Contact the Education Call Center at 1-888-442-4551 to verify your monthly enrollment. You must report any enrollment changes to the VA promptly

Benefits usually begin six to eight weeks after initial certification.

### Keeping your Benefits

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VA students are responsible for notifying the Registrar, Kathy Hills, of their enrollment plans each semester at Great Northern. All students receiving VA benefits have the responsibility to notify the Registrar of any changes in credit hours enrolled once the semester begins. Failure to notify the Registrar may result in incorrect payment for which the veteran will be held liable.

VA benefits will also be contingent on Great Northern University's Satisfactory Academic Progress Policy (SAP).

VA students should check carefully with the Registrar or Financial Aid Advisor if contemplating repeating a course, withdrawing from Great Northern, dropping a class, electing to take a delayed grade or interrupting class attendance.

GNU is in compliance with Section 103 of Public Law (PL) 115-407 'Veterans Benefits and Transition Act of 2018' that states: "a student who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

The University shall not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

### Educational Advising

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Each student has an individual educational plan on Populi that includes transfer credits accepted from other institutions and how/if those credits apply to the student's major, general education requirements or elective credits so students can self-monitor their progress to completion. This plan is available to the student upon matriculation and initial registration at Great Northern University. The service member is responsible for providing this information to their Service's education office.

Finally, students are assigned an advisor and have the freedom to change that assignment at any time after the first term. This advisor meets with the student to discuss the educational plan each term.

### Military Leave

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A student who is called to active duty, or a student with a dependent child whose spouse is called to active duty, during a term has the following options:

- Withdraw from all current term courses and receive a full refund of tuition and fees. If the student received federal financial aid, the Financial Aid Office will calculate the amount of earned and unearned federal aid according to the standard federal Return of Title IV Funds. Tuition Assistance refunds will be issued to the Department of Defense rather than the student.
- Make arrangements with individual faculty members for final course grades, or for incompletes that shall be completed upon release from active duty. If such arrangements are made, the student's registration will remain intact and tuition and fees will be assessed in full.
- Make arrangements with only some of faculty for final grades or incompletes that shall be completed upon release from active duty. If such an arrangement is made, the registration for those courses shall remain intact and tuition and fees will be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes will be considered dropped and the tuition and mandatory fees for those courses will be refunded.

### **Readmission from Active Service**

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Great Northern complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA) Section 487. The HEOA guarantees that a prompt readmission of a previously enrolled or admitted student may not be denied to a service member of the uniformed services for reasons relating to that service. This applies to active duty in the Armed Forces, whether voluntary or involuntary, including service under federal authority as a member of the National Guard or Reserve, for a period of more than 30 days.

A qualifying service member will be readmitted:

- To the same program, unless the service member requests or agrees to admission to another program;
- At the same enrollment status (for example, full-time), unless the service member requests or agrees to a different enrollment status;
- With the same number of course credits completed, unless the service member is admitted to a different program and the credits are not transferable;
- With same academic standing (for example, satisfactory academic progress status);
- For the first academic year, with the same tuition and fee charges as when the servicemember left, unless military benefits will pay the increase, but never more than the university is charging other students.

### **Section 103 Compliance Policy**

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Great Northern University abides by Section 103 of the Veterans Benefits and Transition Act of 2018. Our educational policy ensures that no penalty will be imposed including: 1) the assessment of late fees; 2) the denial of access to classes; 3) libraries or other institutional facilities and/or 4) the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to a delayed disbursement of payment by the U.S. Department of Veterans Affairs.

- GI Bill® Hotline - 888-GIBILL-1 (888-442-4551)



- Students outside the U.S. +1-918-781-5678
- VA Benefits Hotline - 800-827-1000
- eBenefits technical support - 800-983-0937
- Call MyVA311 for help - 844-698-2311

### **VA Pending Payment Compliance**

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In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student enrollment
- Assess a late penalty fee
- Require student secure alternative or additional funding
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **Return of Title IV and GI Bill® (Federal) Funds Policy**

The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the Return of Title IV Funds Policy. The concept behind the policy is that the university and the student are allowed to retain only the amount of Title IV or GI Bill® (federal) aid that is earned. In most cases, students receiving financial aid who withdraw or stop attending will be required to return a portion of financial aid received. This calculation is a Return to Title IV or an over-award.

Students "earn" a portion of the Title IV and GI Bill® financial aid they received for each day they are in school until over 60.5% of the term is completed - at that point the federal government considers 100% of the aid to be earned.

Students who withdraw from classes prior to completing 60.5% of the term in which they are enrolled may be required to repay all or part of the Title IV financial aid they received.

If a student withdraws or stops attending classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV or GI Bill® programs from which it was received.

For Title IV and GI Bill® purposes, the last date of attendance is one of the following:

- the date the formal withdrawal process begins,
- the date the student otherwise gives official notice of intent to withdraw (i.e., letter or email), or

- the last documented date of attendance in an academically-related activity (i.e., documented attendance in a class or submission of an assignment).

It is strongly recommended that before withdrawing from classes, students who receive any type of Title IV or GI Bill® financial aid funds talk with the Great Northern University Registrar to determine if there will be a financial liability upon withdrawal from classes.

The federal government does not allow a student to appeal a Title IV Repayment. If a student owes the University funds due to a Title IV Repayment, he or she may be ineligible to re-enroll. Students who owe a Title IV Repayment may also be ineligible for additional Title IV Federal Financial Aid from any college.

#### **Over-award.**

A recalculation of Pell Grant and other aid types is required at any point when information is received that changes the student's status (such as the student dropping or not attending credits required for the status awarded, e.g., full-time, three-quarter time, halftime, less than half-time). Reductions in aid will always be required for students whose status changes due to dropped classes or classes not attended beyond the course census date.

#### **Documentation of Academic Attendance Policy**

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Great Northern University will demonstrate that students actually attend each class, including any class with a failing grade. Attendance must be "academic attendance" or attendance at an academically related activity. Documentation of attendance must be made by the school. A student's self-certification of attendance is NOT acceptable unless supported by the school's documentation.

Examples of attendance include:

- Physical class attendance where there is direct interaction between instructor and student,
- Submission of an academic assignment,
- Examination, interactive tutorial, or computer-assisted instruction,
- Study group assigned by school,
- Participation in on-line discussion about academic matters, or
- Initiation of contact with an instructor to ask questions about academic subjects.

#### **Return to Title IV Calculation**

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Recalculation of aid for enrollment-status changes due to dropped or never attended classes is required before any Return to Title IV calculation is completed.

The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the last date of attendance, Great Northern University calculates the number of days attended and the total number of days the student was scheduled to complete within the term; weekends count and any period of no classes which is five days in length or greater is excluded. Days attended are then divided by days in the term the student was scheduled to complete. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed x total aid = earned aid). Total aid – earned aid = unearned aid (aid to be returned).

In the next step, Great Northern University determines the total institutional charges and multiplies that figure by the percentage of unearned aid ( $100\% - \% \text{ completed} = \% \text{ unearned}$ ). It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV aid goes first to pay institutional charges.  $\text{Institutional charges} \times \% \text{ unearned} = \text{amount returned by Great Northern University}$ . Great Northern University must then return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Perkins Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Great Northern University then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as stated above.  $\text{Total amount unearned} - \text{amount returned by school} = \$\$ \text{ for which student is responsible}$ . Once Great Northern University determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes. Funds that must be returned by the student to the loan programs can be paid in full in accordance with normal loan repayment terms. For grant dollars that must be repaid, the amount due from a student is limited to the amount by which the original grant overpayment amount due from the student exceeds half of the total Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$10 or less. Unpaid balances will be reported on NSLDS, the National Student Loan Data System, and turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV aid at any institution. This policy is totally separate from the institutional refund policy. Unpaid balances due that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to calculating Return of Title IV Funds. Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student.

### **Return to Title IV, Example**

Sally Gnu stopped attending classes on February 1 and contacted the Registrar to withdraw from Great Northern University. The term began on January 11 and is 75 days long. Sally has attended 22 days and has earned 29.3 percent of her financial aid (22 days divided by 75 days equals 29.3 percent).

Sally received in aid:

Federal Stafford Loan	\$1167
Federal Direct Parent PLUS Loan	\$1500
Pell Grant	\$1000

**TOTAL AID, Spring Term**                      \$3667

1. The amount of federal aid earned is  $29.3\% \times \$3667 = \$1074.43$ .
2. Total federal aid unearned is  $\$3667 - \$1074.43 = \$2592.57$ .
3. The second calculation determines the percentage of amount unearned based on school charges for tuition and housing. Sally was charged \$1,843 in tuition and did not live in university housing. Percentage of unearned aid for this second calculation is  $100\% - 29.3\% = 70.7\%$ . Therefore, based on the tuition charges for the term,  $\$1843 \times 70.7\% = \$1303$ .
4. The amount of federal aid Sally must return is the lesser of step 2 or 3 (\$1,303 in this example).
5. Federal guidelines determine the order of aid types to be reduced: Stafford Loan, Parent PLUS Loans, and then Pell Grant until \$1,303 has been repaid. Therefore, Sally's aid will be reduced to:

Federal Stafford Loan	\$1167-\$1167=\$0
Federal Direct Parent PLUS Loan	\$1500-\$136=\$1364
Pell Grant	\$1000-\$0=\$1000
<b>Total returned</b>	<b>\$1303</b>

The total returned amount reflects the amount to be billed to Sally's student billing account from her financial aid. Any refunds from tuition that are determined and applied to her account may affect the amount that Sally owes for future terms.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

## Great Northern University Resources

**Registrar's Office:** Kathy Hills, [Registrar@greatnorthernu.org](mailto:Registrar@greatnorthernu.org)

Certifies courses the veteran student is enrolled in at Great Northern University and assigns faculty advisors.

**Admissions Office:** Kari Reese, [Admissions@greatnorthernu.org](mailto:Admissions@greatnorthernu.org)

Help with the process of applying to Great Northern University, information about Great Northern and academic programs.

**Financial Aid Office:** Dr. Jennifer Mills, [jmills@greatnorthernu.org](mailto:jmills@greatnorthernu.org)

Financial aid application process, FAFSA filing, GI Bill® and other financial assistance programs available.

**Business Office** Kathy Hills, [khills@greatnorthernu.org](mailto:khills@greatnorthernu.org)

Financial fees and payments, releases financial holds for nonpayment of bills, Title IV and Military Tuition Assistance Invoicing.

# **THE GNU COMMUNITY LIFESTYLE**

Students are welcome regardless of denomination, race, sex, color, nationality, or disability in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act). This provision includes but is not limited to admission, employment, institutional financial aid, and educational services.

Attendance in this University is a privilege granted to the student and not a right of the student. That privilege can be withdrawn through the established disciplinary process of the University to safeguard its ideals of scholarship or the moral atmosphere assumed by this lifestyle. Therefore, the student's enrollment at GNU constitutes a commitment to accept the standards of this lifestyle.

## **GNU Community Covenant**

The University is dedicated to providing a Christ-centered education that will promote the growth of the whole person. The University is a Christian institution, and it maintains reliance upon a strong campus community. Clear expectations help the members of the community live in unity. By the action of matriculation and registration at GNU, students voluntarily enter an educational community with standards of academic honesty and respect for persons and property and Christian-principled living. In choosing to enroll in the University, students agree to hold themselves responsible in their conduct to those standards as stated in the Student Code of Conduct.

## **Code of Belief and Conduct**

As an educational institution, the purpose of the University in all its programs and activities is characterized by a close adherence to historical Christianity. The University is defined by historically orthodox Christianity as expressed in the Apostle's Creed, Niceo-Constantinopolitan Creed, and Chalcedonian Definition. In this, we believe the Bible is absolutely trustworthy in all it teaches and is the final rule for faith and practice.

Our sincerely held religious beliefs are stated in our Statement of Beliefs, our Policy Statement on Social Issues, and our Community Life Code of Conduct:

### **Statement of Beliefs**

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Policy Statement on Social Issues**

### **Sexuality**

We affirm that divinely ordained differences between male and female reflect God's original design for creation and are meant for human good and flourishing. Originally, these two distinct, complementary sexes together reflected the image and nature of God (Gen. 1:26-27).

### **Marriage**

We affirm that it was and remains God's intent that marriage be a holy and exclusive union between one man and one woman (Gen. 2:18-25), and that this union be a sanctifying relationship that uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). God ordains that sexual intimacy occurs only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4), and that no intimate sexual activity be engaged in outside of a legal marriage between a man and a woman.

We affirm that other forms of sexual intimacy (including, but not limited to cohabitation, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, or use of pornography) are immoral in the sight of God and violate God's intent that human sexuality is a holy union exclusively between a man and a woman in holy matrimony. (Matt. 15:18-20; 1 Cor. 6:9-10).

We affirm that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We further affirm that sin distorts sexual desires in all human persons but that we can nonetheless through faith in Jesus Christ walk in purity of life, which is pleasing to God (Col 3:5; Rom 8:37).

We affirm that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### **Sanctity of Human Life**

We affirm that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## **Code of Conduct**

As a campus community, Great Northern University has many values that give direction to the way we believe we should live when together on campus and in our daily lives. These values are connected to our obligation and desire to live Godly lives as described in Scripture. We wish to pursue God's best with joyful hearts. We also know that we are imperfect in how we follow God's ways, and we must speak into each other's lives when that happens; sometimes with necessary consequences while maintaining grace and forgiveness with a goal of restoration. Here are community values that we will hold before one another:

**Honesty – academically and personally**

As Christ-followers, gathered at the GNU campus for personal, vocational and academic training, we must be people who can be thoroughly trusted. This must be consistent when we teach, in the way in which assignments are completed and in how we speak to one another. Plagiarism and cheating both undermine honesty. (Ephesians 4:15, 25)

**Edifying language**

Our words have such power to encourage and build each other up. As we choose our words carefully, we have the opportunity to be a community that is consistently 'better' because of the words of truth and encouragement and hope we speak to one another. This is just as true in our written words over email and social media. We also must resolve to develop effective interpersonal communication skills for confrontation, problem-solving, and setting appropriate boundaries. (Ephesians 4:29-32; 5:4)

**Discernment in dress and appearance**

How we present our physical selves to the world can make a profound statement. We want to strive for an appearance that reflects uncompromising moral values, a statement of professionalism and an expression of the personal value that is ours as God's image-bearers. This would include choosing clothing that is clean and well-kept and not sensual in design. (1 Timothy 2:9-10)

**Respect and appreciation of the differences amongst all members of our community**

Our differences in ethnicity, race, gender, customs, and traditions are a privilege to experience. We will embrace these differences in order to learn from, honor and enjoy one another. (Galatians 3:28; Acts 17:26-27)

**Church involvement**

GNU is not a church. Each of us must be involved in a local, Bible believing church. Participation in a local church is crucial for expression of worship, personal discipleship and mentoring, and use of one's gifts for the benefit of the body of Christ. (Hebrews 10:23-25; Romans 12:1-8)

**Marriage and Sexual Purity**

In accordance with, and as defined by, our Policy Statement on Social issues members of the GNU community must affirm that sexual conduct is meant for marriage, and sexual misconduct is a violation of this Code of Belief and Conduct. Members of the GNU community must conduct themselves with sexual purity and marital fidelity by rejecting sexual immorality, as defined in that policy.

**Appropriate drug, alcohol, and other substance use**

Use of alcohol must follow all applicable laws and be used in moderation, not ever to interfere with learning or employment, serving Christ and His Church, or each individual's witness. Alcohol is prohibited in and on campus without reservation; Alcohol consumption and possession is also prohibited in GNU residence houses. GNU consists of students over and under the legal age limits; those who are of age are expected to manage that freedom wisely. Illegal use of tobacco, prescription drugs, and recreational drugs, (including marijuana) in any form is prohibited for GNU members at all times. Although there are legal uses of marijuana

in the state of Washington, it's recreational use is also prohibited for all members of GNU at all times, while enrolled or employed at GNU, except when medically prescribed. GNU community members are also expected to practice good nutrition, and pursue bodily health in their dietary choices, so as to honor their bodies (Romans 13:13; Ephesians 5:18).

### **Healthy recreation and entertainment**

Many forms of recreation and entertainment are enjoyable and edifying and necessary for physical, emotional, and spiritual health. We wish to celebrate sports, the arts and enjoyment of God's creation. At the same time, some expressions of the arts display mankind's fallen nature and can be destructive and dishonoring to God. We will purpose to use wise discernment in the engagement of the internet, music, dance, drama and movies, comedy, literature, television and video games. (Philippians 4:8; Colossians 3:17)

### **Weapons-free campus**

The possession or use of any type of weapon on GNU's campus or university housing is prohibited. Weapons include, but are not limited to: firearms, ammunition, martial arts weapons, bows and arrows, swords, knives with blades over 4", stun guns, and explosives of any type. Anyone found in possession of any unauthorized weapon on campus or in university housing may be subject to disciplinary or criminal proceedings.

### **The practice of wise personal discretion**

With the desire for students, staff and faculty to have a strong testimony before God and others, we expect the exercise of personal discretion from one another. The following discerning questions are the type that develop wise personal discretion:

- Will this violate the revealed will of God?
- Is this good stewardship of time and resources?
- Will this help me to follow Christ and grow in His likeness?
- Will this help my brothers and sisters follow Christ and grow in His likeness?
- Will this feed a known weakness or sinful tendency?

Because Great Northern University is a community built on biblical principles and comprised of growing individuals, a disciplinary process exists to create redemptive and educational outcomes from community life violations. A student who intentionally or unknowingly violates GNU's community values will follow a process which involves, at minimum, meeting directly with Student Services Officer, who will facilitate a judicial process. As this process is relational in nature, our hope is to foster growth in the individual while also balancing the health of the community.

While forgiveness does not mean an absence of consequences, it does mean that the relationship is mended and restored. Consequences may include campus community service, fines, probations, accountability groups/persons, counseling, suspension, dismissal, or whatever is deemed necessary. All disciplinary decisions will be made after careful consideration of what is best for the community and the student. Consistency will be strived for in dealing with particular actions and situations.



# Student Code of Conduct

The purpose of the Student Code of Conduct is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Code reflects the University's mission and identity, and it exists to guide conduct, safeguarding and promoting the University's educational activity.

## Academic Integrity

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GNU is an academic community deeply engaged in inquiry and intellectual exchange and is committed to the core principles of academic freedom and academic integrity. Violations of Academic Integrity include plagiarism, misuse of sources, and cheating. See "Academic Integrity Code," under Academic Advising in this catalog for a detailed description.

## Social Misconduct

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GNU students are held responsible for their conduct at all times, adhering to Christian standards on and off campus. Any student who fails to meet chapel requirements of 80% attendance during a semester, becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is involved in unacceptable social behavior individually or as a member of a group on or off campus shall be subject to disciplinary action by the Academic Standards and Student Concerns Committee.

## Disciplinary Process

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The Academic Standards and Student Concerns Committee (ASSCC), will serve as the key administrators in the disciplinary process. Complaints or concerns about academic integrity or social misconduct should to be submitted to the Student Services Officer who will direct them to the Academic Standards and Student Concerns Committee.

Students whose misconduct is addressed through an ASSCC hearing have an opportunity to offer their account of the events in question and can provide the Committee with relevant information which might explain the conduct. Only the student and the Committee will attend this meeting. The Committee may follow up by requesting additional written statements, at the Committee's discretion. Students charged with misconduct have an opportunity to respond to information provided by others.

The ASSCC deliberates in closed session to determine whether a violation of University policy has occurred. The Committee also decides what penalties, if any, are to be imposed.

The range of possible consequences for not fulfilling the expectations for student conduct are described below. In each case, factors such as the nature and gravity of the incident, the motivation underlying the behavior, the student's disciplinary history, the impact of the behavior on the educational community, and precedent in similar cases will be considered in determining the appropriate disciplinary action(s).

***Disciplinary actions can include the following and can occur in any order:***

- 1) **POSITIVE ACTIONS:** Positive actions are required activities intended to engage the student in a positive learning experience related to the student's inappropriate behavior and allow students to reflect upon their inappropriate behavior. This type of disciplinary action may include, but is not

limited to, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone, or engaging in some type of personal assessment, mediation, or counseling.

- 2) **UNIVERSITY WARNING:** A university warning is a formal notice that the behavior or set of behaviors is inappropriate and violates the basic expectations of students as set forth by GNU. A letter of warning is placed in the student's file and may be elevated to another level if the student engages in further inappropriate behavior.
- 3) **RESTITUTION:** Restitution is compensation required of students who engage in the theft, misuse, damage, or destruction of institutional, group, or private property. The amount of restitution is dependent on the extent of damage and the most appropriate way for a student to make amends for the damage he/she caused. The amount, form, and method of payment for restitution are decided by the Student Services Officer in conjunction with the ASSCC.
- 4) **LIMITATIONS ON ACTIVITIES:** Limitations on activities are assigned because the prohibition from participation in certain activities has been determined to be in the best interest of the student and/or the university. For example, limitations on activities may include a fixed period of ineligibility for service as an officer or member of any university organizations or as a member of any university committees.
- 5) **UNIVERSITY PROBATION:** University probation is a formal notice to the student that he/she has engaged in behavior that is unacceptable within the university community. If continued, or if other inappropriate behavior follows, more severe action may be taken, including the possibility of dismissal or expulsion from the university. Probation is for a fixed period of time.
- 6) **DISMISSAL:** Dismissal from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. When a student has concluded the dismissal period and completed the conditions accompanying the dismissal, he/she must submit a letter to the ASSCC requesting reinstatement and provide evidence that he/she has satisfied the terms of the dismissal. The student may return to the university only after an affirmative decision has been made by the ASSCC.
- 7) **EXPULSION:** Expulsion is the most serious university disciplinary action and involves the permanent exclusion of the student from the university. Any student expelled from the university must refrain from visiting the university premises unless engaged in official business approved in writing by the Student Services Officer or his/her designee.
- 8) **POSTPONEMENT OF ACTIVITY PARTICIPATION AND CONFERRING OF HONORS AND DEGREES:** The university reserves the right to delay or postpone the involvement of a student in any university-related activity or delay or postpone the conferring of any honor or degree during the student's participation in any conduct review procedures or resulting actions administered by the appropriate authorities outlined here.

## Non-Academic Student Complaint Policy

Great Northern University is committed to respecting all members of our university community and providing a quality educational experience for all students. The objective of the Student Non-Academic Complaint Policy is to ensure that the grievances and complaints of the undergraduate students are addressed fairly and are resolved promptly. Grievances or complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students may file grievances or complaints if they believe a problem is not governed by other GNU complaint or appeal procedures.

If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the Student Services Office. After consulting with the student, the Student Services Officer or representative will direct the student to the most appropriate procedure.

Dr. Craig Ferderer, Student Services Officer  
Great Northern University  
ATTN: Student Services Office  
611 E. Indiana Ave.  
Spokane, WA 99207  
(509) 284-7100  
[cferderer@greatnorthernu.org](mailto:cferderer@greatnorthernu.org)

Great Northern University complies with generally accepted standards and policies governed by federal agencies, including incidents related to sexual, racial, and other harassment, hate crimes, or bias-related behaviors. If a GNU student has a non-academic grievance or complaint, the student may present the grievance or complaint according to the provisions of the student Non-Academic Complaint Process (e.g., prejudices against personal characteristics, un-Christian comments by faculty members, or heretical teachings). The three steps of the grievance/complaint and appeal process are defined below.

### **Step 1: Direct Appeal to Professor or Advocate**

It *may* be appropriate for a student to approach a professor directly. However, we recognize that power dynamics are such that the biblical model for confrontation of an authority figure (rather than confrontation of a brother/sister) may serve as the basis for this process. In such cases, it is appropriate for the student to speak first with an advocate, in this instance the Dean of Student Services of the University. If the Dean of Student Services is the professor toward whom the complaint or grievance is levied, the Academic Dean will fill this role. The Dean of Student Services (or Academic Dean) is required to maintain written records of the process up to and beyond this point.

### **Step 2: Seeking Resolution**

The Dean of Student Services (or Academic Dean) will make all reasonable attempt(s) to communicate with both parties in order to resolve the issue.

### **Step 3: Appeal to the Academic Standards and Student Concerns Committee (ASSCC)**

If resolution is not possible (or acceptable), any of the parties can request an appeal to the ASSCC. The Dean of Student Services (or Academic Dean) will make that appeal. The decisions of the ASSCC are final.

Note: Given the occasionally blurred lines between academic and personal complaints and grievances, Academic Dean (or Provost) and Dean of Student Services (or Academic Dean) may involve the other at their discretion.

### **Further Resources**

Should the student feel the complaint was not adequately resolved, the following state and federal agencies may be contacted:

- i. "The Washington Student Achievement Council (WSAC) has the authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process."

Before submitting a complaint form, please note the following:

- Students must complete the school's complaint process before submitting a complaint to the WSAC.
- If a complaint is within WSAC's jurisdiction, a student will be required to provide documentation that he / she has completed the school's complaint process – including any provisions for appeals.
- WSAC cannot investigate complaints regarding grades, disciplinary actions, or conduct unless a student can provide evidence that the school has not followed published procedures or policies.
- WSAC will not accept anonymous complaints or complaints that are currently in litigation.
- Be advised that copies of complaints will be made available to the school involved and may be made available to other federal, state or private agencies, and—upon request—to members of the public.

For issues related to discrimination, contact the Washington State Human Rights Commission at [https://www.hum.wa.gov/discrimination-complaint?page\\_name=complaintProcess](https://www.hum.wa.gov/discrimination-complaint?page_name=complaintProcess).

# REGISTRATION POLICIES

Registration includes academic advisement, enrollment into classes, and arranging payments of tuition and fees. Students failing to complete registration processes by the end of the scheduled registration period may be denied admission. (See also Financial Information)

At this time, all Great Northern University Classes are offered in person on campus. There is currently no opportunity for Online or Study Abroad through the University.

## Auditing Courses

In order to audit a course, current students may choose “audit” rather than “enroll” during the online registration process. The fee will be \$75 per credit hour. If a community member would like to audit a course is not currently a student, the Audit A Class Application on the GNU Website will need to be submitted.

## Declaration of Major

A degree program must be chosen within the first year at the university. Students may request a change of major in consultation with the student’s Faculty Advisor. Students may request a change of major form from the Registrar to begin this process. All degree requirements listed in the catalog in effect at the time of the student's declaration of major must be met for conferral of that degree. Students may be required to **take more than the total number of credit hours prescribed by the degree requirements of the program.**

## Transfer Credit Policies

### Transferability Statement

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The transferability of credits earned at GNU is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at GNU will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at GNU to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at GNU will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of the transferability of credits and / or acceptability of degrees, diplomas, or certificates earned.

GNU will accept transfer credit from regionally, nationally, and internationally accredited colleges, including colleges accredited by the Association of Biblical Higher Education (ABHE). Great Northern University also accepts credits from international institutions that are state ered or recognized by their respective Ministry of Education / Higher Education or covered by the European Credit Transfer and Accumulation System (ECTS) through the Bologna Process.

A grade of "C" or higher must be achieved in all transferred courses to count toward the degree. Grade requirements for all other transfer credit hours, such as Credit by Examination, must meet program grade requirements equal to those applied to non-transfer students at GNU in order to transfer and count toward the degree.

Limited credit from non-accredited institutions of higher education may be applied to the degree requirements on a course-by-course basis after careful review of applicability to the corresponding GNU course content. All courses accepted from nationally accredited or non-accredited institutions must carry a grade of "C" (2.0) or better.

Lower-division courses (freshmen and sophomore level) may transfer as equivalencies and substitutions for GNU lower-division courses on the approval of the Registrar based on course descriptions. Course content needs to meet the learning outcomes of the corresponding course. If denied, appeals may be submitted to the Provost or Academic Dean.

Lower-division courses may transfer as equivalencies for GNU upper-division courses (junior and senior level) if the course content and student learning objectives are deemed equivalent as approved by the appropriate program head of the student's academic program. However, transferred lower-division courses will not be counted in the total number of required upper-division credit hours required to graduate. (See "Graduation Requirements" for upper-division credit hour requirements.)

Courses related to biblical interpretation, textual criticism, and hermeneutics will not transfer to fulfill the religious literacy requirements at GNU without written authorization from the Provost or Academic Dean.

### **Transfer Credits and Grades on the Transcript**

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All credit hours accepted for transfer will be recorded on the GNU transcript once official transcripts from transferring institutions are received. Only those courses that are deemed equivalent by the Registrar and / or program head of the field of study will count toward degree completion.

Credit hours will not be placed on the transcript until all official transcripts from other institutions are received. Unofficial transcripts can be used for an initial degree evaluation and enrollment, but, if all official transcripts are not received, the courses will not be transferred to the student's transcript, which will affect institutional financial aid and graduation. All transcripts must be submitted at least one semester prior to graduation.

All courses transferred to the GNU transcript will not be calculated in the term or cumulative GPA.

Courses that will not be accepted as transfer credits without an articulation agreement or special permission for a program head include:

- 1) Courses considered remedial or below college level
- 2) Repeated courses or courses with duplicate subject content
- 3) Coursework earned at an institution that did not hold at least candidacy status with its regional or national accrediting association when the coursework was taken and / or did not have an articulation agreement on file with GNU at the time courses were taken

#### 4) Continuing education units

### Transfer Equivalency Appeals Process

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Students may appeal to the Office of the Registrar in writing for a class to be reevaluated that was not accepted in the initial transfer of credits. A course description and, if possible, a syllabus from the transferring institution must accompany the petition. If the petition is granted, the student will be notified and the course will be made equivalent on the student's degree audit. If the petition is not granted, the student may appeal in writing to the Provost or Academic Dean.

### Calculation of Transfer Credit Hours

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Credit hours transferring from institutions operating on a semester or trimester academic calendar will be calculated on a 1:1 ratio. Credit hours transferring from a quarter hour academic calendar will be calculated as: number of quarter credit hours divided by 1.5 (e.g., 5 quarter credit hour = 3 semester credits). Credit hours transferring from a contact hour institution will be calculated as 37.5:1 ratio.

### Transfer Credit Hour Limits

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The total number of transfer credit hours from colleges not offering bachelor's degrees (a.k.a. junior colleges or 2-year colleges) that can be applied to bachelor's degree requirements is limited to 64. Students may transfer credit hours from 4-year colleges beyond the 64 credit hours as long as requirements at GNU are met.

### Degree Transfer

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Associate's degrees from other institutions may or may not transfer as a completed degree to GNU. Associate's courses will be evaluated course by course to qualify for transfer. Additional courses in the General Education area might still be required as a part of the curricula for the bachelor's degree sought.

Bachelor's degrees from other institutions will be transferred if the student is seeking a second bachelor's degree. (See Second Bachelor Degree)

### Military Experience Credit

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Please see Extra-Institutional Credit Section for more information.

### Changes in Registration (Add / Drop / Withdraw)

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Students are permitted to request changes to their schedules according to the policies listed below. Changes will not become effective until the proper registration procedures have been followed and financial adjustments have been made.

### Withdrawal from the University

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If it becomes necessary for a student to withdraw from the University after the drop period and before the end of the semester, the student must meet with the Registrar or other designated official to

request a withdrawal from all courses. The withdrawal is not complete until the documentation has been submitted. (See also Unofficial Withdrawal for Attendance).

### **Adding Classes**

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Classes may be added during the schedule adjustment period which begins the first day of classes and continues through the first full week of classes. No classes may be added after this time without the approval of the instructor and/or program head.

### **Dropping Classes**

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**Unofficial Drop Policy:** Dropping from a class or classes can occur during the allowed drop period (typically the first week of class.) Dropping from a class during the drop / add period will remove any evidence of the student's enrollment in the class. There will be no enrollment record on the student's transcript.

Students must notify the Registrar's Office in writing after the end of the drop period in order for the class(es) to be removed from the student's schedule. A partial refund will be given according to the established refund schedule published by GNU. (See Tuition Refunds in the Financial Section.)

#### ***Official Drop***

An official drop occurs when the student notifies the Registrar in writing of intent to drop from at least one class or from the University. Communicating with an official of the University other than the Registrar does not constitute an official drop. The Registrar's Office must receive written notification for the drop from the student, which ensures that records reflect the student's intentions accurately.

An official drop will be effective as of the date of the student's request. Retroactive official drop will not be permitted.

An official drop will not relieve the student of financial obligations for the classes associated with the drop. The grade on the transcript for an official drop will be "W."

#### ***Administrative Drop / Withdrawal***

An administrative drop / withdrawal may be requested by an instructor and / or other University official in the best interest of the student. The decision for administrative withdrawal will be made by the University Provost or Student Services Officer and communicated to the student in writing in a timely manner. For an administrative withdrawal, a "W" will be reflected on the student's transcript if the drop occurs after the open add/drop period.

Possible reasons for administrative drop / withdrawal include but are not limited to the following:

- 1) Failure to verify enrollment (make first semester payment)
- 2) Student conduct infractions
- 3) Emergency medical issues
- 4) Improper registration in classes
- 5) Financial hardship



Students will be responsible for whatever costs are incurred as determined by the administration up to the point of the administrative decision.

### ***Unofficial Drop / Withdrawal***

An unofficial drop / withdrawal occurs when a student fails to officially withdraw / drop. There are several types of unofficial drop / withdrawal that have varying consequences. They are as *follows*:

When a student **fails to officially withdraw but stops attending classes**, the student will be considered unofficially withdrawn as of the last date of academic related activity, and will remain enrolled in the class through the duration of the class. The grade on the transcript will reflect the final grade earned for the totality of the coursework. Retroactive official withdrawal will not be permitted without administrative approval from the Provost.

If a student **does not attend a class during the first two weeks of the semester**, the student will be automatically dropped from the class as a “no show.” The student might be responsible for partial costs or deposits due to failure to officially drop.

### ***Passive Withdrawal***

A student who fails to enroll in continuous semesters without following official withdrawal / military leave of absence procedures will be considered unofficially withdrawn as of the last date of attendance. Students who do not enroll in courses after one year must seek readmission for subsequent enrollment and will be subject to the catalog of the year in which the student re-enrolls.

### **Registration Appeal Process**

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Students may appeal an add / drop / withdrawal decision following the procedure below:

- 1) Submit a written appeal to the Office of the Registrar, including supporting documentation for the reason for the appeal.
- 2) The Registrar will consult with the appropriate senior administrator for a decision.
- 3) The decision will be communicated to the student by the senior administrator in writing in a reasonably timely manner.

## **Military Leave of Absence Policy**

### **Military Leave of Absence Eligibility**

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Only members of the U.S. military are eligible for leave of absence under this policy. Members of other countries' militaries are not eligible.

Unless notice is precluded by military necessity, students will be eligible for consideration for a military leave of absence after submitting a request in writing to the Registrar. If the student is unable to submit this request due to deployment time frames or security issues, an appropriate officer of the Armed Forces or an official of the Department of Defense may also notify the Office of the Registrar in writing (Registrar@greatnorthernu.org). Orders for military deployment or active duty service should accompany requests for a military leave of absence (scan and attach to email).

## Military Leave of Absence Regulations

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A military leave of absence allows U.S. military personnel who are students of GNU to be readmitted and resume studies in the same degree program in which they are enrolled at the time of the leave request, meaning they will not be responsible for completing new program requirements that may be implemented during the leave period.

Students granted a military leave of absence will be given a refund of tuition and fees paid during the term in which their studies are interrupted. These refunds do not mean students will not owe the school any money for the term, especially if the student took out loans to pay for tuition and fees.

Students returning from military leave of absence will have guaranteed enrollment for the term in which they return if the student is granted readmission under this policy.

## Military Leave of Absence Readmission

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The cumulative length of the absence and all previous absences from the University for serving in the U.S. military cannot exceed five years, including the time the student spent actually performing military service and any recovery time for injuries sustained during military service.

Veterans seeking admission to a different program are not eligible for readmission under this policy unless the original program of study is no longer offered at the University. If the program is no longer offered, the student must enroll in the replacement program or a program that is in the same field of study as the original program. Veterans who received a dishonorable or bad conduct discharge are not eligible for readmission under this policy.

Students qualify for leave-of-absence readmission after a period of at least 90 consecutive days serving in voluntary or involuntary active duty in the United States Armed Forces (including service as a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority).

To be readmitted, students must submit an Admission Application (indicate "Readmission") through the Admissions Office no later than the admission application deadline for the upcoming term. Forms are available online on the GNU website. Documentation of military separation or discharge must accompany the application. The Admissions Office will notify the Registrar's Office of the student's intent to return under this policy.

## Transcript Requests

Transcript requests are processed through Populi. Please ask the Registrar for assistance if you cannot find the request in your student center.

# **ACADEMIC POLICIES**

Great Northern University as a Christ-centered higher education institution has a clear purpose of equipping and empowering students to integrate and live a dynamic life of learning, faith, leadership, and service so that they excel and positively influence their world for Jesus Christ. The curriculum reflects that commitment and provides course selections of quality and merit to help fulfill the institutional mission. (See Mission Statement)

Students working toward a degree at GNU must complete coursework for the degree according to the requirements of the catalog in force when the major was chosen. The University's right to change degree requirements is explained in the section titled "Catalog Disclaimer."

## **Choice of Academic Program**

All of GNU's Bachelor programs provide adequate foundation for graduate work. The programs of study leading to a bachelor's degree build upon a common core of General Education core courses and electives. The ability to understand human behavior, to evaluate the thinking of others, and to communicate clearly are all essential for competence. Thus, the General Education courses required in each of the programs broaden the student's scope of awareness and inquiry into the knowledge of humanity and the world.

## **Deviation from Curriculum Requirements**

In general, freshman-level courses should be taken before sophomore level; sophomore level before junior level; and junior level before senior level. A deviation from the normal requirements of a curriculum and substitutions must be approved by the faculty advisor and/or program head. If students opt to go against the advice provided by the faculty, they should understand that their graduation may be delayed, and they may not be permitted to participate in their anticipated Commencement ceremony. Careful consideration should be made before making decisions contrary to advising recommendations.

## **Second Bachelor's degree**

Those students seeking a second bachelor's degree must meet all admissions and graduation requirements of a first-time degree-seeking student. To have a second degree conferred, the student must

1. Have completed the first bachelor degree at a regionally-accredited college or university.
2. Select a different degree (e.g., if the student graduated with a Bachelor of Science, the student must select a Bachelor of Arts).
3. Select a major from a different academic department than the major of the first degree. (For example, if the student's first degree and major was a Bachelor of Science in Psychology, the student may not select a Bachelor of Arts in Behavioral Science as the

second degree major. Instead, the student might select a Bachelor of Arts in Biblical and Theological Studies).

4. Complete all required courses of a second degree program including any required General Education courses not completed in the first degree. General Education courses completed in a first degree do not need to be repeated. Any major course previously credited at GNU may not count toward the fulfillment of the second degree. At least 30 credit hours must be completed in courses offered through GNU of which 21 must be upper division. However, if the first degree was completed at GNU, the student need only complete 15 of the 30 credit hours through courses offered at GNU, all upper-division.
5. Complete all courses required for the second degree program at GNU including any lower division or religion courses not taken as a part of the first degree.
6. Have not earned the first degree with a double major.

## Double Major

A double major can be earned when both majors lead to the same degree name (e.g., Bachelor of Arts) even if the two majors are in different departments or colleges. For example, if students complete the requirements for the B.A. in Communication and the B.A. in TESOL, students will earn a single B.A. degree with a double major. Students cannot earn a double degree when the two majors lead to the same degree name (see "Second Bachelor Degree").

The easiest way to discern the degree name is to look for the word "degree" in the name. Everything to the left of the word "degree" is the degree name. For example, in "Bachelor of Arts in Youth and Family Ministry," the degree name is "Bachelor of Arts" and the major is "Youth and Family Ministry." This major can be combined with any other Bachelor of Arts major to form a double major.

### Declaring and Completing a Double Major

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To declare a double major, the student must meet with the university-designated advisor, complete the appropriate form, and submit the form to the Registrar's Office. The designated advisor will work with the Registrar and Faculty Advisor of the desired majors to design a program for the double major student.

Both program heads must sign the request, and students must consult with advisors from both areas of study to determine which courses will best fit with the planned course rotation in the majors and the student's future career goals. Each major is responsible for determining at least 30 credit hours of major core courses that will be required for their portion of a double major.

### Double Major Requirements

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Double majors require students to complete a minimum of 120 credit hours. However, depending on the scope of departmental learning objectives for each of the areas of study in the double major, students might be required to complete more than 120 credit hours. Courses that are distinctive to each major must be completed for the double major, which might increase the total number of credit hours earned for the degree.

### Overlapping requirements

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Overlapping requirements, or courses that can be counted as requirements for both majors, are allowed as long as double majors complete 30 non-overlapping, departmentally distinctive credit hours in each major of which 21 must be upper-division courses. Each department must be consulted for approval for courses the student hopes to count toward each major.

### **Graduating with a double major**

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Students must complete degree requirements in both majors to be awarded a degree with a double major. A student may not graduate with one major and then seek a second major after a degree is conferred. Students may, however, seek a second degree (see "Second Bachelor Degree").

All other degree requirements listed in this catalog (e.g., GPA requirements) apply to graduating with a double major.

### **Double major transcript, commencement program and diploma**

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Both majors will be visible on the official GNU transcript, but only one diploma will be issued that lists the degree and both majors. Double majors will not receive two diplomas.

## **Career Advising**

Beginning with a student's first year at GNU, students are required to complete field education as a non-credit graduation requirement. Students will complete 30 hours each semester to gain experience in a variety of ministry and career opportunities. Students receive feedback, direction, and advice from their supervisor of the field experience. They have yearly conferences, at minimum, with faculty advisors to examine progress and plan for future development and career goals. In the students' final year, they receive career counseling through a senior capstone course, which is 3 semester credit hours.

# **ACADEMIC ADVISING**

GNU assists its students in making wise educational and vocational choices through the University advising program. Each student is assigned a faculty advisor by the department of the student's major who provides guidance concerning the student's academic program and is available to the student throughout the semester for counseling. The academic advising process of the University focuses on helping the student enroll in courses in the proper sequence, answering any special questions which might arise, and otherwise guiding the student through the entire college career. It is recommended that students visit with their faculty advisor at least once each semester to maximize assistance.

## **Academic Calendar**

GNU operates on the semester system. Credit for work completed is expressed in semester credit hours. The full Academic Calendar can be found on the GNU website.

## **Academic Grievance Process**

If a GNU student has an academic grievance other than academic probation or dismissal or feels that some action of the University is not justified or constitutes an encroachment upon students' academic rights, the student may present the grievance, e.g., any question of examinations, assessments or student outcomes, or requirements for satisfactory progress in a course, etc., according to the provisions of the student Academic Grievance Process. The four-step grievance and appeal process is defined below. (For probation/dismissal appeals, see Academic Probation/Dismissal Appeals.) Timelines apply: if a grievance is because of an assignment grade, grievance must be filed by the end of that semester; if a grievance is over a course grade, grievance must be filed by the beginning of the following semester.

### **Step 1: Direct Appeal to instructor**

The concerned student should speak with the professor directly. Such conversations should be conducted with grace and humility on both sides in pursuit of a mutually agreed upon resolution.

### **Step 2: Appeal to Program Head**

If the good-faith attempt outlined above is unsuccessful in resolving the issue, either party may approach the Program Head within which the course is being taught. If the Program Head is the professor toward whom the complaint or grievance is levied, the Provost will fill this role. The Program Head (or Provost) is then required to maintain written records of the process up to and beyond this point.

### **Step 3: Seeking Resolution**

The Program Head (or Provost) will make all reasonable attempt(s) to mediate between the two parties and resolve the issue.

#### Step 4: Appeal to the Academic Standards and Student Concerns Committee (ASSCC)

If a resolution is not possible, any of the parties can request an appeal to the ASSCC. The Program Head (or Provost) will make that appeal. The decisions of the ASSCC are final.

### Academic Integrity Code

Personal integrity is presumed to be sufficient assurance that students complete their own work without unauthorized help. Students who are involved in forms of academic dishonesty are subject to the jurisdiction of the Provost. Students who violate the Academic Integrity Code may forfeit the privilege of continuing their studies at GNU. The honor principle of the campus depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each student accepts the responsibility of not only being honorable in academic work, but also supporting the principle of honesty as it applies to others.

Students are responsible for obtaining and understanding each of their instructor's policies related to the freedom they may exercise in collaborating with other students or using outside sources. Without written prior permission of the instructor students may not submit their own work prepared and submitted for another course at GNU or any other educational venue. Unless a student has special written instructions from the relevant faculty member(s) concerning the Academic Integrity Code, the student must assume that the Provost, and faculty and student committees, will follow the strictest interpretation of the Academic Integrity Code. Honesty and integrity in the performance of academic assignments is expected of every student.

#### Academic Integrity Code Violations

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The following are examples of violations of the Academic Integrity Code:

1. Cheating on an exercise, test, problem, or examination. Cheating includes the use of unauthorized aids, such as crib sheets, digital tools, the aid of any other person on a take-home exam; copying from another student's work; soliciting, giving and / or receiving unauthorized aid orally or in writing (before, during or after the quiz / examination or other assignment), in such a way as to gain or give an advantage over other students; or any similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. Infractions can also include, but are not limited to, submitting, for credit, papers or reports written by someone other than the student, providing such a paper to a student, and failure to indicate the source of ideas, expressions, phrases or sentences (lack of citations). This also includes the use of commercially prepared papers or texts. Having any other individual rewrite or make corrections also constitutes a form of plagiarism.
3. Non-reporting of suspected violations of the Academic Integrity Code.
4. Actions designed to deceive a member of the faculty or a fellow student regarding principles contained in the Academic Integrity Code, such as securing assistance from a faculty member in another course when such assistance has been unauthorized.

5. Submissions of work prepared for another course without specific prior authorization of the instructors in both courses.
6. Falsification of results of study and research. Presenting material that is known to be false and / or fabricated.
7. Infringing upon the right of others to fair and equal access to library and classroom resources.
8. Failure to sign for material and equipment taken from the library, classrooms, and / or other college depositories of information and equipment.
9. Abuse of library privileges by defacing resources, failing to check out materials, or return materials in a timely fashion.
10. Actions or statements showing disrespect, contempt, or insolence for the university's educational philosophy, mission, faculty, or administration.

### Academic Integrity Code Appeals

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Appeals of a decision by the instructor regarding violations of the Academic Integrity Code shall be filed by the student with the Academic Dean within 48 hours of receiving written notification of the case decision. The appeal must be in writing and shall state whether a) new information is to be presented or b) if the severity of the penalty is being appealed. Either the student or faculty member involved may appeal the decision.

The appeal shall be heard by the ASSCC. The Provost may appeal to the ASSCC. All decisions of the ASSCC shall be binding and final. Penalties for violation of the Academic Integrity Code may include, but are not limited to, failure of a course or dismissal from the university.

## Academic Load

The normal academic load is between 12 and 18 credit hours per semester. To be classified as full-time, an undergraduate student must be enrolled in a minimum of 12 credit hours. **Great Northern University follows the Department of Education Guidelines stating that for every hour of course instruction in a 16-week course, there must be 2 hours of out-of-class student work at minimum.**

In order to complete a prescribed degree program, a student should enroll in an average of 15 credit hours per semester. Students who maintain the average 15 credit hours per semester should be able to finish a certificate degree within one year and a bachelor's degree within four years. Students are encouraged to enroll in as many as 18 credit hours per semester.

Students who are involved in part-time employment during the academic year should plan their academic load very carefully with their faculty advisor. Full-time students should limit their weekly hours of employment in proportion to their credit load.

## Academic Status

### Academic Status

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At GNU, there are three types of academic status: Good Standing, Academic Probation, and Academic Probation Subject to Dismissal.

### Policy Scope

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Students should be aware that this policy applies only to academic status and may not be the same as those used to determine eligibility for other areas (for example, scholarships, or federal or state aid.)

### Academic Good Standing

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Academic Good Standing refers to students who are meeting the minimum grade standards at the end of each term they are enrolled at GNU.

### Academic Probation

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**Please Note:** The following information explains GNU's policies for academic probation. There is an additional process for students receiving financial aid, noted in this catalog in the Financial Aid section under Satisfactory Academic Progress (SAP).

Students are placed on Academic Probation after earning a cumulative grade-point average below the required satisfactory academic performance which is a 2.00 for all students. Students will receive individual email notifications of Probation status that explain the requirements that must be met for return to good academic standing. Students placed on Academic Probation may be required to participate in programs designed to help them return to good academic standing, and will have their course loads reduced. Students will not receive GNU scholarships while on Academic Probation.

Students are returned to Academic Good Standing upon earning a cumulative grade point average in compliance with the Satisfactory Academic Progress requirements. Failure to comply with the conditions of Academic Probation may result in further restrictions.

### Academic Probation Subject to Dismissal

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Students are placed on Academic Probation Subject to Dismissal after one semester of being on Academic Probation if Satisfactory Academic Progress has not been met. While on Academic Probation Subject to Dismissal, students are allowed to continue enrollment at GNU, but are limited in their enrollment to nine credit hours and may not participate in extracurricular and co-curricular activities. Students are required to participate in programs designed to help them return to Good Standing.

At the end of the two consecutive semesters without making Satisfactory Academic Progress, students will be dismissed from the university. They may re-apply subject to the course catalog of their re-entry year.

If a student fails a required course twice, he or she will automatically move into Academic Probation Subject to Dismissal.

# Academic Status Processes and Review Requests

## Academic Probation

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Students receive probation notifications by GNU email from the Office of the Registrar within 14 days after final grades for the students' programs are submitted.

Students placed on probation may be dis-enrolled from a class or classes for the following semester if they are enrolled in more than the allowed 12 credit hours. The Registrar's Office, in cooperation with the Faculty Advisor, will notify the student of the new schedule.

It is the responsibility of the student to make satisfactory academic progress during his or her probationary semester or risk dismissal from the university.

## Request for Review of Probation Status

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In the case that an error has been made on the part of the university and the student feels he or she has been wrongly placed on probation due to a miscalculation of cumulative GPA, then a Request for Review may be submitted in writing. Request for Review **must be made no later than 10 calendar days** after the notification of Probation is sent to the student and should be directed to the Office of the Registrar.

## Academic Dismissal Appeals

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An appeal of Academic Dismissal can be made in writing.

Appeals will be considered only if the student has evidence of extraordinary, temporary circumstances that might have impeded academic success such as a family crisis or an emergency / acute medical condition.

If the appeal for dismissal is upheld, students will be placed back on Academic Probation Subject to Dismissal and will be permitted to enroll in only up to 12 credit hours. Some courses from the original pre-enrollment may no longer be available. Students placed on any other type of dismissal (Disciplinary, or Chapel) may not appeal Academic Dismissal.

The process for an Academic Dismissal appeal is as follows:

### ***Step 1: Initial Notification***

Students receive dismissal notifications by email within 14 days and mail within 21 days after final grades for the students' programs are submitted.

Dismissed students are immediately dropped from pre-enrolled classes for the following semester.

### ***Step 2: Appeal***

An appeal of Academic Dismissal must be made in writing. An email to the Registrar would be considered a written appeal. **Appeals must be made no later than 30 calendar days** after the

notification of dismissal is sent to the student. Appeals received after 30 calendar days have expired will not be considered.

The appeal document asks students for an explanation of the reasons the student did not perform well academically in the previous semester and a plan for overcoming those academic impediments in the future.

Appeals will only be considered if the cause for poor academic performance was related to at least one of the following criteria. Support documentation should be included along with the written appeal.

- 1) The established procedures for dismissal were not followed and / or the student does not meet the dismissal criteria as listed in the applicable catalog.
- 2) The student's situation in the semester that caused the dismissal meets at least one of the following parameters:
  - a) A family crisis which may have caused psychological and / or emotional stresses that may have significantly impeded the student's academic performance.
  - b) A new medical condition not previously disclosed that may have impeded the student's academic performance.
  - c) Other significant stressors that may have impeded academic performance.

Appeals will not be considered under the following circumstances:

- 1) The student is additionally dismissed for reasons other than academic.
- 2) The student has made a previously denied appeal.
- 3) The student has made a previously upheld appeal in which the student did not adhere to the plan included in the original appeal.
- 4) The student's reason for poor academic performance was related to something prohibited by the Student Code of Conduct.

### ***Step 3: Appeal to Academic Standards and Student Concerns Committee (ASSCC)***

The ASSCC will consider the appeal and make a recommendation to the Provost in a timely manner.

### ***Step 4: Appeal Decision Notification***

If the appeal is upheld, the Provost will send written notification to the student and the Registrar's Office that the student is to be reinstated to the appropriate academic status. The notification will take place in a timely manner after the appeal is submitted. Students should meet with their Faculty Advisors to pursue next steps if they have been dropped in Step 1. Students who were to be dismissed will be placed on Academic Probation status and will be allowed to enroll in a maximum of 12 credit hours. Some courses from the original pre-enrollment may no longer be available due to closures or cancellations.

### ***Readmission after Academic Dismissal***

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Following the academic dismissal, an academically dismissed student may apply for readmission. Students must indicate they are reapplying after Academic Dismissal. Readmission will be considered on

a case-by-case basis and only if the petition clearly explains the student's plan for future academic success and includes a required explanation of the following:

- 1) Explanation of the student's previous academic performance and the steps taken to resolve those issues.
- 2) Evidence of academic improvement through successful completion of courses at another institution.
- 3) Documentation or evidence of extraordinary circumstances or of medical condition(s) that may have been temporary obstacles for academic success, and proof of the resolution or management of those issues.

Readmitted students will be subject to the academic curriculum in the catalog in effect at the time they are readmitted. Therefore, any new courses or requirements added to the academic program after the dismissal will become requirements for the student. A reinstated student will be admitted on Academic Probation.

## Attendance Policies

GNU defines a credit hour by the average number of seat hours and estimated time outside class students will likely spend completing work. Therefore, class attendance is very important for students to obtain the learning hours designated for the credits they will earn. Additionally, students in higher education take on the responsibility of maximizing their educational experience, and because absences can adversely impact students' learning, it is beneficial for students to make the responsibility of class attendance a high priority. The interaction of the instructor and student is of vital importance in the learning process, so students are expected to be regular and punctual in attending all classes. Additionally, the number of credit hours assigned to a course is determined by the number of contact hours and the estimated time it will take students to complete work assigned to be done outside of class time. Attendance policies are created by faculty members to ensure students are participating in course activities to earn the full value of the credit hours assigned to the course.

Faculty members are responsible for attendance policies at their discretion. Therefore, students should pay careful attention to each course syllabus for specific attendance policies outlined by the instructor.

Additionally, faculty members have discretion in their allowance of make-up work for any and all absences. Students should refer to the course syllabus for specific course absence policies and make-up work.

### Tardiness

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Students are considered tardy when they arrive to class after the official starting time as designated in the semester course schedule or the time specified by the instructor and / or syllabus.

- 1) Students who arrive to class more than 10 minutes after the official starting time of the class may be counted absent.
- 2) Students who leave a class early without permission are subject to being counted absent by the instructor.

- 3) On announced test days, students who are tardy may not be allowed to take tests. Students must arrive on time on announced test days. Students may not be permitted to submit assignments collected during the time the student was tardy.

### Removal from Class

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Students may be removed from class if the student is being uncontrollably disruptive or creating a hostile learning environment as determined by the instructor. Students removed from class cannot return to the class until cleared by the Provost or Academic Dean. In these cases, instructors should file an incident report with the Office of the Registrar to be filed in the student's permanent file. Students removed from class will be considered absent.

### Instructor Tardiness

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In the event that an instructor is late for class, students should remain in the classroom until officially notified by administration that the class has been canceled or until 15 minutes after the official starting time of the class. Students who leave earlier than 15 minutes may be counted absent should the faculty member arrive before the 15 minutes expired.

## Classification of Students

Classification is determined on the following basis:

- 1) Freshman: 1-29 earned semester hours of credit
- 2) Sophomore: 30-59 earned semester hours of credit
- 3) Junior: 60-89 earned semester hours of credit
- 4) Senior: 90 earned semester hours of credit through degree requirements completed

## Controversial Material

GNU endorses the pursuit of truth aligned with Scripture. The University recognizes that the pursuit of this truth occurs in a fallen world, and students may be exposed to material incongruous with Christian perspectives in a variety of forms. Faculty members are largely the agents of this pursuit of truth. They are employed, in part, because of their mature commitment to God and to the authority of the Scriptures. Therefore, GNU delegates to them discretionary powers to deal with the pursuit of truth and the discrediting of error in ways they deem appropriate, particularly in the selection of reading materials, lecture content, and audio-visual media.

## Grading Policies

### Grade Point Averages

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A grade point average (GPA) is the quotient obtained by dividing the number of quality points earned by the number of credit hours attempted. Letter grades are used in evaluating the work of a course. The evaluation is not based on test average alone, but upon one or more of the following: participation and engagement of the student, daily assignments, general comprehension of the subject, and thoroughness

and promptness in completion of assignments. Only grades for courses completed at GNU will count toward the cumulative GPA (CGPA).

### Grade Points

GRADE POINTS	STUDENT WORK REFLECTS
<b>A 4.0 points</b> <b>A- 3.7 points</b>	A sophisticated understanding of the material is demonstrated; big picture drawn from assignment. <ul style="list-style-type: none"> <li>• Assignments completed on time</li> <li>• Active participation in discussion of main and finer points</li> <li>• Work reflects high skill in basic grammar, organization, logic, and presentation</li> <li>• Consistently reflect synthesis of information with application to everyday life</li> </ul>
<b>B+ 3.3. points</b> <b>B 3.0 points</b> <b>B- 2.7 points</b>	An intermediate understanding of the material is demonstrated. <ul style="list-style-type: none"> <li>• Assignments completed on time</li> <li>• Work reflects higher skill in basic grammar, organization, logic, and presentation</li> <li>• Frequently reflects a growing synthesis of information with application to everyday life</li> </ul>
<b>C+ 2.3 points</b> <b>C 2.0 points</b> <b>C- 1.7 points</b>	Basic understanding of the material is demonstrated. <ul style="list-style-type: none"> <li>• Assignments submitted on time</li> <li>• Work reflects developing skills in basic grammar, organization, logic, and presentation</li> <li>• Frequently little to no growing synthesis of information with application to everyday life</li> </ul>
<b>D+ 1.3 points</b> <b>D 1.0 points</b> <b>D- .70 points</b>	Basic understanding of the material is substandard. <ul style="list-style-type: none"> <li>• Assignments not completed on time</li> <li>• Work reflects no higher skills in basic grammar, organization, logic and presentation</li> <li>• Work reflects lack of synthesis of information with no application to everyday life.</li> </ul>
<b>F 0 points</b>	Basic understanding of the material is absent. <ul style="list-style-type: none"> <li>• Assignments not on time or not completed</li> <li>• Work reflects lack of skills in basic grammar, organization, logic, and presentation</li> <li>• No attempt at synthesis of information or application to everyday life.</li> </ul>
<b>P</b>	Passing – Non punitive grade
<b>W</b>	Withdrawal – Non-punitive grade

### Incompletes

An Incomplete may be given when all requirements in a course have not been completed due to circumstances beyond the student's control, such as a major illness. An Incomplete may not be given for a student to improve a grade. Internship or field experience courses may not be assigned an incomplete grade without prior written approval from the Academic Dean. Incomplete grades are neutral and do not impact the GPA. Students with incompletes are considered enrolled in that course only for the term in which it is offered. These courses do not count toward full-time status in any other subsequent term.

Assigning an incomplete grade is at the discretion of the course instructor. The instructor may deny the student an incomplete grade if the student does not meet eligibility requirements. The Academic Dean gives final say for an incomplete grade. The responsibility for requesting an incomplete grade rests on the student, and arrangements should be made by the student with the instructor prior to the end of the course.

Coursework to satisfy the Incomplete must be completed by the due date indicated by the instructor. If work is not completed by the deadline stated, the student's grade for the course will be changed to reflect the coursework completed. An incomplete grade cannot remain on a student's record for more than one academic year. If nothing has been resolved by that time the grade will be changed to an F and the course will need to be retaken.

Once the incomplete work is completed, instructors will issue the final grade and notify the student.

An incomplete grade means that degree and graduation requirements have not yet been met. Therefore, students intending to graduate must resolve incompletes before the intended graduation date or their graduation will be delayed until the next available graduation date after the incomplete is resolved.

### **Eligibility Requirements**

To be eligible for an incomplete grade, the student must provide documentation to the instructor of extenuating circumstances, such as a major illness or a death in the family. Examples: doctor's note, funeral program, etc.

Special criteria can be applied for students who do not meet the requirements above:

- 1) The student has made special accommodations arranged through the Office of Educational Support Services.
- 2) The student is a member of the U.S. military and is called to active duty (See Military Leave of Absence Policy)

Note: Documentation of accommodation and military leave of absence approval must be provided to the instructor before the incomplete form can be submitted.

### **Minimum Grade Requirements for All Programs**

The Cumulative Grade Point Average (CGPA) in work completed at GNU must be at least 2.0 with a minimum 2.50 CGPA for courses in the major for a student to graduate from GNU. For a double major, a 2.50 CGPA must be maintained in both majors throughout the last four semesters. For a double major, failure to maintain a 2.50 CGPA in both majors will result in Academic Probation, and may result in reduction to one major. Students should be aware of program-specific minimum grade standards.

### **Grade Forgiveness for Repeated Courses**

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The following rules apply when considering repeating a course after an unsuccessful attempt:

- 1) A maximum of two grades may be forgiven in the course of a student's undergraduate pursuit of a degree at GNU.
- 2) Grade forgiveness means that after a student repeats a course with a passing grade, the original course grade that does not meet minimum grade standards will be forgiven and will not be reflected in the cumulative GPA.
- 3) Grade forgiveness applies only to courses taken at GNU and repeated at GNU. Courses taken at other schools to replace an unsuccessful grade earned at GNU will not forgive the unsuccessful grade. The cumulative GPA will remain the same.
- 4) Grade forgiveness does not apply to courses that the catalog allows to be repeated for credit, such as Special Topics courses which are allowed to be repeated for credit.

### Official Summons

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A student who neglects, or disregards, an official request for a conference with a faculty member or university officer will be subject to disciplinary action. Such requests may be delivered in person, by telephone, by email through the GNU issued email account, by campus mail, by cell phone text to student verified cell phone number, or by U.S. Postal Service.

### Permanent Progress Records - Transcripts

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The storage of GNU student permanent records is located in Populi, the college management system of GNU. Students have access to transcripts in their profile on Populi. They may print unofficial transcripts or order official transcripts in the transcript actions tab.

## Graduation Requirements

Students seeking a degree at GNU must complete all requirements for the degree according to the requirements specified in the catalog of the year in which they matriculate to a degree program. The catalog year shall be considered as beginning with the fall semester. During the course of a student's work toward a degree, Great Northern University reserves the right to make effective any changes in curricula or graduation requirements which may be considered necessary for the general improvement of the University and/or degree.

Students who interrupt their studies at the University for a year or less before completing degree objectives will be subject to the requirements set forth in the catalog effective for the year in which they matriculated to a degree program. To continue a program under a specific catalog after a year's absence, students must take a minimum of six semester credit hours each semester and complete the degree within ten years of the time they first matriculate. If students do not complete requirements in that time, they may be required to re-enroll under the effective catalog of the time of re-enrollment.

A student who wishes for a degree to be conferred from Great Northern University must fulfill all the following requirements:

- 1) Complete the Graduation Application.



- 2) Complete all degree, program, and course requirements for the declared program of study. All official documentation indicating the completion of program requirements, including but not limited to transfer transcripts, substitution / policy exception forms, must be received on or before the graduation date or graduation will be delayed until the next available date.
- 3) For all bachelor's degrees, at least 30 credit hours of coursework must be completed in courses at GNU. For certificates, 15 credit hours of coursework must be completed at GNU. Students transferring from other institutions desiring to complete a bachelor's degree must complete a minimum of 30 credit hours in classes offered by GNU, of which 21 must be upper-division (3000-4000 level) courses, to qualify for graduation in GNU's Bachelor programs. Transcripts of students transferring from an accredited Bible school will be evaluated by the appropriate Program Head to determine any exceptions.
- 4) Students must meet expectations for Field Education in each semester at GNU.
- 5) Chapel attendance requirements (80% attendance each semester) must be met.
- 6) Students seeking a bachelor's degree at GNU must complete at least 60 credit hours from institutions that grant bachelor's degrees.
- 7) The Cumulative Grade Point Average in work completed at GNU is 2.0 with a minimum 2.50 CGPA for major requirements.
- 8) The student may not participate in Commencement while on academic, disciplinary, or chapel probation.
- 9) All contracts and financial obligations to the University must be fulfilled.
- 10) All documentation of transfer credits, substitutions, and policy waivers must be submitted to the Registrar's Office before the graduation date.

### **Application for Graduation**

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Degrees are conferred three times annually: one on the date of Commencement exercises in May, one on the final day of the summer term, and one on the final day of the fall term. Students who have reached 90 credit hours and plan to complete degree requirements at GNU must file a Graduation Application form by the deadline established. All information pertaining to the graduation application can be found on the GNU website.

Students classified as juniors who are planning to participate in Commencement exercises in the spring of the following year must consult with their advisor during the spring of the junior year to ascertain the student's eligibility status for graduation and to plan the student's remaining class schedule. No student will be classified as a graduating senior or placed on the prospective graduation list until the Graduation Application has been completed and filed with the Registrar's Office.

### **Participation in Commencement**

Commencement at GNU is held one time per year at the end of the traditional student academic calendar, typically in May. Participation in Commencement is expected. However, to participate in Commencement, students anticipating graduation must submit a Graduation Application.

All degree requirements must be completed by the Commencement date for the student to be permitted participation. This means the student has completed, or will complete by the Commencement date, all courses listed in the academic program with the appropriate minimum grades and grade point averages (see Graduation Requirements). Special exceptions may be permitted on a case-by-case basis through an appeal to the Registrar.

Once a student is cleared to participate in Commencement, regalia will be ordered by the Office of the Registrar. To receive regalia, all financial obligations must be resolved. Students are ineligible to participate in Commencement if financial obligations to the University are not resolved, even if they were initially cleared to participate before fees or other charges were added to their student account.

## Academic Honors

### Graduation Honors

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GNU honors its graduating undergraduate students who have excelled academically in a bachelor's degree program. The following academic honors are bestowed on qualifying students upon graduation of their degree program.

- 1) Summa Cum Laude – cumulative grade point average is 3.90 or above
- 2) Magna Cum Laude – cumulative grade point average is 3.70-3.89
- 3) Cum Laude – cumulative grade point average is 3.50-3.69

Commencement programs will indicate honors based on the CGPA of the semester prior to a student's participation in Commencement ceremonies. However, honors are not official until all degree requirements are completed and all grades are final. Official transcripts will reflect official honors.

For transfer students to receive academic honors upon graduation, they must have earned at least 30 credit hours at GNU with at least 21 of those credit hours being in upper-division courses. These requirements are in addition to meeting the cumulative GPA requirements for non-transfer students.

### Valedictorian

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The Valedictorian is presented each year to the graduating senior who has maintained the highest cumulative grade point average.

### President's and Dean's Honor Roll

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At the end of each semester, the President issues the President's Honor Roll, and the Academic Dean issues the Dean's Honor Roll in recognition of high academic achievement. Students are eligible for the President's Honor Roll if they have completed a minimum of 12 hours during the semester with a grade point average of 4.0. Students who have completed a minimum of 12 hours during the semester with a grade point average of 3.75 or above are eligible for the Dean's Honor Roll.

## GNU Library Resources

Great Northern University's library provides a variety of resources to support student learning. In addition to the collections at Great Northern University, students will also have access to a variety of electronic databases at nearby institutions. As community members, students will have access to a wide collection of resources (including over 600,000 books, ebooks, and audiobooks) through various academic libraries, including the Spokane Academic Library at the Riverpoint campus. Current students at GNU have rights and privileges to materials, online and in print, from Gonzaga University's Foley Library based upon an articulation agreement.

Additional resources will be available to students through the library portal on Populi. For more information, refer to the *Library Manual* which includes information on library procedures and a student users' manual.

# ACADEMIC PROGRAMS

## Flexible Curriculum

The phrase “flexible curriculum” reflects that not every degree plan meets all of an individual’s needs, so by keeping our core requirements minimal, students have great freedom in crafting their own educational vision and goals. Students can choose concentrations within their chosen major or students may choose to earn a certificate or combine majors with certificates. The freedom of choosing electives offers further flexibility within their major, concentration, or certificate focus. Our vision is to have a curriculum that is flexible enough to shape each individual’s vision and life goals yet offer academic rigor to prepare the student for the future. Programs and Certificates are listed below.

A minor is an approved, coherent concentration of academic study in a single discipline, involving fewer hours of credit than a corresponding major. Students at Great Northern University may choose to add a minor to their curriculum, under the guidance of their faculty advisor. Minors would include 21 credits above any core requirements in any discipline outside their major.

### **PROGRAMS:**

1. Biblical and Theological Studies with two concentrations: Bible and Theology
2. Communication
3. Intercultural Studies
4. Leadership
5. Linguistics
6. Psychology
7. TESOL
8. Youth and Family Ministry

### **CERTIFICATES:**

1. Applied Linguistics
2. Area Studies (Language / Culture): East Asia Area Studies Certificate
3. Area Studies (Language / Culture): Eastern Europe Area Studies Certificate
4. Area Studies (Language / Culture): Western Europe Area Studies Certificate
5. Bible
6. TESOL
7. Youth and Family Ministry

## BIBLICAL AND THEOLOGICAL STUDIES (B.A.)

This program trains students to read Scripture historically, theologically, and practically. In addition to the Bible and Theology core requirements for all majors, students in the Biblical and Theological Studies major will take an additional core of 18 credits, and additional credits in a concentration of their choosing (Bible or Theology). This program offers foundational training for traditional forms of

vocational ministry and prepares students for graduate school but is not limited to students headed in those directions. It is designed for anyone who wants to think Christianly about all of life's pursuits.

### B.A. Biblical and Theological Studies Major Program Learning Outcomes

- 1) Describe the broad redemptive-historical storyline of the Bible and the place of each biblical book within that storyline
- 2) Think in continuity with the classical Protestant theological tradition
- 3) Evaluate current ecclesial and cultural trends in light of Scripture
- 4) Interpret Scripture in its literary, historical, and theological contexts

### B.A. in Biblical and Theological Studies Major Requirements

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language, Biblical Language highly recommended for Bible Concentration students as 16 total credits of Biblical Language is required.	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1

GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>Biblical and Theological Studies Major Core Requirements for both Concentrations</b>		
THE 3201	Historical Theology I	3
THE 3202	Historical Theology II	3
THE	Topics in Theology	3
BIB 3400	Old Testament Book Study	3
BIB 3500	New Testament Book Study	3
BIB 4400	Senior Seminar	3
<b>Total Biblical and Theological Studies Core Credit Hours for both Concentrations</b>		<b>18</b>

<b>Bible Concentration Core Requirements</b>		
	Additional Biblical Language Requirement *	8 or 16*
BIB 3400	Old Testament Book Study	3
BIB 3500	New Testament Book Study	3
BIB 3303	Biblical Background	3
<b>Total Bible Concentration Core Credit Hours</b>		<b>17 or 25*</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>19 or 11*</b>
<b>Total Biblical and Theological Studies with Bible Concentration Program Credit Hours</b>		<b>120</b>

\* If a student takes two semesters of a biblical language for the Foreign Language core requirement, only two additional semesters (8 credits) of biblical languages are needed to complete the concentration. The remaining eight concentration credits may be added to the electives. If a student takes a modern language for the Foreign Language core requirement, then four additional semesters (16 credits) of biblical languages are needed to complete the requirement.

<b>Theology Concentration Core Requirements</b>		
THE 4001	Doctrine of the Atonement	3
	Upper Division (3000-4000) Theology Electives (4 courses)	12
<b>Total Theology Concentration Core Credit Hours</b>		<b>15</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>21</b>
<b>Total Biblical and Theological Studies with Theology Concentration Program Credit Hours</b>		<b>120</b>

### Bible Certificate Requirements

The Bible Certificate trains students to interpret the Bible historically, theologically, canonically, and practically. This program is designed for those who desire foundational training in studying the Bible, whether for personal growth or for growth in a particular ministry (Sunday School teacher, small group leader, local church elder, etc.).

## Bible Certificate Program Learning Outcomes

Upon completion of the Bible Certificate, students will be able to:

- 1) Describe the broad redemptive-historical storyline of the Bible and the place of each biblical book within that storyline
- 2) Evaluate current ecclesial and cultural trends in light of Scripture
- 3) Consider Scripture in its literary, historical, and theological contexts

Biblical Studies Certificate Requirements		Credits
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
Total Biblical Studies Certificate Core Credit Hours		21
Electives	Any other Biblical Studies courses (3)	9
Total Biblical Studies Certificate Program Credit Hours		30

## COMMUNICATION (B.A.)

The Communication major equips students to communicate the gospel around the globe. Graduates will effectively use the art of persuasion to inform local, national, and global issues from a Christian perspective using communication strategies. Students will be able to identify and evaluate the dynamic relationships involved in the rhetorical acts of personal, career, and ministry communication. Graduates will critically examine how meaning is created through language and will explore the assumptions, applications, and analyses of communication in its varied forms.

### B.A. Communication Major Program Learning Outcomes

- 1) Show an ability to create/shape/transform culture by telling the stories that God is unfolding through the work of His Kingdom.
- 2) Think critically about the rapidly evolving Communication /cultural landscape through a theological lens.
- 3) Possess a basic tool set of communication skills necessary to further the work of the church and to tell the story of the gospel; and
- 4) Demonstrate his or her individual communication giftedness in a professional ministry portfolio and internship setting.

### B.A. Communication Major Program Requirements

Course Prefix	Course Title	Credit Hours
General Education Core Requirements		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3

ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Academic Dean's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>Communication Core Major Requirement</b>		
COM 2100	Media, Culture and Society	3
COM 2101	Communication Theory	3
COM 3100	Communication Research Methods	3
COM 3101	Rhetorical Analysis	3
COM 4100	Senior Communication Seminar	3
	15 credits from Communication electives (9 of which must be upper division – 3000 level or higher)	15
<b>Total Communication Major Credit Hours</b>		<b>30</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>24</b>
<b>Total Communication Program Credit Hours</b>		<b>120</b>



## INTERCULTURAL STUDIES (BA)

The Bachelor of Arts in Intercultural Studies is designed to serve Christ and the Church by equipping and developing innovative cross-cultural leaders who are prepared to actively participate in an increasingly multicultural context. The program provides practical preparation for individuals to represent Christ well through fostering cultural awareness and developing effective cross-cultural professionals who are prepared for intercultural service in the US or abroad. The program seeks to create a comprehensive understanding and appreciation for how the Church and individual Christians can best engage a wide array of cultural beliefs, value systems, worldviews, and intercultural communication methods and strategies.

Our curriculum provides foundational and specialized skills designed to equip the student for meaningful intercultural engagement beyond the classroom. Our open-curriculum format and faculty expertise allows students to maximize their ability to cater their degree to their own personal interests and career goals in a variety of areas, including linguistics and modern languages, anthropology, international health, business as mission, teaching English (TESOL), honor/shame studies, oral storytelling, cross-cultural church planting, Native American studies, medical anthropology, human trafficking, intercultural media, specific area studies (e.g., East Asian, Middle Eastern, East European studies, etc.), or any related self-directed topic of personal interest. Our program is designed to prepare students with marketable skills to enter careers such as humanitarian aid and development agencies, government foreign service, international business, refugee resettlement, or any missions-related work.

### B.A. Intercultural Studies Major Program Learning Outcomes

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- 1) Demonstrate cultural awareness and cross-cultural competence.
- 2) Articulate an appreciation of a variety of world cultures.
- 3) Identify and analyze a wide array of cultural beliefs, value systems, and worldviews to engage and transform the world for Christ.
- 4) Apply intercultural engagement skills to a wide range of professional settings.

### B.A. Intercultural Studies Major Program Requirements

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3

	* Two-semester sequence of the same language	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>Intercultural Studies Core Major Requirements</b>		
ICS 2105	Cross-cultural World Evangelism	3
LNG 2100	Introduction to Linguistics*	3
ICS 3110	World Religions	3
ICS 3102	The Gospel Contextualized	3
ICS	9 credits from Intercultural Studies (ICS) electives, 3000 level or higher	9
ICS 4101	Internship I	1
ICS 4102	Internship II	2
ARS	One Area Studies Course	3
ICS 4104	Senior Integrative Seminar	3
	* Instead of Introduction to Linguistics, students may elect to take one additional year of modern language (8 credits). The additional credits may be applied to electives.	
<b>Total Intercultural Studies Major Credit Hours</b>		<b>30*</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>24*</b>
<b>Total Intercultural Studies Program Credit Hours</b>		<b>120</b>

### East Asia Area Studies Certificate Requirements

The Certificate in East Asia Area Studies provides the student with a strong foundation in the historical, cultural, and linguistic characteristics of East Asian peoples, with an emphasis on either the People's Republic of China and its influence on other East Asian countries or on Japan and its influence. Students develop an awareness of the distinctive character of the Chinese or Japanese worldview today. The program adds distinctiveness and breadth to any B.A. in Intercultural Studies and is applicable to any related career path, including cross-cultural missions, government service, or work with private NGOs serving in the East Asian region. Emphasis is on integrating a knowledge of the history and culture of

this region with a cultivation of one's faith and vision for cross-cultural and cross-linguistic service among Chinese, Japanese, or other East Asian peoples.

### Certificate in East Asia Area Studies Program--Chinese Learning Outcomes

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Upon completion of the East Asia Area Studies Certificate-Chinese, students will be able to:

1. Demonstrate and articulate in detail an understanding of the historical, cultural, and social forces that influenced the development of the Chinese culture and modern states of East Asia and intercultural influences from ancient times to the present day.
2. Exhibit critical thinking and analytical skills for examining the interaction between historical and geo-political developments and the development of major aspects of the modern cultures of East Asia.
3. Articulate the major historical issues related to the development of the cultural worldview of modern East Asian peoples and implications for cross-cultural ministry.
4. Demonstrate in written and verbal communication a strong understanding of the major challenges and issues related to cross-cultural service in an East Asian cultural context.

East Asia Area Studies Certificate Chinese Core Requirements		
ARS 3104	Chinese Civilization and Culture I	3
ARS 3105	Chinese Civilization and Culture II	3
CHI 1100	Elementary Chinese I	4
CHI 1101	Elementary Chinese II	4
CHI 1102	Communicating in Mandarin	3
ARS 4000	Area Studies Practicum	1
<b>Total East Asia Area Studies Certificate Chinese Core Credit Hours</b>		<b>18</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>12</b>
<b>Total East Asia Area Studies Certificate Chinese Program Credit Hours</b>		<b>30</b>

### Certificate in East Asia Area Studies Program--Japanese Learning Outcomes

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Upon completion of the East Asia Area Studies Certificate--Japanese, students will be able to:

1. Demonstrate and articulate in detail an understanding of the historical, cultural, and social forces that influenced the development of the Japanese culture and modern states of East Asia and intercultural influences from ancient times to the present day.
2. Exhibit critical thinking and analytical skills for examining the interaction between historical and geo-political developments and the development of major aspects of the modern cultures of East Asia.
3. Articulate the major historical issues related to the development of the cultural worldview of modern East Asian peoples and implications for cross-cultural ministry.
4. Demonstrate in written and verbal communication a strong understanding of the major challenges and issues related to cross-cultural service in an East Asian cultural context.

East Asia Area Studies Certificate Japanese Core Requirements		
ARS 3114	Japanese Civilization and Culture I	3
ARS 3115	Japanese Civilization and Culture II	3
CHI 1100	Elementary Japanese I	4
CHI 1101	Elementary Japanese II	4
CHI 1102	Communicating in Japanese	3

ARS 4000	Area Studies Practicum	1
<b>Total East Asia Area Studies Certificate--Japanese Core Credit Hours</b>		<b>18</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>12</b>
<b>Total East Asia Area Studies Certificate--Japanese Program Credit Hours</b>		<b>30</b>

### Eastern Europe Area Studies Certificate Requirements

The Certificate in Eastern Europe Area Studies provides the student with a strong foundation in the historical, cultural, and linguistic characteristics of Eastern European peoples, with an emphasis on developing an awareness of the distinctive character of the worldviews present in Slavic nations today. The program adds distinctiveness and breadth to any B.A. in Intercultural Studies and is applicable to any related career path: including cross-cultural missions, government service, or work with private NGOs serving in the Slavic region. Emphasis is on integrating a knowledge of the history and culture of this region with a cultivation of one's faith and vision for cross-cultural and cross-linguistic service among Eastern Europeans.

### Certificate in Eastern Europe Area Studies Program Learning Outcomes

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Upon completion of the Eastern Europe Area Studies Certificate, students will be able to:

1. Demonstrate and articulate in detail an understanding of the historical, cultural, and social forces that influenced the development of East Slavic culture and the modern states of Eastern Europe from ancient times to the present day.
2. Exhibit critical thinking and analytical skills for examining the interaction between historical and geo-political developments and the development of major aspects of the modern cultures of Eastern Europe.
3. Articulate the major historical issues related to the development of the cultural worldview of modern East Slavic cultures and its implications for cross-cultural ministry.
4. Demonstrate in written and verbal communication a strong understanding of the major challenges and issues related to cross-cultural service in an East Slavic cultural context.

<b>Eastern Europe Area Studies Certificate Core Requirements</b>		
ARS 3203	East Slavic Civilization and Culture I	3
ARS 3204	East Slavic Civilization and Culture II	3
RUS 1200	Elementary Russian I	4
RUS 1201	Elementary Russian II	4
RUS 1205	Communicating in Russian	3
ARS 4000	Area Studies Practicum	1
<b>Total Eastern Europe Area Studies Certificate Core Credit Hours</b>		<b>18</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>12</b>
<b>Total Eastern Europe Area Studies Certificate Program Credit Hours</b>		<b>30</b>

### Western Europe Area Studies Certificate Requirements

The Certificate in Western Europe Area Studies provides the student with a strong foundation in the historical, cultural, and theological / ecclesiological characteristics of Western European peoples, with an emphasis on developing an awareness of the distinctive character of the

worldviews present in Western European nations today. The program adds distinctiveness and breadth to any B.A. in Intercultural Studies or Interdisciplinary degree and is applicable to any related career path including cross-cultural missions, government service, or work with private NGOs serving in the Western European region. Emphasis is on integrating a knowledge of the history, culture, and religions of this region with a cultivation of one's faith and vision for cross-cultural service among West Europeans.

### Certificate in Western Europe Area Studies Program Learning Outcomes

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Upon completion of the Western Europe Area Studies Certificate, students will be able to:

1. Demonstrate and articulate in detail an understanding of the historical, cultural, and social forces that influenced the development of Western European culture and the modern states of Western Europe from ancient times to the present day.
2. Exhibit critical thinking and analytical skills for examining the interaction between historical and geopolitical developments and the development of major aspects of the modern cultures of Western Europe.
3. Articulate the major historical issues related to the development of the cultural worldview of modern Western European cultures and implications for cross-cultural ministry.
4. Demonstrate in written and verbal communication a strong understanding of the major challenges and issues related to cross-cultural service in a Western European cultural context.

Certificate in Western Europe Area Studies		Credit Hours
ARS 3300	Greek and Roman Foundations for the Development of Europe	3
ARS 3301	European History and Culture from the Time of Christ to the Present Day	3
ARS 3302	European Religion from the Time of Christ to the Reformation	3
ARS 3303	European Reformation and Beyond	3
ARS 3304	Modern Europe	3
GRM 1304	Elementary German I	4
GRM 1305	Elementary German II	4
<b>Total Western Europe Area Studies Certificate Core Credit Hours</b>		<b>23</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>7</b>
<b>Total Western Europe Area Studies Certificate Program Credit Hours</b>		<b>30</b>

## LEADERSHIP STUDIES (B.A.)

The Leadership Studies major is designed to provide individuals with a broad understanding of leadership. This program utilizes an interdisciplinary approach with a particular focus on the following leadership theories: steward, trait, transformational, and servant. In addition, the framework for this program is leaders, followers, and environments.

### B.A. Leadership Studies Major Program Learning Outcomes

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- 1) Articulate and apply key leadership theories

- 2) Analyze situations and formulate strategic, research-based recommendations for leaders and followers in their context-specific environment
- 3) Defend the essentiality of communication in leadership
- 4) Articulate a personal philosophy of leadership that reflects its interdisciplinary nature
- 5) Demonstrate an understanding of and the ability to engage with key components of leadership (i.e., creativity, strategic planning, management, finance)

### B.A. Leadership Studies Major Requirements

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>Leadership Studies Major Core Requirements</b>		
LDR 2010	Practicum Experience I	1

LDR 2500	Communication Strategies for Leaders	3
LDR 2510	Practicum Experience II	1
LDR 3010	Strategic Planning for Organizations	3
LDR 3020	Creative Design and Leaders	3
LDR 3500	Organizational Change	3
LDR 4000	Finances, Fundraising, and Leaders	3
LDR 4009	Internship Preparation for Leadership Studies	1
LDR 4010	Internship for Leadership Studies	3
LDR 4400	Senior Capstone for Leadership Studies	3
	Any 3000 or 4000 Level Communication courses	6
<b>Total Leadership Studies Major Credit Hours</b>		<b>30</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>24</b>
<b>Total Leadership Studies Program Credit Hours</b>		<b>120</b>

## LINGUISTICS (B.A.)

The BA in Linguistics provides the student with a strong foundation in linguistic analysis and the application of field research methods in the examination and description of structural, semantic, and sociolinguistic aspects of human language. The program emphasizes the application of analysis and theory to either language pedagogy or the exploration of the literary status of dialects, creoles, or minority languages.

The program offers the flexibility for direct application to any related career path, including professional or Bible translation, language teaching, or field research. Emphasis is on integrating theory and strong linguistic analysis with a growing proficiency in modern and/or classical languages; and spiritual growth and missional focus for any cross-cultural work or field research in linguistics.

### B.A. Linguistics Major Program Learning Outcomes

At the completion of the B.A. in Linguistics, students will be able to:

1. Apply research principles to analyze and describe the phonemic inventory and articulatory characteristics of any language.
2. Examine and articulate in writing the phonological systems of a variety of languages without prior exposure, including both segmental and suprasegmental characteristics.
3. Analyze the morphological and syntactic characteristics of a language without prior exposure.
4. Apply principles of semantics and pragmatics to research related to the student's chosen language or region.
5. Adapt and apply linguistic field methods to determine the sociolinguistic and literary status of a dialect or creole.
6. Adapt and apply research methods and analytical principles to determine needs for Bible translation or for minority languages.
7. Apply research methods and principles of second language acquisition to determine effective strategies for the teaching of a minority language

## B.A. Linguistics Major Requirement

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language. Linguistics Students will need a Modern Foreign Language for major requirement	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
BIB 1100	Old Testament Survey I	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>

<b>Linguistics Core Requirements</b>		
LNG 2100	Introduction to Linguistics	3
LNG 3010	Sociolinguistics	3
LNG 3100	Morphology and Syntax	3



LNG 3106	Discourse Analysis	3
LNG 3110	Articulatory Phonetics	3
LNG 3112	Phonological Analysis	3
LNG 4100	Internship Preparation I	1
LNG 4101	Internship II	2
<b>STUDENTS CHOOSE 3 COURSES from LIST Below:</b>		
	Biblical Foreign Language (count as 2 courses)	8
LNG 3104	Linguistic Research Methods	3
LNG 3105	Ethnolinguistic Field Study	3
LNG 3000	Second Language Acquisition	3
LNG 3103	Semantics and Pragmatics	3
<b>Total Linguistics Concentration CORE Credit Hours</b>		<b>30</b>
<b>Total Electives Credit Hours*</b>		<b>24</b>
* Program Head recommends courses in Area Studies and Languages be included in elective credit hours if possible		
<b>Total Linguistics Program Credit Hours</b>		<b>120</b>

### Applied Linguistics Certificate Requirements

The Certificate in Linguistics provides the student with a strong foundation in linguistic analysis, field research methods, and an ability to examine and describe the sociolinguistic or literary status of dialects, creoles, or minority languages. The program adds distinctiveness and breadth to any B.A. in Intercultural Studies, TESOL, or Interdisciplinary degrees and is applicable to many career paths, including Bible translation, language teaching, education, or language acquisition. Emphasis is on integrating linguistic principles and analysis with spiritual growth and missional focus for any cross-cultural or cross-linguistic vocation. Students must demonstrate a minimum of novice-mid proficiency in a modern foreign language. A year of a foreign language may also be used to satisfy this requirement.

### Certificate in Applied Linguistics Program Learning Outcomes

Upon completion of the Certificate in Applied Linguistics, students will be able to:

1. Apply research principles to analyze and describe the phonemic inventory and articulatory characteristics of any language.
2. Analyze in detail either the morphological or phonological characteristics of a language without prior exposure.
3. Articulate a concise analysis of the main aspects of English syntax, with application to other languages.
4. Adapt and apply linguistic field methods to identify semantic, pragmatic, and sociolinguistic characteristics of a language style, dialect or creole.
5. Adapt and apply research methods and analytical principles to determine needs for Bible translation for minority languages.
6. Apply principles to determine effective strategies for continued acquisition of a foreign language.

<b>Applied Linguistics Certificate Core Requirements</b>		<b>Credit Hours</b>
LNG 2100	Introduction to Linguistics	3
LNG 3010	Sociolinguistics	3
LNG 3100	Morphology and Syntax	3
LNG 3106	Discourse Analysis	3
LNG 3110	Articulatory Phonetics	3

LNG 3112	Phonological Analysis	3
LNG 4102	Linguistics Field Practicum	2
<b>Total Applied Linguistics Certificate Core Credit Hours</b>		<b>20</b>
<b>Electives</b>	<b>STUDENTS CHOOSE ONE COURSE from List A:</b>	
LNG 3105	Ethnolinguistic Field Study	3
LNG 3104	Linguistic Research Methods	3
LNG 3103	Semantics and Pragmatics	3
	Remaining Electives	7
<b>Total Applied Linguistics Certificate Program Credit Hours</b>		<b>30</b>

## PSYCHOLOGY (B.S.)

Students pursuing a B.S. in Psychology at Great Northern University will critically examine human behavior and the mental processes that affect and contribute to behavior. The program combines history of pertinent theories and how those theories are utilized in modern research and practice. As students study the development of the human experience, they will be able to contribute to discussions of complex, real-world applications such as mental health, child development, and social work. Please note: the B.S. degree in Psychology does not lead to licensure in Washington State.

### B.S Psychology Major Program Learning Outcomes

Students who complete the Psychology major will demonstrate competency in:

1. Application of knowledge with critical thinking skills: Students should be able to use critical thinking to evaluate and interpret evidence, and to apply psychological concepts, theories, and research findings to individual, social, and cultural issues.
2. Application of research methods with values and integrity: Students should be able to apply basic research methods in psychology, with sensitivity to ethical principles.
3. Communication skills: Students should be able to demonstrate effective communication skills appropriate to purpose and context following professional conventions in psychology.
4. Developing psychology information literacy: Students should be able to find, evaluate, interpret, and apply information in the field of psychology.

### B.S. Psychology Major Requirements

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
LDR 2000	Leadership Foundations	3
	Any Math Courses*	6
	Any Natural Science Courses	6
* Statistics is required if it has not been taken previously		
<b>General Education Core Credit Hours</b>		<b>27</b>

<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>48</b>
<b>Psychology Major Core Requirements for all Concentrations</b>		
PSY 1100	Introduction to Psychological Statistics	3
PSY 1200	Fundamental Theories of Cognition	3
PSY 2100	Social Psychology	3
PSY 3110	Clinical Psychology	3
PSY 3000	Introduction to Personality and Affective Science	3
PSY 3200	Abnormal Psychology	3
PSY 3300	Developmental Psychology	3
PSY 3500	Biopsychology	3
PSY 4000	Ethics in Psychology	3
PSY 4600	Psychology Practicum	3
<b>Total Psychology Major Core Credit Hours for all Concentrations</b>		<b>30</b>

<b>Biblical Counseling Concentration Core Requirements</b>		
PSY 3910	Marriage and Family Systems	3
PSY 4010	Theories of Counseling	3
PSY 3000-4000 level	Upper-Level Psychology Electives	6
	<b>STUDENTS CHOOSE ONE COURSE from List Below:</b>	
PSY 3610	Crisis and Trauma Counseling	3
PSY 3710	Addiction Counseling	3
<b>Total Biblical Counseling Concentration Core Credit Hours</b>		<b>15</b>

<b>Psychiatry and Neurobiology Concentration Core Requirements</b>		
PSY 3705	Neuropsychology	3
PSY 4020	Introduction to Cellular and Molecular Neurobiology	3
PSY 4030	Psychopharmacology	3
PSY 4200	Systems of Neurobiology	3
PSY 3000-4000 level	Upper-Level Psychology Elective	3
<b>Total Psychiatry and Neurobiology Concentration Core Credit Hours</b>		<b>15</b>

<b>School Counselor Concentration Core Requirements</b>		
PSY 2550	Education Psychology	3
PSY 3010	Psychology of Reading	3
PSY 3100	Human Learning and Memory	3

PSY 4100	Issues in Counseling for Public School	3
PSY 3000-4000 level	Upper-Level Psychology Elective	3
<b>Total School Counseling Concentration Core Credit Hours</b>		<b>15</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>27</b>
<b>Total Psychology Program Credit Hours for all Concentrations</b>		<b>120</b>

## TESOL (B.A.)

The Bachelor of Arts in TESOL provides a strong foundation in the principles and practice of English language teaching either abroad (TEFL) or in an English-speaking country (TESL).

The program strikes a balance between the principles and theory of language pedagogy and biblical principles, and practical and professional skills necessary for effective cross-cultural English teaching. This major develops the professional skills and practical experience for teaching English across age groups or in any cultural context, though at this time it does not lead to teaching certification.

### B.A. TESOL Major Program Learning Outcomes

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1. Demonstrate an understanding of major principles related to the teaching of a second or foreign language, especially as applied to teaching English.
2. Integrate insights from Second Language Acquisition research and principles of linguistic analysis with biblical principles to articulate a sound philosophy of English language teaching as ministry.
3. Apply to teaching practice effective methods of instruction and assessment related to the acquisition of key grammatical aspects of English.
4. Analyze several other languages to identify potential difficulties native speakers may have in mastering the English grammatical system.
5. Evaluate real-life learning and teaching situations and apply techniques that reflect effective pedagogical principles and best practices for the resolution of learner difficulties and weaknesses in the classroom.

### B.A. TESOL Major Requirements

Course Prefix	Course Title	Credit Hours
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4

	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>TESOL Major Core Requirements</b>		
LNG 2100	Introduction to Linguistics	3
TES 2100	Introduction to TESOL	3
	Modern Foreign Language*	8
TES 3050	The Structure of English	3
TES 3100	TESOL Methods and Skills	3
TES 3101	TESOL Practicum	1
TES 3102	TESOL Course Preparation and Design	3
TES 3150	Practical issues in TESOL	3
TES 4100	Internship Preparation	1
TES 4101	TESOL Internship	2
	*If a modern language was taken for your core requirement, you may select 8 additional elective credits in place of this requirement	
TES 4200	Sociocultural Contexts of TEFL	3
TES 4300	Principles of Classroom Management & Assessment	3
<b>Total TESOL Major Core Credit Hours</b>		<b>36*</b>
<b>Area Specific Elective Credit Hours</b>		
ARS	One Area Study Course	3
<b>Total Area Elective Credit Hours</b>		<b>3</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>15*</b>
<b>Total TESOL Program Credit Hours</b>		<b>120</b>

### TESOL Certificate Requirements

The TESOL Certificate provides an internationally recognized certificate in teaching English as a foreign language (TEFL), with application to TESL teaching. The Certificate provides a strong understanding of

the principles of cross-cultural English language teaching, classroom management, and lesson planning. The program further develops the practical skills necessary for the effective planning and delivery of course content, including emphasis on leadership in the classroom, the assessment of students, and delivery of curriculum, while promoting skills in cross-cultural classroom communication.

### Certificate in TESOL Program Learning Outcomes

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Upon completion of the TESOL Certificate, students will be able to:

- 1) Demonstrate an understanding of major principles related to the teaching of a second or foreign language, especially as applied to teaching English.
- 2) Integrate theoretical insights from Second Language Acquisition research with biblical principles to articulate a sound philosophy of English language teaching.
- 3) Apply practice-effective methods of instruction and assessment related to the acquisition of key grammatical aspects of English.
- 4) Implement effective pedagogical principles for the teaching and integration of all modalities (listening, reading, speaking, and writing) in creating lessons and materials for TESOL.

TESOL Certificate Core Requirements		Credit Hours
TES 2100	Introduction to TESOL	3
TES 3050	The Structure of English	3
TES 3100	TESOL Methods and Skills	3
TES 3101	TESOL Practicum	1
TES 3150	Practical issues in TESOL	3
TES 4200	Sociocultural Contexts of TEFL	3
TES 4300	Principles of Classroom Management & Assessment	3
<b>Total TESOL Certificate Core Credit Hours</b>		<b>19</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>11</b>
<b>Total TESOL Certificate Program Credit Hours</b>		<b>30</b>

## YOUTH AND FAMILY MINISTRY (B.A.)

The Youth and Family Ministry degree equips leaders, academically and practically, to have a positive impact on young people and their families. The program prepares exceptional leaders who explain and model the Gospel of Jesus Christ to our rapidly changing world. A unique emphasis of this program is the two-fold focus on ministry preparation specifically to youth, and also preparation for resourcing parents/guardians for the spiritual formation of their teenagers. Graduates develop a solid foundation and skill set for effective ministry in the local church, para-church ministries, as well as preparation for graduate studies in a variety of theological and ministry-related fields.

### Youth and Family Ministry Major Program Learning Outcomes

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- 1) Develop and defend a personal, biblical philosophy of holistic youth ministry.
- 2) Devise an intentional plan for resourcing and encouraging parents toward the spiritual formation of their teenagers.
- 3) Assist youth and their families in times of crisis and adolescent issues.
- 4) Develop leadership skills in team development, strategic ministry planning, and strategic discipleship.
- 5) Effectively and accurately teach the Scriptures to teenagers.

## B.A. Youth and Family Ministry Major Requirements

Course Prefix	Course Title	Credits
<b>General Education Core Requirements</b>		
GER 1010	Spiritual Formation and Life Development	1
GER 1100	Written Communication I	3
GER 1101	Written Communication II	3
GER 1200	Verbal Communication I	3
GER 1201	Verbal Communication II	3
ICS 2102	Introduction to World Mission	3
LDR 2000	Leadership Foundations	3
	Math Course	3
GER 1400	History	3
GER 1500	Introduction to Philosophy	3
	Foreign Language I*	4
	Foreign Language II*	4
GER 1600	Literature	3
	* Two semester sequence of the same language	
<b>General Education Core Credit Hours</b>		<b>39</b>
<b>Bible / Theology Core Requirements</b>		
BIB 1200	Old Testament Survey	4
BIB 1250	New Testament Survey	4
BIB 2050	Hermeneutics	4
BIB 2100	Bible Introduction	3
THE 3101	Systematic Theology I*	3
THE 3102	Systematic Theology II*	3
	*Requirements may be met by other theology courses at the Program Head's discretion.	
<b>Bible / Theology Core Credit Hours</b>		<b>21</b>
<b>Life Skills Core Requirements</b>		
	Natural Science Course	3
PSY 1000	Introduction to Psychology	1
GER 1900	Health	1
GER 1950 or GER 1951	Art Appreciation or Music Appreciation	1
<b>Life Skills Core Credit Hours</b>		<b>6</b>
<b>TOTAL General Education Core Credit Hours</b>		<b>66</b>
<b>Youth and Family Ministry Major Core Requirements</b>		
YFM 2100	Youth Ministry	3
YFM 2101	Adolescent Issues and Interventions	3
YFM2103	Sexuality, Marriage and Family	3
YFM 3050	Communication of Biblical Truth	3
YFM 3100	Youth Evangelism and Discipleship	3
YFM 3102	Family Ministry	3

YFM 4100	Internship I	1
YFM 4102	Internship II	5
YFM 4103	Ministry Leadership and Planning	3
YFM 4104	Senior Seminar	3
<b>Total Youth and Family Ministry Major Credit Hours</b>		<b>30</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>24</b>
<b>Total Youth and Family Ministry Program Credit Hours</b>		<b>120</b>

## Youth and Family Ministry Certificate Requirements

The Youth and Family Ministry Certificate adds distinctiveness and breadth to any B.A. in Biblical and Theological Studies, Leadership, or Interdisciplinary degrees, and is applicable to any related career path, including Ministry Training, Biblical Education, Pastoral Ministry, Counseling, Marriage and Family Therapy, or graduate studies in any related field.

The Certificate provides students with essential understanding and development of a philosophy of ministry that encompasses biblical commands, adolescent development, and ministry to the whole family. Additionally, the 30-credit hour certificate develops skills of effective programming, teaching, and leadership development.

## Certificate in Youth and Family Ministry Program Learning Outcomes

Upon completion of the Youth and Family Ministry Certificate, students will be able to:

- 1) Articulate a practical, biblical philosophy of holistic youth ministry.
- 2) Assist youth and their families in times of crisis and adolescent struggles.
- 3) Demonstrate skills in teaching, team development, and strategic ministry planning.
- 4) Devise an intentional plan for resourcing and encouraging parents toward the spiritual formation of their teenagers.

<b>Youth and Family Ministry Certificate Core Requirements</b>		<b>Credit Hours</b>
YFM 2100	Youth Ministry	3
YFM 2101	Adolescent Issues and Interventions	3
YFM 3050	Communication of Biblical Truth	3
YFM 3102	Family Ministry	3
	<b>STUDENTS CHOOSE ONE COURSE from List Below:</b>	
YFM 3100	Youth Evangelism and Discipleship	3
YFM 4103	Ministry Leadership and Planning	3
<b>Total Youth and Family Ministry Certificate Core Credit Hours</b>		<b>15</b>
<b>Electives</b>	Any courses (seek assistance from your advisor)	<b>15</b>
<b>Total Youth and Family Ministry Certificate Program Credit Hours</b>		<b>30</b>



# **COURSE INFORMATION AND** **DESCRIPTIONS**

## **Skill Progression**

As a freshman at GNU, each student can expect to write ten pages in every 1000-level courses. As a sophomore, a student can typically expect to write ten pages of researched scholarship in 2000-level courses. As juniors and seniors, students can expect an increased emphasis on oral exams and oral presentations, in addition to academic writing.

## **Course Numbering System**

The number for each course identifies the academic level of the course. For example, the course number of Introduction to World Mission is 2102. The first digit "2" shows that this is a sophomore level course and the other three numbers are used by our university to designate a specific course.

Lower Division = 1000-2000

Upper Division = 3000-4000

## **Courses Not Open to Freshmen**

Courses numbered 3000 and above are not open to freshmen. Exception to the regulation will be made by the Program Heads of the course in question only when there is justifiable evidence that the freshman is adequately prepared for the advanced course.

## **Directed Study Courses**

A limited number of Directed Study courses can be offered each semester, subject to the approval of the Provost. The desire of the University is to encourage students to complete individualized, directed study courses within a reasonable period.

- 1) Students are expected to complete each course within the semester in which they are enrolled in the directed study class. Therefore, early enrollment in a directed study course is imperative.
- 2) No extensions are available for directed study courses; directed study coursework not completed by the end of the semester is not subject to an incomplete grade unless there is a dire emergency situation. In such cases, incomplete grade procedures must be followed.

## **Internships, Practicums, Field Experience**

Students enrolled in internship, practicum, or field experience courses have six months to complete required course work and clock hours or receive an "F." If an "F" grade is earned, students must re-enroll in the course for credit. These courses will not be allowed incomplete grades without prior written approval from the Program Head of the school of the student's academic program.

## Prerequisites

Prerequisite courses must be completed prior to pursuing more advanced courses and are specified in this catalog immediately following course descriptions. Prerequisites must be completed with a passing grade before students will be permitted to persist in a course that requires the prerequisite course. Transfer courses can be used to fulfill prerequisite requirements if those courses follow transfer credit policies listed elsewhere in this catalog.

# COURSE DESCRIPTIONS

## Area Studies (ARS)

### **ARS 3104 Chinese Civilization and Culture I – 3 semester hours**

An examination of the historical and cultural forces that shaped modern Chinese culture. Emphasis is on the origins, historical development, and fundamental characteristics of Chinese culture and its resulting influence on East Asia. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: CHI 1100 Elementary Chinese I.

### **ARS 3105 Chinese Civilization and Culture II – 3 semester hours**

An examination of the historical and cultural forces that shaped modern Chinese culture and the peoples of East Asia impacted by China. Emphasis is on the historical development of the modern culture of China and the PRC, and its relationships with and influence on the modern states of East Asia. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: ARS 3104 Chinese Civilization and Culture I.

### **ARS 3114 Japanese Civilization and Culture I – 3 semester hours \***

An examination of the historical and cultural forces that shaped modern Japanese culture. Emphasis is on the origins, historical development, and fundamental characteristics of Japanese culture and its resulting influence on East Asia. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: JAP 1100 Elementary Japanese I.

### **ARS 3115 Japanese Civilization and Culture II – 3 semester hours \***

An examination of the historical and cultural forces that shaped modern Japanese culture and the peoples of East Asia impacted by Japan. Emphasis is on the historical development of the modern culture of Japan, and its relationships with and influence on the modern states of East Asia. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: ARS 3114 Japanese Civilization and Culture I.

### **ARS 3203 East Slavic Civilization and Culture I – 3 semester hours \***

An introduction to the historical and cultural forces that shaped modern East Slavic (Russian, Ukrainian, Belorussian) culture. Emphasis is on the origins, historical development, and fundamental characteristics of East Slavic culture. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship.

### **ARS 3204 East Slavic Civilization and Culture II – 3 semester hours**

An examination of the historical and cultural forces that shaped modern East Slavic cultures (Russia, Belarus,

Ukraine). Emphasis is on the historical development and dissolution of the USSR, and the emergence of the modern independent states of Eastern Europe and Central Asia. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: ARS 3203 East Slavic Civilization I.

**ARS 3300 Greek and Roman Foundations for the Development of Europe – 3 semester hours**

This course will examine the empires of Greece and Rome, their rise and fall, and their major issues of commerce, justice, citizenship, taxation, and cultural conflict. It will include an examination of the historical and cultural forces of the Greek and Roman Empires that laid the foundations for modern European culture. Emphasis is on the historical development of the cultures and religions of both cultures. Readings will be drawn from the historians and humanists of antiquity.

**ARS 3301 European History and Culture from the Time of Christ to the Present Day – 3 semester hours**

An examination of the historical and cultural forces that shaped modern European culture. Emphasis is on the origins, historical development, and fundamental characteristics of European culture, both East and West, and their resulting influence on Europe. Develops critical thinking skills for examining issues and challenges related to cross-cultural service or discipleship.

**ARS 3302 European Religion from the Time of Christ to the Reformation – 3 semester hours**

An examination of the Religious Movements that began and grew throughout Europe during the Early Church Fathers. A further examination of the growth of Roman Catholicism (including the split with Eastern Orthodoxy), and the extensiveness of Roman Catholicism around the world until the Reformation.

**ARS 3303 European Reformation and Beyond – 3 semester hours**

The lives and doctrines of the major Protestant Reformers in their political, social, economic, and intellectual contexts. Special attention will be paid to the mainstream aspects of the Reformation, focusing on Martin Luther and John Calvin, as well as the English Reformation. The course will also consider several Roman Catholic and Anabaptist responses.

**ARS 3304 Modern Europe – 3 semester hours**

This course examines the politics and economy of Western Europe in the context of its historical development and cultures. Topics include the neo-colonial tension between modernization and tradition, challenges of economic development, authoritarian and democratic tendencies, ethnic tensions, etc.

**ARS 4000 Area Studies Practicum – 1 semester hour**

A practical 6-week experience that affords the student with an opportunity to apply principles of language learning and cultural adaptation learned in coursework to an actual cross-cultural ministry or church context. During the Practicum students also conduct cross-cultural research related to their chosen culture and field of service. Prerequisites: For East Asia and Eastern European certificates, ARS 3105 or 3204, Introduction to Civilization and Culture II; both classes of Elementary [Language] I and II. Prerequisite for Western European certificate: GRM 1305 Elementary German II.

**ARS 4500 Area Studies Special Topics – 3 semester hours**

Special Topics is an upper level course that focuses attention on specific topics in Area Studies which will be chosen in accordance with the professor's interests and competencies, student interest, and the consent of the Provost or Academic Dean. Prerequisite: permission of instructor.

## **Biblical Studies (BIB)**

**BIB 1200 Old Testament Survey – 4 semester hours**

Old Testament Survey explores the entire Old Testament, examining its historical and cultural context in order to understand the general content of the Old Testament books (including the outstanding features and basic teachings), to understand the place of each book in God's total progressive revelation, and to understand how to apply practical principles for contemporary Christian living.

**BIB 1250 New Testament Survey - 4 semester hours**

New Testament Survey is a survey of the entire New Testament in its historical and cultural context, including the intertestament period, in order to gain a knowledge of the life of Christ, the establishment of the church, and the teachings concerning the believer's faith and practice.

**BIB 2050 Hermeneutics - 4 semester hours**

Hermeneutics examines the principles and practice of biblical interpretation as well as the primary tools of biblical research. The students will grow in their appreciation of the history of interpretation and a variety of hermeneutical approaches, with an emphasis on historical, theological, canonical, and practical engagement with the text.

**BIB 2100 Bible Introduction - 3 semester hours**

This course provides an introduction to the origin, transmission, and translation of the Bible, including its inspiration, canonization, preservation, and textual reconstruction. This course also addresses the major historical-critical questions that relate to the Bible's authority, and provides the student with an apologetic for the inspiration and inerrancy of Scripture.

**BIB 2200 The Synoptic Gospels - 3 semester hours**

The Gospels of Matthew, Mark, and Luke are the earliest surviving accounts of the life and ministry of Jesus. This course will provide a detailed examination of Matthew, Mark, and Luke, the earliest accounts of the life and ministry of Jesus. Topics of study will include (but are not limited to): the so-called "Synoptic Problem"; the relationship of the Synoptics to non-canonical texts; and a general introduction to critical methods in Gospel analysis such as literary, redaction, socio-historical, and tradition-critical.

**BIB 2201 Exodus and the Tabernacle - 3 semester hours**

This course is an expository study of the Book of Exodus with an emphasis on Egyptian religion, Moses, the ten plagues, the Passover, the crossing of the Red Sea, the Tabernacle and its interpretation in the New Testament.

**BIB 2202 Minor Prophets - 3 semester hours**

This course will study the twelve Minor Prophets (Hosea to Malachi) in light of historical, canonical, and theological perspectives. Primary attention will be given texts in regard to their socio-historical environments, to the correlation within the book and the canon, and to the theological implications for contemporary issues in the church and in the world.

**BIB 3100 Genesis - 3 semester hours**

This course emphasizes a holistic presentation of the book that also seeks to examine specific exegetical problems. Introduces the student to historical, cultural, literary, and methodological issues. Emphasizes the book's purpose and message through its biblical-theological development in order to reclaim its practical use and teaching in the church. Prerequisite: BIB 1200 Old Testament Survey.

**BIB 3101 Psalms - 3 semester hours**

Psalms examines the Psalter as literature, giving attention to Hebrew poetry, figures of speech, Old Testament worship, biblical theology, and interpretive method. This course considers types of psalms, emphasizing the purpose, message, and structure of the Psalter as a whole, in order to reclaim its practical use and teaching for the church. Prerequisite: BIB 1200 Old Testament Survey.

**BIB 3102 Life of Christ - 3 semester hours**

Life of Christ is a comprehensive study of the earthly life and ministry of the Lord Jesus Christ. The course focuses on a thematic and chronological view of Christ's life and ministry, providing an interpretation of key events and discourses and their practical application. Prerequisite: BIB 1250 New Testament Survey.

**BIB 3103 Pauline Epistles - 3 semester hours**

Pauline Epistles is an expository study of the letters of the Apostle Paul with attention given to the background, church problems, doctrine, and practical applications of these books. Prerequisite: BIB 1250 New Testament Survey.

**BIB 3104 General Epistles - 3 semester hours**

General Epistles is an expository study of the books from Hebrews through Revelation which are analyzed against their historical background for their unique contributions to the life of the church and to the practice of the individual believer. Particular attention is given to problems related to the incursion of false teaching. Prerequisite: BIB 1250 New Testament Survey.

**BIB 3107 The Gospel of John - 3 semester hours**

This course will examine the context, text, purpose, and theology of the Gospel of John. Practical applications will underscore the entire course.

**BIB 3108 Book of Romans - 3 semester hours**

This course is an examination of the context, text, purpose, and theology of the book of Romans. Important doctrines within the book will be scrutinized. Practical applications will underscore the entire course. Suggested prerequisite: BIB 2050 Hermeneutics.

**BIB 3109 Pneumatology - 3 semester hours**

A thorough study of the Doctrine of the Holy Spirit from the Old Testament through the Church Fathers. Practical applications discuss the Pentecostal and the Spiritual Warfare movements, as well as the place of the Holy Spirit in connection with the doctrines of justification, sanctification, and glorification.

**BIB 3110 Biblical Theology of Suffering - 3 semester hours**

Biblical Theology of Suffering is a biblical and theological study examining human suffering, including reasons, responses, consequences, and preparation. The course is designed to help the student discover and personally apply a theology of suffering in light of the reality of a sovereign God.

**BIB 3300 Old Testament Historical Literature - 3 semester hours**

From the Verge of the Jordan to the Edge of Despair: Old Testament Historical Literature examines the biblical literature concerning the Israelite historical period from Joshua through the fall of the kingdom of Judah. It includes analyses of the books of Joshua, Judges, Ruth, 1 Samuel, 2 Samuel, 1 Kings, and 2 Kings. Reference will also be made to 1 Chronicles and 2 Chronicles. It introduces the student to the historical, archaeological, and geographical background of this period. It emphasizes the theological purpose and message of the historical material. Prerequisite: BIB 1200 Old Testament Survey.

**BIB 3302 The Pentateuch - 3 semester hours**

Students will understand the purpose and message of each book of the Pentateuch through topical studies that will focus on particular exegetical, historical, archaeological, geographical, and institutional issues. Special attention is paid to the Law and the development of the covenant.

**BIB 3303 Biblical Backgrounds - 3 semester hours**

This course provides an historical, cultural, and geographical introduction to the world of the Bible. Emphasis is given to the ancient Near Eastern context for the Old Testament and the Jewish and Greco-Roman world of the New Testament. This course familiarizes students with scholarly resources useful for researching biblical backgrounds and with methodological principles essential for integrating historical data into the interpretive process. Can be credited as an Old Testament or New Testament Bible elective.

**BIB 3400 Old Testament Book Study - 3 semester hours**

This course will examine the context, text, purpose, and theology of an Old Testament Book of the instructor's choice. Practical applications will underscore the entire course.

**BIB 3500 New Testament Book Study – 3 semester hours**

This course will examine the context, text, purpose, and theology of a New Testament Book of the instructor's choice. Practical applications will underscore the entire course.

**BIB 4200 Directed Study in Biblical Studies – 3 semester hours**

Directed Study in Biblical Studies is a senior-level course of study with a curriculum agreed to by the student and the faculty director. It is to be arranged in consultation with the faculty member involved and the Academic Dean. This course may be repeated if the topic differs. Prerequisites: BIB 1200 Old Testament Survey and BIB 1250 New Testament Survey.

**BIB 4400 Senior Seminar – 3 semester hours**

A capstone course designed to pull in all the strands of the biblical major for consideration. Students will engage in discussion about theological issues, design presentations, and engage in further reading.

**BIB 4500 Special Topics in Biblical Studies – 3 semester hours**

Special Topics in Biblical Studies is an upper-level course that treats special areas in either the Old Testament, the New Testament, or both. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Academic Dean. Prerequisites: BIB 1200 Old Testament Survey and BIB 1250 New Testament Survey.

## Business (BUS)

**BUS 2101 Business Skills I – 3 semester hours**

The Business Skills I course introduces students to the knowledge and skills that are valued in business organizations. Students will develop these skills through a combination of lecture, outside speakers and facilitators, case studies, reading and writing homework assignments, and in class exercises. Supporting Scripture and principles of business practice from a Christian perspective are incorporated throughout the course. Prerequisite: GER 1101 Written Communication II.

**BUS 3101 Introduction to Business Accounting – 3 semester hours**

This course provides a broad introduction to general accounting. Emphasis is on the development of abilities necessary for analyzing and preparing basic financial statements for a variety of business ventures.

**BUS 3201 Business as Mission – 3 semester hours**

This course is an introduction and description of the role of business in missions practice. The course provides an overview of the theology of business as mission and emphasizes the key practical issues related to the use of business as a means of cross-cultural mission, and includes an examination of specific business models and case studies. The course equips the student with a well-grounded understanding of the opportunities and issues related to a holistic integration of effective business practices as Christian mission, including the participation of business professionals who will provide real-world examples of business as mission.

## Communication (COM)

**COM 1100 Intercollegiate Forensics – 3 semester hours**

This course is designed to enhance public speaking skills, including debate, platform speaking, limited participation events, and oral interpretation of literature. Students will be required to participate in intercollegiate speech competition events. Course may be repeated for up to 6 units, but only 3 count toward the major.

**COM 2100 Media, Culture and Society – 3 semester hours**

This course carefully examines popular cultural forms, institutions, rituals, artifacts, practices, and worldviews. Topics range from private and public mediated experiences of popular culture in movies, news, music, fashion, and advertising along with their relationships with wider cultural contexts and biblical verities.

**COM 2101 Communication Theory - 3 semester hours**

This course is an introductory examination of a broad range of communication theories analyzing, describing, and testing human communication from personal communication to broader social contexts. This analysis will include the examination of theoretic models drawn from interpersonal, intrapersonal, small group, mass nonverbal, and intercultural communication.

**COM 2102 Interpersonal Communication - 3 semester hours**

This course will focus on the positive development of and hindrances to meaningful communication between two or more people. Elements such as self-disclosure, intimacy, trust, and affirmation will be examined in light of contemporary research theory and application.

**COM 2103 Family Communication - 3 semester hours**

This course analyzes family units and family functioning. Topics include family theories, specific family relationship types, and family communication patterns. Current theory and research in family communication is also stressed.

**COM 2104 Diversity in Global Communication - 3 semester hours**

This course will study cross-cultural communication in an anthropological context. Cultural systems and cultural dynamics will be examined. The areas of application include governments and business, but with a special emphasis on the Peace Corps, development, and mission work.

**COM 3100 Communication Research Methods - 3 semester hours**

This class provides an introduction to the intellectual foundations and practical methods of qualitative and quantitative research in order to engage with the problem of how we know what we know, how we ask questions about what we don't know, and how we go about finding reasonable answers. We will then focus on achieving competency in gathering, organizing, interpreting, and presenting research information using ethically sound research strategies. Students will evaluate published studies to analyze validity measures, reliability of research results, and ethical issues in conducting and reporting research. This course will guide each student to propose and conduct research for a directed research project to be conducted with a mission agency or community nonprofit: the research results will become an integral part of the communication portfolio. This course is designed to provide both a broad overview of the research process and practical experience in conducting research. Prerequisites: GER 1100 Written Communication I, GER 1101 Written Communication II, COM 2100 Media, Culture, and Society; COM 2101 Communication Theory.

**COM 3101 Rhetorical Analysis - 3 semester hours**

This course provides an application of the communication theories learned in COM 2101. Through a series of reading and writing assignments, students interrogate the role of communication theory in human processes, the rhetorical nature of knowledge and learning, and examine the uses of rhetoric in a Christian context, both global and local through the lens of theory. A rhetorical analysis explores the rhetorician's goals, the techniques (or tools) used, examples of these techniques, and the effectiveness of those techniques. Prerequisite: COM 2101 Communication Theory.

**COM 3102 Technical Communication - 3 semester hours**

This course implements innovative technology, teaching students to use the latest technology-based tools to share and process information in effective ways across platforms and devices.

**COM 3103 Religious Communication - 3 semester hours**

This course will study the persuasive and promotional strategies of major world religions and American cults as they have evolved over time. These strategies will be compared and contrasted with Christian apologetics and evangelism tactics in denominational churches and para-church ministries.

**COM 3104 Leadership Communication - 3 semester hours**

This course is a survey of foundational principles of leadership and leadership development in ministry settings.

**COM 3105 Persuasive Communication - 3 semester hours**

This class examines rhetorical theories and methods that have been developed for the purpose of changing thoughts, attitudes, and behaviors from scientific and psychological perspectives. The students will be invited to apply learned techniques that generate the desire to examine, to evaluate, and to change primary, individual, and corporate values. This course will study the leaders in persuasion: commercial advertisers, Christian apologists, political and social activists.

**COM 3106 Ethics in Human Communication - 3 semester hours**

This seminar in ethics and communication will help students better understand the ethical dilemmas faced when communicating in a variety of relational situations. Through an examination of various communication theories, students will come to better understand the ways in which communication can define, create, maintain, and change social realities and will appreciate the ethical implications involved in these communication functions.

**COM 3107 Writing for Media - 3 semester hours**

Students will be exposed to several types of media writing, including writing for public relations, screenplays, news for broadcast and print media, press releases, and advertisements. This course will also examine legal and ethical problems of media writing. Students will be expected to begin and maintain portfolios of their work. This course will feature guest lecturers throughout the semester.

**COM 3108 Small Group Communication - 3 semester hours**

This course is a study of the unique communicative characteristics and advantages of small group communication environments: the student will examine and practice the dynamic interactions that occur in such groups – as leaders and active participants. Time will be given to practice group discussion, analysis, conflict resolution, and productive response to relevant topics.

**COM 3109 Writing for Strategic Communication - 3 semester hours**

This advanced writing course emphasizes strategies for effective business and technical communication with a special emphasis on working within churches and mission agencies. Students will develop proficiency in communication strategies used in a variety of organizational settings.

**COM 3110 Magazine and Feature Writing – 3 semester hours**

This course is designed to introduce students to the technical expertise, research methods, interviewing skills, and narrative techniques pertinent to feature writing. The course also explores how to target a feature story to a specific audience and how to submit feature stories for publication to newspapers and magazines.

**COM 3111 The Christian and the Creative Process - 3 semester hours**

This course enables students to explore the powerful ways art shapes culture and to consider how a Christian worldview contributes to both cultural influence and spiritual understanding, within the church and without. This course may focus on drama, literature, music, film, or other visual arts.

**COM 4100 Senior Communication Seminar - 3 semester hours**

A course designed to allow students to apply course work to professional issues beyond the undergraduate level. Course content includes a significant individual research paper and in-depth readings in communication journals to gain a broader understanding of the discipline, with an emphasis on employment preparation. Course must be taken in final semester. Prerequisites: COM 3100 Communication Research Methods; COM 3101 Rhetorical Theory.

**COM 4102 Organizational Communication - 3 semester hours**

The nature and process of communication in modern organizations is examined, including the pragmatic implications of organizational communication theories as they relate to understanding organizations and implementing change strategies. Attention is also given to applied business communication, particularly as it relates to Christian ministries.

**COM 4103 Public Relations Strategies - 3 semester hours**

Students will apply the knowledge and skills they learn in this course to real-life public relations projects in partnership with a Christian ministry or nonprofit agency. Students must think critically about public relations



practices and develop innovative solutions to public relations problems while working with local clients with real image needs.

**COM 4200 Communication Internship - 3 semester hours**

This internship provides a valuable opportunity for majors to gain exposure to communication careers while acquiring skills, contacts, and work products that will help upon entrance to the job market.

**COM 4500 Special Topics in Communication - 3 semester hours**

Special Topics in Communication is an upper level course that treats special areas in Communication. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Academic Dean. Prerequisite: permission of instructor

## General Education Requirements (GER)

**GER 1010 Spiritual Formation & Life Development – 1 semester hour**

This course is designed to prepare students for their future through the pursuit of spiritual disciplines and their practical outworking. The purpose is two-fold: (1) provide students with the skill and resources to foster spiritual maturity, and (2) provide the tools and knowledge of how to apply the spiritual disciplines in all areas of their worship, as well as application in the areas of health, finances, and time management. Students will be organized into cohorts with which they will meet at set times throughout the semester to mutually pursue discipleship and community in these areas.

**GER 1100 Written Communication I – 3 semester hours**

In Written Communication I, students learn rhetorical principles, the analysis and use of readings and source materials, and techniques for generating, revising, and editing texts for specific situations. They also learn to present and justify positions. The course emphasizes the intellectual purposes and discursive formations of academic writing, including thesis development, organization, style, and academic conventions.

**GER 1101 Written Communication II – 3 semester hours**

In Written Communication II, students continue to practice the academic techniques learned in Written Communication I. This course emphasizes research skills and intense critical thinking and reading, persuasive and rhetorical writing, and practicing techniques for generating, revising, and editing texts. Prerequisite: GER 1100 Written Communication I.

**GER 1200 Verbal Communication I – 3 semester hours**

This course develops public speaking skills by example and practice in different contexts to varied audiences. Course emphasis varies from instructor to instructor.

**GER 1201 Verbal Communication II – 3 semester hours**

This course continues the development of public speaking skills by further practice in different contexts to varied audiences, including persuasive or rhetorical modes. This course emphasizes audience awareness and selecting the best approach in the given situation. Course emphasis varies from instructor to instructor. Prerequisite: GER 1200 Verbal Communication I.

**GER 1400 History – 3 semester hours**

This course offers a survey of ancient, medieval, and early modern history to 1700. Course emphasis varies by instructor.

**GER 1500 Introduction to Philosophy – 3 semester hours**

This course is an introduction to philosophy through topics found in classical philosophical writings, such as the nature of truth and knowledge, mind and body, freedom and determinism, right and wrong, and the existence of God. Course content varies from instructor to instructor.

**GER 1600 Literature – 3 semester hours**

This course is designed to introduce students to the principle genres of imaginative literature: fiction, poetry, and drama, as well as to a variety of technical concepts and skills of literary study. Course content varies from instructor to instructor.

**GER 1700 College Algebra – 3 semester hours**

Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and mathematical induction.

**GER 1705 Finite Math – 3 semester hours**

This is an introductory course covering mathematical ideas, including sets and counting, functions, introduction to probability and statistics, interest and annuities, linear systems, and linear programming.

**GER 1710 Introduction to Statistics – 3 semester hours**

The goal of this course is to introduce students to the main ideas involved in collecting, analyzing, and drawing conclusions from data. Students will learn about the importance of displaying data, identifying numerical summaries, describing distributions, understanding probability and its role in statistical analysis, constructing confidence intervals and testing a claim.

**GER 1800 Science – 3 semester hours**

This Life Skills course enables students to develop inquiring minds and curiosity about science and the natural world.

**GER 1900 Health – 1 semester hour**

This Life Skills course helps students acquire knowledge, skills, and strategies related to physical, mental, and emotional health.

**GER 1950 Art Appreciation – 1 semester hour**

If the student chooses to focus on art, the art course will provide a broad perspective and experience of the visual arts, design, crafts, architecture, or art history. The student chooses either GER 1950 OR GER 1951 as part of Life Skills Core Requirements.

**GER 1951 Music Appreciation – 1 semester hour**

If the student chooses to focus on music, this Life Skills course focuses on increasing students' familiarity with a range of different musical practices and traditions. The student chooses either GER 1950 OR GER 1951 as part of Life Skills Core Requirements.

**GER 2000 Non-Profit Finance – 3 semester hours**

This course is an introduction to the financial management of non-profit organizations. This overview will include: general terminology, best practices, general policies, laws, and accounting practices. A focus of this study will be religious donative non-profits (e.g., churches) with a secondary emphasis on other types of non-profit organizations.

**GER 2100 Geology – 3 semester hours**

Geologists combine applied tools from the fields of math, physics, chemistry, or biology to study the geologic environment and its impact on human life.

**GER 2200 Astronomy – 3 semester hours**

This course presents a unified account of contemporary astronomy beginning with our earth and moving outward toward our solar system, beyond to the stars of our home galaxy, and out into the physical universe.

**GER 2300 Biodiversity – 3 semester hours**

In this course, students investigate the nature and diversity of life, from microorganisms, to fungi, to plants, to animals. Students will explore the mechanism of biodiversity and learn how different groups of organisms interact and are dependent on their habitats and each other.

## General Electives

**EDU 2000 Field Biology Science for Education Majors – 3 semester hours**

A hands-on course in field biology for non-science majors. Students will learn basic concepts about ecology and environmental science through outdoor activities and exploration of a variety of ecosystems. Field trips will be taken to local national parks, rivers, and other bodies of water to study forest ecology, stream ecology, and the interrelationships of all the living and nonliving components of these ecosystems. The large majority of the course will be spent outside on field trips.

**EDU 2010 History of Education – 3 semester hours**

This course introduces students to the central themes, issues, and controversies in American education. Topics to be considered: The purpose of “school”; how schools began in the United States; how they evolved across time; how children learn; how children differ from each other, and why and when that should matter; how we teach them; and how we structure schools and classrooms to promote learning. This course will also address American law concerning schools and bi-lingual legal cases.

**EDU 2200 Principles of Classroom Management and Assessment – 3 semester hours**

This course develops and deepens a novice teacher’s practical classroom management skills. Topics addressed include classroom management and dynamics, management principles, differences between managing different sized classrooms, interpersonal and intercultural communication, and professional development. An additional emphasis is on assessment, including purposes (e.g., formative feedback), factors of assessment (e.g., validity), and types of assessment techniques (e.g., diagnostic, ongoing, summative).

**EDU 3000 Curriculum and Instruction – 3 semester hours**

This course is designed to provide students a broad perspective of philosophical orientations on curriculum and instructional choices to ensure that curriculum decisions are responsive to the needs of students and promote the common good. Course provides a broad base of knowledge in curriculum theory, inquiry, and curriculum development, and issues related to lesson planning (including task design), course planning and syllabus design, as well as change processes in order to meet high expectations. This course is designed to build the foundation for decision-making that combines an understanding of the origins of American education and curriculum with current needs and future expectations.

**EDU 3010 Methods of Teaching Elementary Education – 3 semester hours**

This course provides teachers with research-based instructional techniques and strategies in reading. The course will study theories and methods for integrating literacy instruction in content area classrooms using reading assessments and literacy strategies that are designed to increase vocabulary learning and comprehension of expository texts. Students will implement these techniques during the required 30 hours of field experience for this course. Course topics also include best pedagogical practices in assessment and instruction in word-level skills (including phonics, phonemic awareness, and word recognition), vocabulary, fluency, and comprehension. Last, course participants consider frameworks for meeting the instructional needs of all children, including grouping and differentiating for instruction through the implementation of a comprehensive reading program.

**EDU 4500 Special Topics in Education – 3 semester hours**

Special Topics is an upper level course that treats special areas in education. Topics will be chosen in accord with the professor’s interests and competencies, student interest, and the consent of the Academic Dean. Prerequisite: permission of instructor.

**HUM 1000 Advanced Tutorial I – 3 Semester Hours**

Tutorial instruction for course credit open to candidates for honors who are qualified to do special seminars on primary texts. May be repeated for credit if the texts under investigation differ. This is an in-depth investigation

of selected primary texts. The texts will be chosen in accord with the professor's interests and competency and student interest. Honors tutorials are (1) dedicated to classic texts, (2) conducted in dialogue, (3) shaped by student participation and contribution, and (4) purposed to direct students toward original research. Students will complete one 10-page paper and weekly discussion contributions. Prerequisite: permission of the instructor.

#### **HUM 2000 Advanced Tutorial II – 3 Semester Hours**

Tutorial instruction for course credit open to candidates for honors who are qualified to do special seminars with in-depth investigation of selected primary texts. May be repeated for credit if the texts under investigation differ. The texts will be chosen in accord with the professor's interests and competency and student interest. Honors tutorials are (1) dedicated to classic texts, (2) conducted in dialogue, (3) shaped by student participation and contribution, and (4) purposed to direct students toward original research. Students will complete weekly oral presentations and a final research essay. Prerequisite: permission of the instructor; HUM 1000.

#### **HUM 3000 Advanced Tutorial III – 3 Semester Hours**

Tutorial instruction for course credit open to candidates for honors who are qualified to do special seminars with in-depth investigation of selected primary texts. May be repeated for credit if the texts under investigation differ. The texts will be chosen in accord with the professor's interests and competency and student interest. Honors tutorials are (1) dedicated to classic texts, (2) conducted in dialogue, (3) shaped by student participation and contribution, and (4) purposed to direct students toward original research. Students will complete oral examinations and complete a research project. Prerequisite: permission of the instructor; HUM 2000.

#### **HUM 4000 Advanced Tutorial IV – 3 Semester Hours**

Tutorial instruction for course credit open to candidates for honors who are qualified to do special seminars with in-depth investigation of selected primary texts. May be repeated for credit if the texts under investigation differ. The texts will be chosen in accord with the professor's interests and competency and student interest. Honors tutorials are (1) dedicated to classic texts, (2) conducted in dialogue, (3) shaped by student participation and contribution, and (4) purposed to direct students toward original research. Students will prepare and present their Athanasius Lectures. Prerequisite: permission of the instructor; HUM 3000.

#### **HUM 4500 Special Topics in Humanities – 3 semester hours**

This upper-level Special Topics course directs exploration in the area of humanities. May be repeated for credit. Prerequisite: permission of the instructor.

## **Intercultural Studies (ICS)**

#### **ICS 2100 Introduction to Intercultural Communication – 3 semester hours**

This course examines the basic elements of interpersonal communication and culture as the two relate to one another. Emphasis is given to the influence of culture on the interpretation of the communication act and to the communication skills that enhance cross-cultural communication, especially in the context of Christian ministry.

#### **ICS 2102 Introduction World Mission – 3 semester hours**

In this course, students are introduced to the Christian mission through an examination of biblical and theological foundations and history, with an emphasis on disciple making in cross-cultural settings.

#### **ICS 2105 Cross-Cultural World Evangelism – 3 semester hours**

This course studies the history of evangelism as well as contemporary issues in evangelism. A biblical basis will be examined with an emphasis on practical applications.

#### **ICS 3100 Cultural Anthropology – 3 semester hours**

This course is designed to introduce students to the anthropological study of different cultures, including ways of comparing and contrasting the structures of social relationships and belief systems that operate in different cultural settings, especially for students who intend to engage in intercultural ministry in a variety of settings.

**ICS 3102 The Gospel Contextualized – 3 semester hours**

This course provides an in-depth examination of theories and research relating to communicating the Gospel cross-culturally. The course will distinguish between the interpretation of Scripture in its original contexts, the application of Scripture in the life of the believer, and the contextualization of the Scripture in cultures different from the original context and from the believer's context. This course will review a plethora of examples from diverse cultures.

**ICS 3103 Advanced Intercultural Communication – 3 semester hours**

This course provides an in-depth examination of theories and research relating to face-to-face communication among people from different cultural, national, ethnic, or racial backgrounds. Cultural contextualization will be examined in depth. Prerequisites: ICS 2100 Introduction to Intercultural Communications

**ICS 3104 Global Islam – 3 semester hours**

This study will cover history, cultures, and changing theologies from Islam's inception up to the current hostilities found in contemporary Islam. The course will cover the various expressions of Islam in the Middle East, Asia, Far East, and the West.

**ICS 3106 Cross-Cultural Church Planting – 3 semester hours**

The principles and practices from the book of Acts will underscore this course in order to develop an understanding of planting indigenous churches in a variety of cultures with an emphasis on practical applications.

**ICS 3110 World Religions – 3 semester hours**

Students will examine the major and minor religions of the world, with special emphasis on the beliefs and practices of those religions and how they compare with the other major religions, analyzed from a Christian perspective.

**ICS 4101 Internship Preparation – 1 semester hour**

A preparatory course that equips the student for an internship specific to the students' major. The student will be required: 1) to read some books chosen by the professor and discuss them with the professor, 2) to research the specific cultural setting of the internship, and 3) to complete all the logistics required for the specific internship.

**ICS 4102 Internship II – 2 semester hours**

Done in cooperation with national and international organizations and churches, internships provide guidance and experience for students seeking to serve in ministry. Prerequisite: ICS 4101 Internship Preparation

**ICS 4103 Contemporary Native American Cultural Issues – 3 semester hours**

An investigation of the Native American groups that have historic significance to the Spokane area. We will look at their history and contemporary cultural and political issues that affect them. The course will focus on the place of Christianity in the process.

**ICS 4104 Senior Integrative Seminar – 3 semester hours**

This capstone course is designed to integrate the various courses in the major, as well as Bible and theology, with a view to enhancing confidence as students take the next steps toward ministry. Attention is given to current missiological issues as well as anticipation of future situations in order to stimulate integrative thinking and evaluation. Prerequisite: Seniors only.

**ICS 4105 Tropical Diseases – 3 semester hours**

This course is designed to give a basic understanding of the most common medical conditions missionaries face in tropical and developing countries. Signs and symptoms, diagnosis, and treatment of conditions are discussed, with special emphasis on nursing care and prevention.

**ICS 4106 Community Health Care – 3 semester hours**

Students will understand the philosophy, advantages, and methods of community-based health care, together with problems and societal ramifications. Existing programs are reviewed, including models for both the United States and developing countries. Application is for the local church as well as the missionary experience.

**ICS 4108 Introduction to Culturally-Informed Community Development – 3 semester hours**

A course designed to provide students with an effective model for doing culturally informed development. In this course we will look at current models of cultural development, assessing them as to their cross-cultural fitness, and suggest modifications to current models that may lead to more effective community development that builds from positive resident cultural values rather than replacing them.

**ICS 4500 Special Topics in Missiology – 3 semester hours**

An investigation of selected topics in Missiology, the topics for this course will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the instructor. The course may be repeated for credit if the topic of study differs.

## Languages

**CHI 1100 Elementary Chinese I – 4 semester hours**

An introduction to the structure and use of modern Mandarin Chinese. Students acquire a basic ability to comprehend, read, write, and converse in Mandarin, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Chinese speakers. Coursework covers a variety of conversational topics related to everyday life.

**CHI 1101 Elementary Chinese II – 4 semester hours**

This course continues to develop the skills introduced in Elementary Chinese I. Students acquire a basic ability to comprehend, read, write, and converse in Mandarin, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Chinese speakers. Coursework covers a variety of conversational topics related to everyday life. Prerequisite: CHI 1100 Elementary Chinese I

**CHI 1102 Communicating in Mandarin – 3 semester hours**

This course promotes a student's proficiency in Mandarin Chinese by developing abilities in the four essential language skills: listening, speaking, reading, and writing, with emphasis on listening and speaking. Students will acquire the confidence, fluency, and accuracy to communicate on a variety of topics and will develop a fundamental understanding of the effective use of common Mandarin Chinese phrases and principles of communication. Students are also introduced to various aspects of contemporary Chinese culture, emphasizing the use of language in its cultural context. Prerequisite: CHI 1100 Elementary Chinese I

**FRE 1100 Elementary French I – 4 semester hours**

This course will introduce the structures of the French language. The student develops communicative competences in the areas of reading, listening, speaking, and writing. The course enables the participant to engage in simple conversations in settings such as markets or restaurants, and to speak in present and past tense. The student becomes familiar with listening comprehension strategies and develops the ability to extract socio-cultural information from simple texts, accompanied by exercises concerning phonetic particularities in communicative contexts.

**FRE 1101 Elementary French II – 4 semester hours**

Elementary French II continues to develop students' communicative competences in the areas of reading, listening, speaking, and writing. The course enables the participant to engage in simple conversations and to speak with increasing fluency. The student gains competency in listening comprehension strategies and develops the ability to extract socio-cultural information from both oral interactions and written texts. The student will examine more challenging grammatical constructs and begin to read selections of native French literature. Prerequisite: FRE 1100 Elementary French I.

**GRM 1304 Elementary German I – 4 semester hours**

This course will introduce the structures of the German language. The student develops communicative competences in the areas of reading, listening, speaking, and writing. The course enables the participant to engage in simple conversations in settings such as markets or restaurants, and to speak in present and past tense. The

student becomes familiar with listening comprehension strategies and develops the ability to extract socio-cultural information from simple texts, accompanied by exercises concerning phonetic particularities in communicative contexts.

#### **GRM 1305 Elementary German II – 4 semester hours**

This course continues the study of the German language begun in Elementary German I. The student will continue to develop and practice communicative competences in the areas of reading, listening, speaking, and writing. The student will examine more challenging grammatical constructs, be expected to speak with increased fluency, and begin to read selections of native German literature. Prerequisite: GER 1304 Elementary German I.

#### **GRK 2104 Greek Grammar I - 4 semester hours**

Greek Grammar I is an introductory study of New Testament Greek, including intensive drill in vocabulary, conjugations, declensions, and grammatical constructions, with translation of sentences from the textbook.

#### **GRK 2105 Greek Grammar II - 4 semester hours**

Greek Grammar II is a continuation of Greek Grammar I and a completion of the basis for developing proficiency in translation. Prerequisite: GRK 2104 Greek Grammar I.

#### **GRK 3104 Greek Exegesis I – 4 semester hours \***

A continuation in the Greek Language sequence from Greek Grammar II. Includes particular emphasis on epistolary texts of the New Testament, and introduction to technical issues such as discourse analysis and verbal aspect. Can count as a New Testament Bible elective. Prerequisite: GRK 2105 Greek Grammar II

#### **GRK 3105 Greek Exegesis II – 4 semester hours \***

A continuation in the Greek Language Sequence from Greek Exegesis I. Includes particular emphasis on advanced epistolary and narrative texts in the New Testament as well as exposure to a variety of literary genres in the Greek Old Testament and the Apostolic Fathers. Also introduces textual criticism of the New Testament. Can count as a New Testament Bible elective. Prerequisite: GRK 3104 Greek Exegesis I

#### **HEB 2101 Hebrew Grammar I - 4 semester hours**

Hebrew Grammar I introduces the Hebrew alphabet, vowels, morphology, and essential Hebrew grammar. The course seeks to build a modest vocabulary and basic familiarity with translation as preparation for more advanced courses in the exegesis of the Hebrew Old Testament.

#### **HEB 2102 Hebrew Grammar II - 4 semester hours**

Hebrew Grammar II is a continuation of Hebrew Grammar I, a completion of Hebrew grammar. The course teaches syntax and lexical work but focuses on vocabulary development and morphology essential to translation. An inductive analysis is done in key portions of the Hebrew Old Testament to solidify grammatical and syntactical forms. Can count as an Old Testament Bible Elective. Prerequisite: HEB2101 Hebrew Grammar I.

#### **HEB 3101 Hebrew Exegesis I - 4 semester hours \***

This course includes an introduction to exegetical method, including word studies, textual criticism, figures of speech, and development of syntax. Select portions of poetic and historical literature are chosen from the Hebrew Old Testament for exegetical analysis. Students acquire advanced vocabulary, develop further skill in using primary exegetical tools, and practice creating expositional outlines. This is an advanced course with special reference to syntax and its application to Hebrew exegesis, with considerable reading in the different areas of the Old Testament. It stresses acquisition of proficiency in Hebrew and Old Testament exegesis. This four-credit course will be an advanced consideration of grammar, syntax and vocabulary. We will translate and consider the form and function of Narrative and Hymnic texts (fall semester). Can count as an Old Testament Bible elective. Prerequisite: HEB 2102 Hebrew Grammar II.

#### **HEB 3102 Hebrew Exegesis II - 4 semester hours \***

This course includes an introduction to exegetical method, including word studies, textual criticism, figures of speech, and development of syntax. Select portions of prophetic and wisdom literature are chosen from the Hebrew Old Testament for exegetical analysis. Students acquire advanced vocabulary, develop further skill in using primary exegetical tools, and practice creating expositional outlines. This is an advanced course with special

reference to syntax and its application to Hebrew exegesis, with considerable reading in the different areas of the Old Testament. It stresses acquisition of proficiency in Hebrew and Old Testament exegesis. This four-credit course will be an advanced consideration of grammar, syntax and vocabulary. We will translate and consider the form and function of Prophetic and Wisdom texts (spring semester). Can count as an Old Testament Bible elective. Prerequisite: HEB 3101 Hebrew Exegesis I

#### **JAP 1100 Elementary Japanese I – 4 semester hours \***

An introduction to the structure and use of modern Japanese. Students acquire a basic ability to comprehend, read, write, and converse in Japanese, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Japanese speakers. Coursework covers a variety of conversational topics related to everyday life.

#### **JAP 1101 Elementary Japanese II – 4 semester hours \***

This course continues to develop the skills introduced in Elementary Japanese I. Students acquire a basic ability to comprehend, read, write, and converse in Japanese, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Japanese speakers. Coursework covers a variety of conversational topics related to everyday life. Prerequisite: JAP 1100 Elementary Japanese I

#### **JAP 1102 Communicating in Japanese – 3 semester hours \***

This course promotes a student's proficiency in Japanese by developing abilities in the four essential language skills: listening, speaking, reading, and writing, with emphasis on listening and speaking. Students will acquire the confidence, fluency, and accuracy to communicate on a variety of topics and will develop a fundamental understanding of the effective use of common Japanese phrases and principles of communication. Students are also introduced to various aspects of contemporary Japanese culture, emphasizing the use of language in its cultural context. Prerequisite: JAP 1101 Elementary Japanese II

#### **LAT 1100 Latin I – 4 semester hours**

Latin I & II are intended for students who wish to study classical Latin, the language of the ancient Romans. Students will build a strong foundation for future Latin study by developing the necessary language skills. The course will focus on the vocabulary, grammar, and syntax of Latin, for the purpose of reading complex sentences and longer passages of Latin by the end of the course. The student will acquire the abilities for more advanced study of Latin.

#### **LAT 1101 Latin II – 4 semester hours**

Latin II continues the study of classical Latin, the language of the ancient Romans. Students will build a strong foundation for future Latin study by developing the necessary language skills. The course will focus on the vocabulary, grammar, and syntax of Latin, for the purpose of reading complex sentences and longer passages of Latin by the end of the course. The student will acquire the abilities for more advanced study of Latin. Prerequisite: LAT 1100 Latin I.

#### **RUS 1200 Elementary Russian I – 4 semester hours**

An introduction to the structure and use of modern Russian. Students acquire a basic ability to comprehend, read, write, and converse in Russian, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Russian speakers. Coursework covers a variety of conversational topics related to everyday life.

#### **RUS 1201 Elementary Russian II – 4 semester hours**

This course continues to develop the elementary communicative skills and knowledge of Russian language and culture acquired in Elementary Russian I. Students acquire a basic ability to comprehend, read, write, and converse in Russian, with skills in the use of approximately 600 vocabulary words and associated expressions for establishing relationships with Russian speakers. Coursework covers a variety of conversational topics related to everyday life. Prerequisite: RUS 1200 Elementary Russian I.

#### **RUS 1205 Communicating in Russian – 3 semester hours**

This course promotes a student's proficiency in modern Russian by developing abilities in the four essential language skills: listening, speaking, reading, and writing, with emphasis on listening and speaking. Students will



acquire the confidence, fluency, and accuracy to communicate on a variety of topics and will develop a fundamental understanding of the effective use of common Russian phrases and principles of communication. Students are also introduced to various aspects of contemporary Russian culture, emphasizing the use of language in its cultural context, and building thinking skills for examining issues and challenges related to cross-cultural service or discipleship. Prerequisite: RUS 1201 Elementary Russian II.

#### **SPA 1100 Elementary Spanish I – 4 semester hours**

This course will introduce the structures of the Spanish language. The student develops communicative competencies in the areas of reading, listening, speaking, and writing. The course enables the participant to engage in simple conversations in settings such as markets or restaurants, and to speak in present and past tense. The student becomes familiar with listening comprehension strategies and develops the ability to extract socio-cultural information from simple texts, accompanied by exercises concerning phonetic particularities in communicative contexts.

#### **SPA 1101 Elementary Spanish II – 4 semester hours**

This course will continue to develop students' communicative competences in the areas of reading, listening, speaking, and writing. Building on skills learned in SPA 1100, students will gain conversational proficiency and begin reading works written in Spanish. Prerequisite: SPA 1100 Elementary Spanish I.

## **Leadership (LDR)**

#### **LDR 2000 Leadership Foundations – 3 semester hours**

This course is designed to provide a foundation for leadership. Students will understand foundational leadership theories and a framework for leadership, including personal application. (Concurrent with LDR-2010.)

#### **LDR 2010 Practicum Experience I – 1 semester hour**

This practicum experience is designed to provide real-life context for leadership. Students will observe and engage with leaders in context. (Concurrent with LDR-2000.)

#### **LDR 2500 Communication Strategies for Leaders – 3 semester hours**

This course explores the strategies and best communication practices for leaders. Students will focus on understanding how to communicate effectively as leaders. Prerequisite: LDR 2000, Leadership Foundations. (Concurrent with LDR 2510.)

#### **LDR 2510 Practicum Experience II – 1 semester hour**

This practicum experience explores real-life contexts for leadership. (Concurrent with LDR 2500).

#### **LDR 3010 Strategic Planning for Organizations – 3 semester hours**

This course emphasizes the key concepts of leadership that leaders should understand and be able to apply. Particular focus will be on the following: vision, mission, core values, and strategic planning theories. (Prerequisite: LDR 2000, Leadership Foundations).

#### **LDR 3020 Creative Design and Leaders – 3 semester hours**

This course explores the relationship between leaders and various aspects of creative design. In particular, the course will focus on the following topics: creativity, innovation, and design theory. (Prerequisite: LDR 2000 Leadership Foundations and LDR 3010 Strategic Planning for Organizations).

#### **LDR 3030 Women and Leadership – 3 semester hours**

This course will examine the historical, cultural, and social reasons why women, despite their majority in many other sectors of life, are not filling leadership roles. We will also identify what has been done historically and presently to improve the path towards leadership for women. In addition, we will investigate the lives of significant women in the Bible and how they propagated the gospel and/or biblical truth. Finally, we will examine the role of women in positions of leadership in the church today.

#### **LDR 3500 Organizational Change – 3 semester hours**

This course provides an overview of organizational change. Students will understand the major categories of change as well as change theories. In addition, students will articulate the relationships between leaders and change theories. (Prerequisite: LDR 2000 Leadership Foundations).

#### **LDR 4000 Finances, Fundraising, and Leaders – 3 semester hours**

This course explores the basic principles of finance and fundraising. The course also focuses on the role of leadership in financial management and fundraising with particular emphasis on best practices for different sectors.

#### **LDR 4009 Internship Preparation for Leadership Studies – 1 semester hour**

A preparatory course that equips the student for the required internship in Leadership Studies.

#### **LDR 4010 Internship for Leadership Studies – 3 semester hours**

This course is designed to provide students with an opportunity to apply their previous coursework in a real-life situation. Students will reflect on their application of knowledge with a particular focus on their strengths and weaknesses as a leader.

#### **LDR 4400 Senior Capstone for Leadership Studies – 3 semester hours**

This course is designed as a culmination of major-specific coursework. Students will articulate a multidisciplinary philosophy of leadership. In addition, students will be expected to demonstrate their ability to meet the program outcomes.

#### **LDR 4500 Special Topics in Leadership – 3 semester hours**

Special Topics is an upper-level course that treats special areas in Leadership. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Provost or Academic Dean. Prerequisite: permission of instructor.

## **Linguistics (LNG)**

#### **LNG 2100 Introduction to Linguistics – 3 semester hours**

A survey of phonetics (the study of speech sounds), phonology (the sound systems of individual languages), morphology (the origin and structure of words), Syntax (phrase structure and grammatical relations), Semantics (the study of lexical meaning), Pragmatics (the study of contextual meaning) and Sociolinguistics (the study of language in society). The approach to this course is practical, emphasizing problem solving, and providing the skills needed for analyzing the structure of English and other languages as a basis for any research or applied linguistics degree (e.g., TESOL).

#### **LNG 3000 Second Language Acquisition (3 semester hours)**

This course provides an overview of current research into how languages are learned. Variables such as motivation, age, first language, aptitude, identity, cognitive learning style, and classroom instruction are addressed, etc. Coursework emphasizes understanding contemporary theories and issues in SLA; highlighting these theories' connections with particular teaching methods; learning how to analyze relevant SLA research; and connecting course content and principles with TESOL pedagogy and practice. Students learn to analyze written and delivered curriculum to identify methodologies motivated by various SLA theories. Coursework enables students to develop pedagogical practices and a teaching philosophy drawn from the theoretical insights gleaned from current SLA research. Prerequisite: LNG 2100 Introduction to Linguistics

#### **LNG 3010 Sociolinguistics – 3 semester hours**

This course introduces the core principles of sociolinguistics and explores language varieties, use, and related social and cultural meaning and context, including dialects, style, register, language status, and development and current use of word variance of English. Coursework emphasizes the practical application of relevant theories, research, and principles to both linguistic research and any ESL pedagogical context. Prerequisite: LNG 2100 Introduction to Linguistics.

#### **LNG 3100 Morphology and Syntax – 3 semester hours**

This course introduces the student to principles related to syntax and morphology across languages, with particular emphasis on the structure of English. Course content develops analytical and problem-solving skills and includes typology and some cross-linguistic comparative analysis. The impact of native language structure on the acquisition of English as a second or foreign language is also examined, with practical application of relevant theory, research, and principles in either field research or an ESL pedagogical context. Students acquire the principles and skills for writing grammar sketches in linguistic field work. Prerequisite: LNG 2100 Introduction to Linguistics.

### **LNG 3103 Semantics and Pragmatics – 3 semester hours**

This course introduces the core principles of semantics and pragmatics, and explores language meaning at the lexical, phrasal, and sentential levels for given social or cultural contexts. The creative use of language to convey meaning is explored, including speech acts and their implications. Emphasis in this course is on the practical application of content to either a research or applied linguistics career. Prerequisite: LNG 2100 Introduction to Linguistics.

### **LNG 3104 Linguistic Research Methods - 3 semester hours**

This course develops an understanding and application of the principles and effective methods and strategies for conducting linguistic research related to structural characteristics of a previously unknown language, dialect, creole, or pidgin tongue. Coursework develops practical and analytical skills for the planning, organization, and conduct of field research. Four weeks of applied coursework is conducted on the field in association with the Linguistics Internship. Prerequisites: LNG 3100 Morphology and Syntax; LNG 3110 Articulatory Phonetics, LNG 3112 Phonological Analysis; LNG 4100 Internship Preparation. Corequisite: LNG 4101 Internship II.

### **LNG 3105 Ethnolinguistic Field Study - 3 semester hours**

An introduction to the principles and practice of ethnolinguistic research. Coursework develops analytical abilities in determining language status and associated needs related to Bible translation and orality projects as applied to Bible translation or literacy projects. Students apply methods in actual field research related to the Linguistics internship. Prerequisites: LNG 3010 Sociolinguistics.

### **LNG 3106 Discourse Analysis – 3 semester hours**

An introduction to the theories, principles, and methods of discourse analysis. Coursework develops analytical abilities in examination of natural language discourse to determine factors related to sociolinguistic, psycholinguistic and ethnolinguistic aspects of language use, function, and status. Prerequisites: LNG 2100 Introduction to Linguistics, LNG 3010 Sociolinguistics.

### **LNG 3110 Articulatory Phonetics – 3 semester hours**

This course introduces the student to principles of linguistics related to articulatory phonetics as it relates to sound production and morpho-phonemics across languages. Coursework develops skills in identifying, reproducing, and recording a large variety of speech sounds found in languages around the world. Emphasis in this course is on the articulatory dynamics of sound production and the physics of sound, with application to a variety of disciplines, including phonetic field research, speech pathology, and the principles of effective pedagogy related to phonetics. Course content also covers the impact of native language phonetics on the acquisition of English as a second or foreign language. Prerequisite: LNG 2100 Introduction to Linguistics

### **LNG 3112 Phonological Analysis - 3 semester hours**

This course introduces students to the principles, field practice and main theoretical foundations of Phonology. Students acquire skills and experience in phonological analysis for a variety of world languages. Topics include aspects of both segmental and suprasegmental phonology, including autosegmental tone, stress, and intonation. An examination of various phenomena and methods of analysis is provided, as well as an understanding of phonological typology. Emphasis is on the practical application of coursework to linguistic field research. Prerequisites: LNG 2100 Introduction to Linguistics; LNG 3110 Articulatory Phonetics.

### **LNG 3200 Advanced Morphology and Syntax - 3 semester hours**

This course explores in detail the subfields of morphology and syntax. Students acquire advanced skills and experience in the analysis of the structure of a variety of world languages. An examination of morphological

typology and an introduction to Syntax Theory is provided, with emphasis on the practical application of coursework to field research and preparation for graduate school. Prerequisites: LNG 2100 Introduction to Linguistics; LNG 3100 Morphology and Syntax.

#### **LNG 3201 Advanced Phonology - 3 semester hours**

This course explores in detail the subfield of Phonology. Students acquire advanced skills and experience in the analysis of the phonological structure of a variety of world languages. An examination of phonological typology and an introduction to phonology theory is provided, with emphasis on the practical application of coursework to field research and preparation for graduate school. Prerequisites: LNG 2100 Introduction to Linguistics; LNG 3110 Articulatory Phonetics, and LNG 3112 Phonological Analysis.

#### **LNG 3202 Topics in Linguistics - 3 semester hours**

This course provides students with an opportunity to explore additional aspects of linguistics not covered in the standard curriculum, including historical linguistics, acoustical phonetics, principles of translation, literacy, and philosophy of language. Includes practical considerations of how these topics intersect with the practice of linguistic research, language pedagogy or Bible translation, or other related vocations. Prerequisites: LNG 2100 Introduction to Linguistics; LNG 3100 Morphology and Syntax; LNG 3103 Semantics and Pragmatics; LNG 3110 Articulatory Phonetics, and LNG 3112 Phonological Analysis.

#### **LNG 4100 Internship Preparation I - 1 semester hour**

A preparatory course that equips the student for an internship in linguistic field research related to either Bible translation, second language acquisition, or other chosen research for multidisciplinary majors.

#### **LNG 4101 Internship II - 2 semester hours**

A practical, 6-week (minimum) cross-cultural experience that affords the student with an opportunity to conduct field research related to Bible translation, second language acquisition, or other chosen research for multidisciplinary majors. Prerequisite: LNG 4100 Internship Preparation.

#### **LNG 4102 Linguistics Field Practicum - 2 semester hours**

A practical, 6-week experience that affords the student with an opportunity to conduct linguistic field research related to sociolinguistics, semantics / pragmatics, or ethnolinguistic analysis. Prerequisites: LNG 2100 Introduction to Linguistics; LNG 3010 Sociolinguistics, LNG 3110 Articulatory Phonetics, and LNG 3112 Phonological Analysis.

#### **LNG 4500 Special Topics in Linguistics – 3 semester hours**

Special Topics is an upper level course that treats special areas in linguistics. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Provost or Academic Dean. Prerequisite: permission of instructor.

## **Psychology (PSY)**

#### **PSY 1000 Introduction to Psychology – 1 semester hour**

Introduces students to the scientific study of behavior and mental processes and also provides an overview. Instructors may emphasize social, cognitive, developmental, or personality psychology and their interrelations.

#### **PSY 1100 Introduction to Psychological Statistics – 3 semester hours**

An introduction to elementary statistical principles and techniques relevant to psychological research.

#### **PSY 1200 Fundamental Theories of Cognition – 3 semester hours**

Introduces basic concepts in cognitive psychology with a focus on theoretical explanations of cognitive functioning. Topics include perception, attention, memory, concepts, language, visual cognition, executive functions, and reasoning processes. Prerequisite: PSY 1000 Introduction to Psychology.

**PSY 2100 Social Psychology – 3 semester hours**

Social Psychology provides an introduction and broad overview of the major theories and findings within social psychology, which is the scientific study of the way people think, feel, and behave in social situations. It involves understanding how people influence, and are influenced by, the others around them. A primary goal of this course is to introduce the perspectives, research methods, and empirical findings of social psychology. Topics to be covered include: impression formation, conformity, prosocial behavior, interpersonal attraction, persuasion, stereotyping, and prejudice. Equally important is the goal of cultivating skills for analyzing the social situations and events that all individuals encounter in everyday lives. Finally, throughout the course, emphasis will be placed on developing critical and integrative ways of thinking about theory and research in social psychology.

**PSY 2101 Research Methods in Psychology – 3 semester hours**

This course focuses on the procedures and potential problems associated with research in the behavioral sciences. Students will participate in data collection, data organization, statistical and graphical analysis, with emphasis placed on developing scientific report writing, presentations, and critical thinking about experimental methods. Students learn how to develop research questions, choose an appropriate research design, apply for appropriate permissions from the relevant oversight bodies, collect and analyze data using statistical software, interpret results, and write a report using APA style. The laboratory component provides supervised hands-on experience in project development, often through participation in ongoing university-wide research projects in collaboration with outside agencies.

**PSY 2550 Educational Psychology – 3 semester hours**

An overview of psychological theories and principles applied to formal and informal educational settings. Topics include: learning, motivation, cultural diversity, individual differences, and assessment. Students complete a research project. Prerequisite(s): PSY 1200 Fundamental Theories of Cognition

**PSY 3000 Introduction to Personality and Affective Science– 3 semester hours**

Delay of gratification and impulse control, moral reasoning, biological and cultural predispositions, affective influences on cognitive processes, and self-regulation of emotions are some of the topics explored in this course.

**PSY 3010 Psychology of Reading – 3 semester hours**

This course provides basic information about the nature of reading. Topics include word recognition, eye movements, inner speech, sentence processing, memory for text, learning to read, methods for teaching reading, reading disabilities and dyslexia, and speed reading.

**PSY 3100 Human Learning and Memory – 3 semester hours**

Examines basic theories, models, methods, and research findings in human memory. Prerequisite(s): PSY 1200 Fundamental Theories of Cognition.

**PSY 3110 Clinical Psychology – 3 semester hours**

This course provides a comprehensive overview of the causes, characteristics, and treatment of psychological disorders. Particular emphasis is given to the interaction between biological, psychological, and sociocultural processes contributing to abnormal behavior.

**PSY 3200 Abnormal Psychology – 3 semester hours**

Explores and evaluates research and theoretical concepts relating to deviant and abnormal behavior. Prerequisite(s): PSY 1200 Fundamental Theories of Cognition.

**PSY 3201 Theories of Personality – 3 semester hours**

Topics may include behavior genetics, emotion, aesthetics, person perception, attitudes and attitude change, and behavior in social organizations.

**PSY 3202 Introduction to Perception – 3 semester hours**

This course provides a comprehensive overview of the neural mechanisms that support vision, audition, touch, olfaction, and taste. Topics considered include human perception as it pertains to displays and image compression, illusion, sleep psychology, human memory limitations relevant to usability, and nature of human errors.

**PSY 3203 Psychology and the Law – 3 semester hours**

This course provides an overview of the intersection between psychology and the legal system, covering a broad range of forensically relevant issues. Topics may include false memories, false confessions, eyewitness reliability, lie detection, jury decision making, psychology as it relates to law making, and societal reaction to law breaking activity.

**PSY 3210 Biblical Counseling – 3 semester hours**

An introduction to the foundations of Christian counseling, emphasizing the priority of a theological system for theory and practice. Special attention is given to models of integration, historical developments, current directions, and collaborative models of Christian counseling for the local church and the professional Christian counselor. The course considers the core convictions that underlie Christian counseling. This course also lays a foundation for understanding counseling as a vital ministry of all members of the local church.

**PSY 3300 Developmental Psychology – 3 semester hours**

Mental, physical, social, and emotional development from infancy through end of life. Emphasizes major aspects of psychological development through the lifespan. Aspects of development examined in the course will include cognitive, physical, social, moral, linguistic, and emotional changes through childhood, adolescents, and adulthood. Areas of focus include psychosocial, biological, and physical influences on psychological development. Normal processes of psychological development will be emphasized. Prerequisite: PSY 1200 Fundamental Theories of Cognition.

**PSY 3500 Biopsychology– 3 semester hours**

This seminar investigates how psychological factors affect aspects of physical health and illness and conversely how physical health influences an individual's psychology. The biopsychosocial model used examines 1) health behaviors; 2) stress, illness, and cognitive factors that contribute to physical issues; 3) primary intervention strategies and treatments; 4) the management of pain and discomfort; and 5) the management of chronic pain and terminal illness. Research topics often include consideration from a neuropsychology perspective on hormones, circadian rhythms, eating disorders, and other relevant topics and their intersection with health.

**PSY 3610 Crisis and Trauma Counseling – 3 semester hours**

This course focuses on understanding the impact of crises, disasters, and other trauma-causing events on individuals, families, and communities. Course content includes an overview of the impact of crises, disasters, and trauma-causing events on people, the impact of working with traumatized clients on practitioners, and interventions and strategies for working with individuals, families, and groups of people who have experienced crises, disasters, and other trauma-causing events.

**PSY 3650 Psychology of Leadership – 3 semester hours**

Introduction to psychological processes and techniques for selecting, placing, training, managing, and evaluating employees. Ways to strengthen group dynamics, individual productivity, and interpersonal health in an organization based upon research in the field of psychology, are explored. Organizational influences on behavior are also emphasized. Specific topics may include increasing the effectiveness of individuals and groups within organizations; fostering creativity and individuality within organizations; understanding techniques for conflict resolution and cooperation; furthering motivation; and creating effective organizational structure and design.

**PSY 3700 Multicultural and Ethnic Issues in Psychology – 3 semester hours**

This course addresses how culture influences individual thinking and behavior, addressing both the universality and cultural specificity of psychological principles and theories. The course will address theories of multicultural psychology, investigating current research and assessment in this area that also touches on the biological, social, developmental and personality psychology as it contributes to understanding the issues of race, ethnicity, and cultural identities.

**PSY 3705 Neuropsychology - 3 semester hours**

This course provides a comprehensive overview of neuroanatomy and major methods and results from neuroimaging and neuropsychological studies of behavior. The course also surveys the biological bases of behavior with emphasis on the mechanisms in the central nervous system. Major topics include functional neuroanatomy,

principles of neuropsychological assessment and diagnosis, the neuropsychological presentation of common neurologic and psychiatric conditions, executive function, memory, learning, emotion, and language.

**PSY 3710 Addiction Counseling – 3 semester hours**

Provides counselors and other human service workers with an overview of the addictive process. Theories of addiction counseling and application of these theories will comprise a significant part of this course, particularly with how they apply to work with individuals, couples, families, and groups. Co-occurring disorders, such as process addictions and mental illnesses, will also be addressed. Students will develop conceptual knowledge, practical skills, and self-awareness concerning the etiology of addiction, assessment strategies (including the use of wraparound assessment and intervention services), wellness strategies for facilitating optimal development and preventing clinician burn-out, and diagnosis and treatment planning.

**PSY 3720 Psychological Testing and Assessment– 3 semester hours**

Topics include psychometrics and statistical methods of test construction; application of psychological tests in industry, clinical practice, and applied settings such as educational environments; and controversies in the application of psychological tests.

**PSY 3910 Marriage and Family Systems – 3 semester hours**

A broad theoretical and practical foundation for counseling couples and families is emphasized. It provides a survey of current approaches to family and marital counseling with an emphasis on various systemic models of family functioning and therapeutic intervention.

**PSY 4000 Ethics in Psychology – 3 semester hours**

Investigates areas of convergence and distinction between ethical systems of The American Psychiatric Association, American Psychological Association, and American Counseling Association. Biblical Integration of ethics in areas of psychology are carefully considered.

**PSY 4005 Human Sexuality and Gender– 3 semester hours**

This course provides an overview of the role of gender in psychology, with an emphasis on critical thinking about gender. Topics may include gender differences in behavior and communication, influences on gender roles, gender identity, and gender effects on health and well-being.

**PSY 4010 Theories of Counseling – 3 semester hours**

Provides an in-depth exposure to the principles, concepts, and procedures for best counseling practices as applied to individuals, couples, families, and organizational relationships, and includes major counseling theories, basic helping skills, and professional issues related specifically to the counseling process, with some applications to educational settings. Prerequisite: permission of the instructor.

**PSY 4020 Introduction to Cellular and Molecular Neurobiology – 3 semester hours**

This course introduces the physiological and molecular properties of neurons. Principles of healthy nervous system function in humans will be the focus. Includes brain anatomy demonstrations using computer modeling.

**PSY 4030 Psychopharmacology – 3 semester hours**

Focuses on basic pharmacology, including the effects of psychotherapeutic drugs on behavior and the neurophysiological mechanisms of psychoactive drugs and their effects on humans. Prerequisite: PSY 3500 Health Psychology.

**PSY 4100 Issues in Counseling for Public Schools – 3 semester hours**

Topics may include anxiety disorders, depressive and bipolar disorders, communication and learning disorders, conduct problems, autism, and other conditions. Emphasis is placed on symptomatology, assessment, etiological factors, epidemiology, and treatment.

**PSY 4150 Psychology of Science and Religion – 3 semester hours**

This course unpacks the mechanisms behind scientific and religious thought and behavior, and empirically investigates the full range of psychological processes behind the cognitive acts and behaviors inherent to science and to religion. This course seeks to understand, challenge, and further considerations of the mental processes

relating to science and to religion. The course considers topics such as the psychology behind beliefs concerning objectivity, subjectivity, qualitative and quantitative measures, experimental and phenomenological processes and values, and interpretive methods.

#### **PSY 4200 Systems of Neurobiology – 3 semester hours**

Investigates neuroethology, the mechanisms by which neurons and synaptic connections produce sensory perceptions and complex behavior. Introduces students to the physiological organization and anatomy of the major sensory, motor, and associative systems of the brains of various organisms, with some exploration of abnormal neurological functioning. Prerequisite: PSY 4020 Introduction to Cellular and Molecular Neurobiology.

#### **PSY 4500 Special Topics in Psychology – 3 semester hours**

This upper-level Special Topics course directs exploration in the area of psychology including (but not limited to) such topics as identity development in social and cultural contexts, health psychology, the psychology of poverty and social justice, and psychology of mentoring. May be repeated for credit. Prerequisite: permission of the instructor.

#### **PSY 4600 Psychology Practicum - 3 semester hours**

The practicum provides an integrated and coordinated series of learning experiences that will serve students with opportunities to: (a) practice and expand on previously held knowledge and learned skills; (b) develop new skills and knowledge; and (c) experience personal and professional growth and development. Practicums are conducted off-site under the supervision of a qualified licensed professional at external settings. Practicum experience is usually conducted at local mental health centers, hospitals, or clinics but may be done at any setting in which supervised mental health services can be provided. Each student may choose a practicum experience with approval from the Program Head.

## **TESOL (TES)**

#### **TES 2100 Introduction to TESOL - 3 semester hours**

An introduction to the discipline of Teaching English to Speakers of Other Languages (TESOL). This course equips students with an understanding of the principles and practice of language learning and teaching, reflecting both current trends and best practices in second language pedagogy.

#### **TES 3050 The Structure of English - 3 semester hours**

This course introduces the student to principles related to syntax and morphology across languages, with emphasis on the structure of English. Course content develops analytical and problem-solving skills and includes typology and cross-linguistic comparative analysis. The impact of native language structure on the acquisition of English as a second or foreign language is examined with practical application of course topics and principles to the difficulties non-English speakers experience in acquiring English grammar. An analysis of errors common to ESL / EFL students is provided and students learn effective principles and techniques for teaching English grammar. Prerequisite: LNG 2100 Introduction to Linguistics.

#### **TES 3100 TESOL Methods and Skills - 3 semester hours**

This is a teacher-training course that develops an understanding of the principles and effective methods for teaching listening, reading, speaking and writing to ESL or EFL learners. Develops practical skills for the planning, delivery and assessment of lessons in local ESL contexts. Emphasis in this course is on developing the practical skills needed to teach these four areas, with concentration on the following: developing techniques and abilities in teaching the four skills, lesson plan development, a basic understanding of the principles of assessment and proficiency levels, testing, and how to facilitate communicative activities in the classroom. Classroom instruction is combined with real life micro-teaching and other experiences and opportunities in the ESL community. Prerequisites: TES 3150 Practical Issues in TESOL; TES 3050 The Structure of English.

#### **TES 3101 TESOL Practicum - 1 semester hour**

A teaching practicum that provides students with practical experience in developing lessons and putting them into practice through various ESL teaching opportunities provided through collaborative partnerships with ministries to



refugees and other teaching efforts in the community. Prerequisites: TES 3100 Methods and Skills Development, TES 3150 Practical Issues in TESOL.

### **TES 3102 TESOL Course Preparation and Design - 3 semester hours**

An investigation of the processes and principles of effective language course development, including the design of contextualized curriculum, assessment tools, and structure for language courses and programs. Practical skills are developed as the student-teacher designs a course for an actual TESOL program. Prerequisites: TES 3150 Practical Issues in TESOL; TES 3100 TESOL Methods and Skills.

### **TES 3150 Practical Issues in TESOL - 3 semester hours**

An examination of the practical and methodological issues related to teaching English as a second or foreign language. Emphasis is on the intersection of theoretical research and pedagogical considerations in choosing various methods and approaches, including traditional teaching methods, Communicative Language Teaching, and explicit vs. implicit form-focused instruction. Prerequisite: TES 3050 The Structure of English.

### **TES 3200 Sociocultural Contexts of TEFL - 3 semester hours**

This course is an introduction to the socio-cultural principles, cultural contexts and issues related to Teaching English as a foreign language. Topics include cultural typology and its relationship to teacher and learner roles; learner differences in terms of individual identity, socio-economic factors, and cultural and group-identity; and the impact of such issues on the acquisition of English. Coursework emphasizes an analysis of the applicability of Western teaching methodologies and practices to intercultural teaching in a variety of human cultures. Course content relates to how these issues impact the choice of methods, and the design of curriculum and lesson planning. Emphasis is on the development of best practices with application to delivering course content cross-culturally in an English Teaching Practicum.

### **TES 4100 Internship Preparation - 1 semester hour**

A preparatory course that equips the student for an internship in teaching English as a foreign language (TEFL) or as a second language (TESL). Prerequisite: TES 3102 Course Preparation and Design.

### **TES 4101 TESOL Internship - 2 semester hours**

A practical, 6-week cross-cultural teaching experience that affords the student with an opportunity to independently teach English as a foreign or second language. Prerequisites: TES 3102 TESOL Course Preparation and Design, TES 4100 Internship Preparation.

### **TES 4300 Principles of Classroom Management and Assessment - 3 semester hours**

This course develops and deepens a novice teacher's practical classroom management and assessment skills for pedagogical contexts in the U.S. and abroad. Topics addressed include classroom management and dynamics, management principles, differences between managing different sized classrooms, interpersonal and intercultural communication related to cross-cultural teaching, and professional development. A secondary emphasis is on assessment, including purposes (e.g., formative feedback), factors of assessment (e.g., validity), and types of assessment techniques (e.g., diagnostic, ongoing, summative). Content is applied to a variety of pedagogical contexts.

### **TES 4500 Special Topics in TESOL – 3 semester hours**

Special Topics is an upper-level course that treats special areas in TESOL. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Academic Dean. Prerequisite: permission of instructor.

## **Theology (THE)**

### **THE 3101 Systematic Theology I: God, Creation, Providence, Scripture - 3 semester hours**

Systematic Theology I is a study of the nature and task of theology and the doctrines of the triune God, providence, Scripture, and Christology. Particular methodological attention is given to the role of Scripture and early creedal formulations in the theological task. Key concepts include the Creator/creature distinction and the need for analogical language in speaking of God. Prerequisite: BIB 2050 Hermeneutics.

**THE 3102 Systematic Theology II: Humanity, Sin, Christ, Salvation - 3 semester hours**

Systematic Theology II is a study of the doctrines of humanity, sin, atonement, the Holy Spirit, the church, and last things. Particular attention is given to how the primary doctrines of Systematic Theology I inform our thinking in all other arenas of thought and life, as well as exposure to a wide variety of Christian viewpoints on these topics.

Prerequisite: THE 3101 Systematic Theology I.

**THE 3201 Historical Theology I: The Church through the Reformation - 3 semester hours**

A study of theological development in the church from the second century through the Reformation. Prerequisite: THE 3101 Systematic Theology I.

**THE 3202 Historical Theology II: The Church in the Modern Era - 3 semester hours**

A study of the theological development in the church from the post-Reformation period and Enlightenment through the modern era. Prerequisite: THE 3201 Historical Theology I.

**THE 3301 Topics In Theology – 3 semester hours**

An advanced study of particular theological topics within Christian theology. Prerequisite: THE 3102 Systematic Theology II.

**THE 3302 Trinity / Christology - 3 semester hours**

An advanced study of the doctrines of the Trinity and Christology. Prerequisite: THE 3102 Systematic Theology II.

**THE 3303 Theology of Human Sexuality - 3 semester hours**

An advanced study of the theological meaning of human sexuality. Prerequisite: THE 3102 Systematic Theology II.

**THE 4001 Doctrine of the Atonement - 3 semester hours**

Doctrine of the Atonement is an advanced theology seminar on Christ's salvific work. Particular attention is given to the broad biblical witness to Christ's work, to the atonement as a critical point of integration of all other theological topics (especially Trinity, Christology, Anthropology, and Eschatology), and to current debates over justification and penal substitution. Prerequisite: THE 3102 Systematic Theology II.

**THE 4500 Special Topics in Theology – 3 semester hours**

An advanced study of particular theological topics within Christian theology. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Provost or Academic Dean. Prerequisite: permission of instructor; THE 3102 Systematic Theology II.

## **Youth and Family Ministry (YFM)**

**YFM 2100 Youth Ministry – 3 semester hours**

This course develops a foundational philosophy and necessary objectives for youth ministry that are applicable to both the local church and parachurch ministry. Focus is on the development of a clear philosophy of ministry, understanding of core methods for ministry to youth, and holistic ministry to families.

**YFM 2101 Adolescent Issues and Interventions – 3 semester hours**

This course will address personal, social, and spiritual problems common to adolescents. Counseling approaches and strategies will be studied for effective ministry to youth and their families.

**YFM 2102 Adolescent Psychology – 3 semester hours**

This course will enter into the development of the emerging adult, examining the influences that are molding them. This will include a study of the role which family, peers, education, and culture take in their development. Physical, emotional, and mental development will be studied as it pertains to the spiritual formation of adolescents.

**YFM 2103 Sexuality, Marriage, and Family – 3 semester hours**

This course develops a biblical sexual ethic while addressing contemporary sexual mores of current culture. A theology of marriage and family is also developed as family structures, issues, and dynamics are examined. As part of this course, issues such as preparing for Christian marriage, family roles and relationships, and parenting and child training, will be explored.

**YFM 2104 Studying and Teaching the Bible – 3 semester hours**

This course develops skills in inductive Bible study, assessment of learner needs and issues, and the design of effective Bible lessons. This course seeks to equip students to accurately study their English Bible using basic principles of observation and interpretation of the biblical text. Building on this foundation, students learn how to assess their audience and to develop an appropriate Bible-based lesson for that audience. Students are introduced to fundamental principles of the teaching-learning process and are guided in the application of those principles to the teaching of the Scriptures.

**YFM 2200 Discipling and Mentoring Women – 3 semester hours**

Students will study the practice of discipleship and mentoring, particularly as it relates to women. Patterns and examples of discipleship and mentoring from the Bible and history will be studied with special focus on mentoring women.

**YFM 2210 Ministry of Women – 3 semester hours**

To give women a Biblical understanding of themselves and the world around them, and to better enable them to minister to the needs of others, as God intended, whether at home, at church, or in the community.

**YFM 3050 Communication of Biblical Truth – 3 semester hours**

This course focuses on the development of solid speaking and teaching skills, adapting those skills for communicating to adults and teenagers. This course will include teaching presentations, plus peer and professor feedback.

**YFM 3100 Youth Evangelism and Discipleship – 3 semester hours**

This course focuses on the biblical disciple-making process especially as applicable to teenagers. Students will develop a clear explanation of the Gospel, including a clear plea for response. Spiritual formation will be discussed and a strategic discipleship plan developed which will include age-appropriate curriculum.

**YFM 3102 Family Ministry – 3 semester hours**

This course will explore how the church can partner with and minister to whole families, especially, but not limited to, partnering with parents/guardians. In this course, students will study a biblical theology of family and learn skills for resourcing parents/guardians for spiritual formation of the family. Current models of family ministry will be explored with an emphasis on best practices that accurately represent biblical commands.

**YFM 3103 Foundations in Camping Ministry – 3 semester hours**

This course is an introduction to camp ministry, including the history of camping, and how camping has been used by God since its origins. The basics of camping in regard to leadership and administration will be analyzed and processed. Attention is given to the contribution of camp ministry to 21<sup>st</sup> century evangelism among youth.

**YFM 3104 Fundamentals of Partnership – 3 semester hours**

This course is an overview of grant writing, investments, and marketing strategies. Students will learn various techniques and approaches to partnerships and ministries. A strong emphasis will be placed on envisioning and presenting a camp ministry that partners will be interested in supporting. Students will also learn the roles of board governance.

**YFM 3105 Non-Profit Business and Finance– 3 semester hours**

This course focuses on the specifics of operating a not-for-profit business such as a camp or retreat center. Students will learn the critical aspects of creating and maintaining a budget. Students will also learn the fundamentals of human resources as well as tax and permit laws.

**YFM 4100 Internship I: Youth and Family Ministry – 1 semester hours**

This course is the application process for an off-site ministry experience under the supervision of a professional youth ministry specialist in an area appropriate to the student's career goals.

**YFM 4102 Internship II: Youth and Family Ministry– 5 semester hours**

This course is an off-site ministry experience under the supervision of a professional youth ministry specialist in an area appropriate to the student's career goals. Students will enter into a contract with the church or organization to fulfill learning experiences GNU believes necessary for vocational preparedness. The contract will also include agreed upon responsibilities that represent the needs of the church or organization. Prerequisite YFM 4100 Internship I

**YFM 4103 Ministry Leadership and Planning – 3 semester hours**

This course is an introduction to Biblical principles of strategic design and planning applicable to nearly all levels of ministry planning, including the design of mission, purpose, vision, values, objectives, goals, and the resultant budgeting process. Students will be able to articulate a concise awareness of their unique gifting and the implications for future ministry leadership.

**YFM 4104 Senior Seminar: Youth and Family Ministry – 3 semester hours**

As a culminating experience for the Youth and Family Ministry major, this course is designed to enable students to integrate their work in the major by developing a functional, first-year ministry plan applicable to the vocational context they wish to pursue upon graduation.

**YFM 4500 Special Topics in Youth and Family Ministry – 3 semester hours**

This course offers an advanced study of particular topics within Youth and Family Ministry. Topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the Provost or Academic Dean. Prerequisite: permission of instructor.

# **FACULTY**

## **Marc Canner**, *Professor of Linguistics*

BA, University of New Mexico  
MA, University of South Carolina  
PhD, University of South Carolina

## **Craig Ferderer**, *Associate Professor of Youth and Family Ministry*

BA, Inland Empire School of the Bible  
MDiv, Western Seminary  
DMin, Gordon-Conwell Theological Seminary

## **Michael Kibbe**, *Associate Professor of Bible*

BA, Cedarville University  
MA, Fuller Theological Seminary  
PhD, Wheaton College

## **Wendy Liddell**, *President, Assistant Professor of Leadership*

Honors Certificate, B.S., B.Ed., University of Idaho  
MAT Grand Canyon University  
PhD, Azusa Pacific University

## **Jennifer Mills**, *Provost, Professor of Communication*

BA, Spring Arbor University  
PhD, Baylor University

## **Floyd Schneider**, *Professor of Intercultural Studies and Bible*

BA, Western Bible Institute  
MDiv, Western Conservative Baptist Seminary  
ThM, Western Conservative Baptist Seminary  
BS, Excelsior College  
PhD, Liberty University

## **Kay Tronsen**, *Professor of Communication*

BA, California Baptist University, Riverside, CA  
MA, Washington State University  
PhD, Washington State University

## **Gerald Vreeland**, *Senior Professor of Semitic Languages and Biblical Literature*

BA, Oregon State University  
MDiv, Western Conservative Baptist Seminary  
ThM, Western Conservative Baptist Seminary  
PhD, Trinity International University

# ADMINISTRATION

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### **Dean of Educational Support Services**

Dr. Kay Tronsen

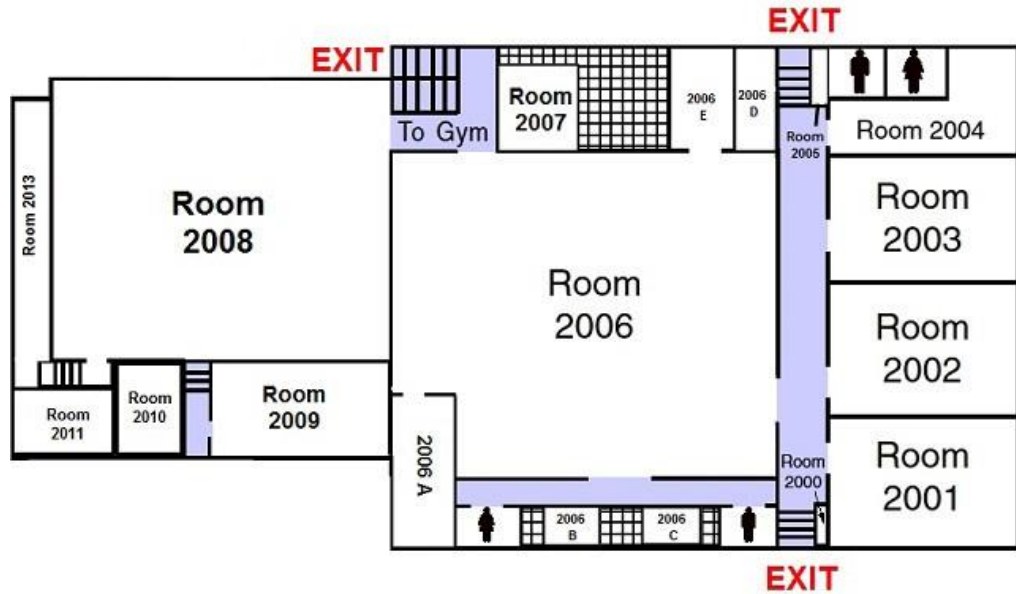
### **Dean of Student Services**

Dr. Craig Ferderer

# CAMPUS MAPS

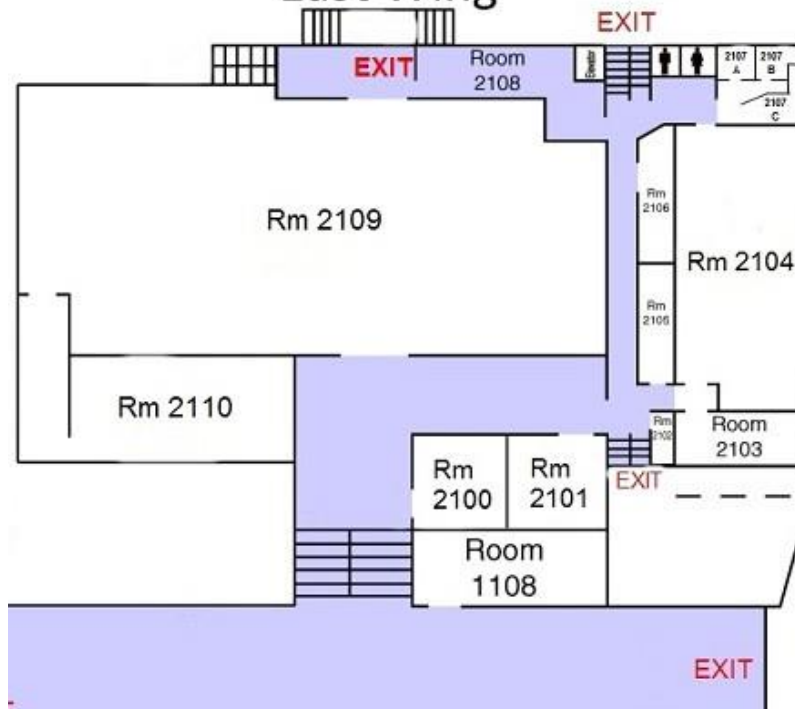
Lower  
Level

East Wing



Main  
Level

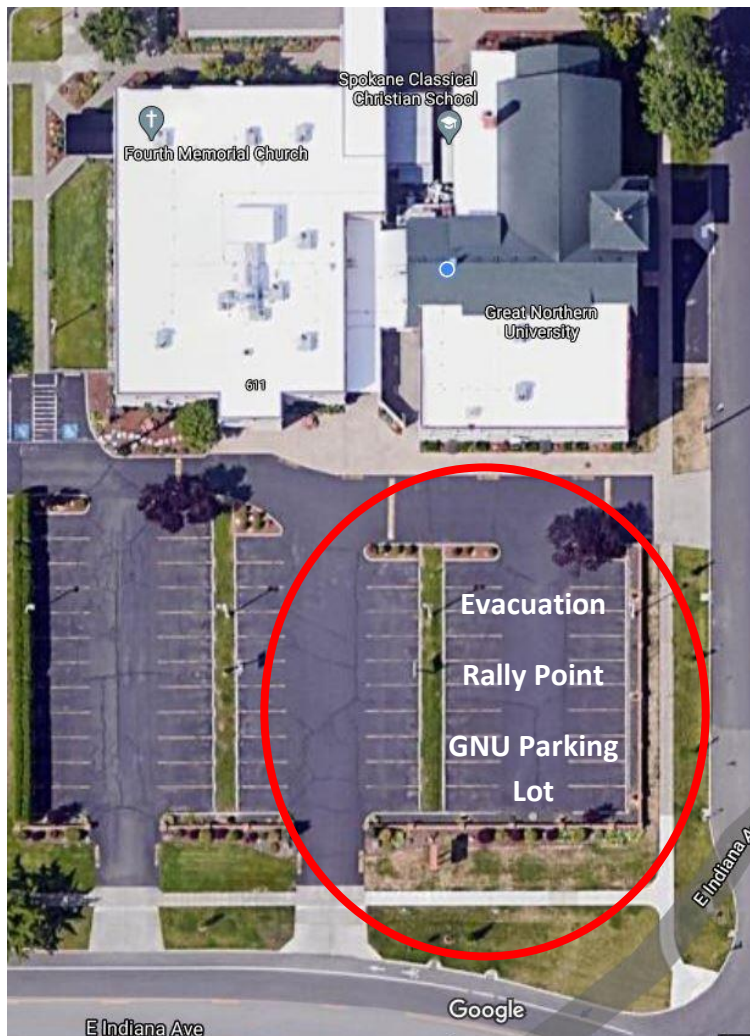
East Wing



Upper  
Level



Figure 1





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