



GRADUATE STUDIES  
CATALOG POLICIES &  
HANDBOOK

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**COLLEGE OF GRADUATE &  
PROFESSIONAL EDUCATION**



NORTH CENTRAL  
UNIVERSITY

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## WELCOME LETTER

Dear Graduate Student,

Congratulations on your decision to further your education at North Central University! I welcome you to the College of Graduate and Professional Education.

We are thrilled that you are investing in yourself and look forward to taking this journey with you. Our Master of Arts programs in Strategic Leadership or Biblical Theology develop effective Christian leaders for vital roles in businesses, churches, and other organizations through a theologically-informed, theoretically-grounded, and practically-applied curriculum. We provide a model and a means to study, develop, and apply essential leadership skills and Scriptural understanding, and we believe you will thrive in our program because:

- We will provide you with the highest quality education and assist you in your quest to reach your academic and vocational goals;
- We carefully select our professors to ensure that they have both the educational credentials and the practical experience to help facilitate your education during this journey; and
- Our curriculum is both relevant and cutting-edge, utilizing pedagogical best practices.

We encourage you to make the most of your experience while attending NCU by actively participating in our community and engaging in the wide-range of learning opportunities provided. We also strongly recommend that you review the graduate catalog and online orientation page once registered. The graduate catalog includes policies that govern the administration of our program and is an important resource for you. The online orientation page includes student support and NCU office information and is also a helpful resource for you throughout your time in the program.

Finally, remember that our team is here to serve and support you in every step of this new and exciting endeavor! If you have a need or question about the program, please do not hesitate to contact us for assistance.

In Truth and Service,

*Jason Wenschlag*

Jason Wenschlag, Ed.D.  
Vice President of Academic Affairs  
Dean, College of Graduate Education and Accreditation  
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[graduatestudies@northcentral.edu](mailto:graduatestudies@northcentral.edu)





# GENERAL INFORMATION

## APPROVALS AND ACCREDITATION

### APPROVALS

North Central University is approved by the United States Department of Justice for the training of foreign students. It is approved by the State of Minnesota, Department of Education, Division of Vocational Rehabilitation, for the training of students with disability handicaps.

North Central University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
1450 Energy Park Dr., Suite 350  
St. Paul, MN 55108  
www.ohe.state.mn.us – 651-642-0533



### ACCREDITATION

North Central University is regionally accredited by the Higher Learning Commission. This association is a participating member of the Council on Higher Education.

North Central University is listed in the directory of Accredited Institutions of Postsecondary Education and Programs. This directory is published by the American Council on Education.

Questions pertaining to accrediting issues may be directed to the Vice President of Academic Affairs. Questions pertaining to the conformity of North Central University to the criteria of the Higher Learning Commission may be directed to the Higher Learning Commission (see contact information below):

Higher Learning Commission  
230 South LaSalle St., Suite 7-500,  
Chicago, IL 60604  
Tel: 1.800.621.7440/ 312.263.0456  
Email: [info@hlcommission.org](mailto:info@hlcommission.org)  
Website: [www.hlcommission.org](http://www.hlcommission.org)





## NC-SARA

North Central University is an institutional participant in the NC-SARA initiative (National Council for State Authorization Reciprocity Agreements) and is listed in on the NC-SARA website ([www.nc-sara.org](http://www.nc-sara.org)).

Questions pertaining to accrediting issues may be directed to the Provost. Questions pertaining to the conformity of North Central University to the criteria of NC-SARA may be directed to NC-SARA (see contact information below):

National Council for State Authorization Reciprocity Agreements  
30050 Center Green Drive, Suite 130  
Boulder, CO 80301  
303.848.3275  
[info@nc-sara.org](mailto:info@nc-sara.org)



## MIDWEST ASSOCIATION OF GRADUATE SCHOOLS (MAGS)

The College of Graduate and Professional Education is a member of the Midwest Association of Graduate Schools (MAGS).

The Midwestern Association of Graduate Schools (MAGS) is a regional affiliate of the Council of Graduate Schools. MAGS member colleges and universities are accredited institutions of higher education in the central U.S. that offer graduate programs leading to masters, specialist, and doctorate degrees. According to our Constitution, MAGS "...shall have as its primary purpose the consideration of mutual problems among the member institutions, relating to graduate studies and research. It will cooperate with other agencies for this purpose by dissemination of information, improvement of standards, encouragement of research, and assistance to institutions embarking on graduate programs." (Wording adopted from [www.mags-net.org](http://www.mags-net.org))

Midwest Association of Graduate Schools  
Council of Graduate Schools  
One Dupont Circle NW, Suite 230  
Washington, DC 20036  
Phone: (202) 223-3791  
Website: <http://mags-net.org/>





# ACADEMIC INFORMATION



NORTH CENTRAL  
UNIVERSITY

# GRADUATE POLICIES

## UNIVERSITY MISSION, VISION, STUDENT OUTCOMES

### Mission

North Central University is a dynamic Christian learning community educating students for lives of service throughout society, the marketplace, and the church. In keeping with its Pentecostal heritage and mission, NCU models and expects excellence in both academic practice and Christian faith.

Through rigorous engagement in undergraduate, graduate, and professional programs, NCU graduates are becoming more competent, wise, competitive, and skillful. Our graduates possess a faithful outlook and disposition for reflective and critical thought that is rooted in scripture and guided by the Holy Spirit, resulting in career excellence, spiritual integrity and ethical courage.

The NCU experience fosters a mature commitment to both Christ and the mission of God throughout the world. As a leading urban Christian university, NCU offers a transformative student experience. NCU graduates are challenged to engage in thoughtful and proactive dialogue concerning biblical models for compassion, equity, and social well-being.

Grateful to God, the NCU community carries out this mission with responsible stewardship of our physical, financial, and human resources.

**Values:** Wisdom, Honor, Expertise, Stewardship, and Accessibility

### Institutional Student Outcomes

Our students will be:

1. Christ followers guided and empowered by the Holy Spirit and God's Word.
2. Lifelong learners in the highest tradition of Christian scholarship.
3. Leaders serving and empowering others in the church and throughout the world.
4. Ministers communicating Christ's love and the Holy Spirit's power through word and action.

## MASTER OF ARTS PROGRAMS

### Master of Arts in Biblical Theology

#### Program Description

The Master of Arts in Biblical Theology (MABT) is designed for ministers and laypersons who want to improve their ability to interpret biblical texts for personal fulfillment, increased effectiveness in vocational ministry, or as a preparation for further graduate study. Upon completing this program, the graduate will be able to analyze, interpret, and explain Scripture; engage theological themes within the Bible from a Pentecostal or Charismatic perspective; conduct meaningful academic research; and produce an academic thesis that makes a distinctive contribution and follows scholarly conventions.

## **Capstone Thesis**

As a program requirement, students must submit a thesis paper to demonstrate their mastery of the field they have studied. Specific guidelines, requirements, and timeline are in the Capstone Handbook, available at the program office or online via Skyline.

The thesis is designed to provide students with the opportunity to demonstrate their ability to research deeply (quantitatively and/or qualitatively) a field-specific topic and then to write an approximately 60- to 80-page synthesis of their findings that reflects an appropriately advanced level of scholarship.

Additional capstone information may be found in the Capstone Handbook.

## **MABT Curriculum Tracks**

Students pursuing the Master of Arts in Biblical Theology may choose from three different tracks for their studies. Each track includes the Biblical Theology core (24 credits), along with 12 credits from the Old Testament track, New Testament track, or a General track with options from both areas.

## **Biblical Theology Program Requirements**

### **Biblical Theology Core -24 Credits**

- GBT 500 OT History and Theology (3 credits)
- GBT 505 NT History and Theology (3 credits)
- GBT 510 Introduction to Exegesis ((3 credits)
- GBT 535 Advanced Exegesis (3 credits)
- GBT 600 History of Biblical Scholarship (3 credits)
- GBT 610 Theological Interpretations of Scripture (3 credits)
- GBT 625 Renewal History and Theology (3 credits)
- GBT 640 Thesis (3 credits)

### **Select one of the following MABT tracks for 12 credits:**

**General Track Requirements:** Select any 12 credits from Old Testament or New Testament courses below.

### **Old Testament Track Requirements (choose 12 credits total):**

- GBT 515 Biblical Hebrew 1 (3 credits, 16 weeks)
- GBT 520 Biblical Hebrew 2 (3 credits, 16 weeks – GBT 515 a pre-requisite)
- GBT 540 Pentateuch (3 credits)
- GBT 545 Former Prophets (3 credits)
- GBT 550 Wisdom Literature (3 credits)
- GBT 555 Latter Prophets (3 credits)

### **New Testament Track Requirements (choose 12 credits total):**

- GBT 525 Biblical Greek IA (3 credits, 16 weeks)
- GBT 530 Biblical Greek I (3 credits, 16 weeks – GBT 525 a pre-requisite)
- GBT 560 Synoptic Gospels (3 credits)

GBT 565 Acts (3 credits)  
GBT 570 Pauline Epistles (3 credits)  
GBT 575 General Epistles (3 credits)  
GBT 580 Johannine Literature (3 credits)

## **Master of Arts in Strategic Leadership**

### **Mission**

The Master of Arts in Strategic Leadership (MASL) program develops effective Christian leaders for vital roles in businesses, churches, and other organizations through a theologically informed, theoretically grounded, and practically applied curriculum.

### **Program Description**

The purpose of the Master of Arts in Strategic Leadership at North Central University is to develop leaders for organizations, churches, the community, and the world. Beyond the traditional MASL degree program, students may instead choose one of three additional tracks: Business Administration, Church Leadership, and Worship Arts Leadership.

Christian leaders must possess an ethically and morally responsible vision, an understanding of social contexts, sensitivity to complex personal and organizational problems, the ability to find strategic solutions, cultural competence to address the needs of diverse settings, the ability to motivate people to work toward shared goals and objectives, and a commitment to fulfill all these responsibilities in a manner consistent with Christian values and mission. The Master of Arts in Strategic Leadership at North Central University provides a model and a means to study, develop, and apply these leadership essentials.

The program utilizes a cross-disciplinary approach that will build communication, decision-making, problem-solving, and critical thinking skills. Students will not only gain an understanding of strategic leadership but will apply leadership theories, principles, and skills in a collaborative environment. Graduates will apply acquired knowledge and skills in the workplace and in other professional development settings.

### **Objectives**

A graduate from the Master of Arts in Strategic Leadership program will be able to:

- Identify the principles of spiritual leadership.
- Outline the methods and nature of strategic planning.
- Describe the history and development of organizational theory from a Christian perspective.
- Practice Christian leadership ethics.
- Demonstrate the cross-cultural competencies essential for successful leadership.
- Employ interpersonal expertise in team-building, motivation, listening, and assertiveness skills.
- Utilize an understanding of organizational behavior to collaboratively improve institutional effectiveness.
- Apply essential project management skills in professional settings.
- Illustrate the research capabilities needed to make informed decisions.

- Practice on-going leadership development.

### **Capstone (Thesis or Project)**

As a program requirement, students must submit a thesis or a research-based project to demonstrate their mastery of the field they have studied. Specific guidelines, requirements, and timeline are in the Capstone Handbook, available at the program office or online via Skyline.

The thesis is designed to provide students with the opportunity to demonstrate their ability to research deeply (quantitatively and/or qualitatively) a field-specific topic and then to write an approximately 60- to 80-page synthesis of their findings that evinces an appropriately advanced level of scholarship.

The research-based project is an opportunity for students to engage in applied research of a topic of their choice related to their field that employs quantitative and/or qualitative analysis. In contrast to the thesis, the project requires a shorter written paper of about 25 pages, in addition to a project submitted along with the paper: e.g. a policy manual, business plan, staff handbook, etc. In both cases, the student will work under the close supervision and support of a faculty advisor and will be further aided by a committee.

Additional capstone information may be found in the Capstone Handbook.

### **MASL Curriculum Tracks**

Students pursuing the Master of Arts in Strategic Leadership may choose from three different tracks for their studies. Each track includes a Leadership Core, which includes 30 credits for Strategic Leadership, 27 credits for Business Administration and Church Leadership, or 24 credits for Worship Leadership. All tracks but Strategic Leadership require additional credits as identified below.

#### **Strategic Leadership: Traditional Degree Program**

##### **Leadership Core- 30 Credits**

- GLE 500 Personal Leadership Development (3 credits)
- GLE 501 Intro to Research (0 credits)
- GLE 525 Project Management (3 credits)
- GLE 550 Leadership Strategy and Change (3 credits)
- GLE 600 History and Theory of Organizational Leadership (3 credits)
- GLE 605 Leadership Ethics (3 credits)
- GLE 610 Global Leadership (3 credits)
- GLE 615 Organizational Behavior and Analysis (3 credits)
- GLE 620 Interpersonal Management (3 credits)
- GLE630 Research in Leadership (3 credits)

##### **In addition, choose one Capstone course:**

- GLE 645 Capstone Thesis (3 credits)
- GLE 650 Capstone Project (3 credits)

## **Strategic Leadership: Business Administration Track**

The Master of Arts in Strategic Leadership: Business Leadership program develops effective Christian leaders for dynamic roles in business and nonprofit organizations through a Christ-centered, theoretically-grounded, and practically-applied curriculum.

This track provides practical training in business leadership for individuals desiring to increase their business acumen and skills in foundational areas of organizational administration and operations. This track provides a core in leadership strategy and integrates competencies in cultural awareness and sensitivity, understanding organizational behavior, and creating an ethical vision, while increasing a firm comprehension and application of project management, innovation, business law, finance and business operations.

Through this track, students will gain communication, decision-making, problem-solving, and critical thinking skills, and will apply leadership theories, principles, and business leadership skills in a collaborative environment.

### **Program Requirements: 36 Credits**

#### **Leadership Core- 27 Credits**

- GLE 500 Personal Leadership Development (3 credits)
- GLE 501 Intro to Research (0 credits)
- GLE 525 Project Management (3 credits)
- GLE 550 Leadership Strategy and Change (3 credits)
- GLE 600 History and Theory of Organizational Leadership (3 credits)
- GLE 605 Leadership Ethics (3 credits)
- GLE 610 Global Leadership (3 credits)
- GLE 615 Organizational Behavior and Analysis (3 credits)
- GLE630 Research in Leadership (3 credits)

#### **In addition, choose one Capstone course:**

- GLE 645 Capstone Thesis (3 credits)
- GLE 650 Capstone Project (3 credits)

#### **Business Administration Leadership Electives – 9 Credits**

##### **Select three courses:**

- GBA 540 Nonprofit Administration
- GBA 515 Financial Statement Analysis
- GBA 525 Sales and Marketing
- GBA 574 Operations Management
- GBA 602 Business Law

## **Strategic Leadership: Church Leadership Track**

The Master of Arts in Strategic Leadership: Church Leadership track develops effective Christian leaders for dynamic roles in church and parachurch organizations through a theologically-informed, theoretically-grounded, and practically-applied curriculum.

Christian leaders must possess an ethically and morally responsible vision, sensitivity to multifaceted personal and organizational problems, the capability to identify and implement strategic solutions, cultural competence in addressing the needs of diverse settings, the aptitude to motivate others toward shared goals and objectives, and to fulfill these responsibilities with Christian values and mission. The Master of Arts in Strategic Leadership: Church Leadership at North Central University helps you study, develop, and apply these leadership essentials.

Through this track, students will gain communication, decision-making, problem-solving, and critical thinking skills, and will apply leadership theories, principles, and ecclesial leadership skills in a collaborative environment.

### **Program Requirements: 36 Credits**

#### **Leadership Core- 27 Credits**

- GLE 500 Personal Leadership Development (3 credits)
- GLE 501 Intro to Research (0 credits)
- GLE 550 Leadership Strategy and Change (3 credits)
- GLE 600 History and Theory of Organizational Leadership (3 credits)
- GLE 605 Leadership Ethics (3 credits)
- GLE 610 Global Leadership (3 credits)
- GLE 615 Organizational Behavior and Analysis (3 credits)
- GLE 620 Interpersonal Management (3 credits)
- GLE630 Research in Leadership (3 credits)

#### **In addition, choose one Capstone course:**

- GLE 645 Capstone Thesis (3 credits)
- GLE 650 Capstone Project (3 credits)

#### **Church Leadership Required Courses- 9 Credits**

- GCL 543 Contemporary Pastoral Techniques
- GCL 550 Church Administration and Finance for Dynamic Growth
- GBT 625 Renewal History and Theology

#### **Strategic Leadership: Worship Leadership Track**

The Master of Arts in Strategic Leadership: Worship Leadership program develops effective, dynamic Christian leaders for roles throughout the field of worship leading in church and parachurch organizations and teaching institutions through a theologically-focused, theoretically-grounded, and practically-applied curriculum.

This track will prepare current and future leaders and musicians to communicate effectively the role of worship in the believer's life by receiving biblically, theologically, historically, and contextually-grounded training. Students will gain concrete knowledge in leading strategically while forming an ethically and culturally-sensitive vision and increasing music proficiency and technology skills.



Through this program, students will gain communication, decision-making, problem-solving, and critical thinking skills, and will apply leadership theories, principles, and worship leadership skills in a collaborative environment.

**Program Requirements:**

**Leadership Core- 24 Credits**

- GLE 500 Personal Leadership Development (3 credits)
- GLE 501 Intro to Research (0 credits)
- GLE 550 Leadership Strategy and Change (3 credits)
- GLE 600 History and Theory of Organizational Leadership (3 credits)
- GLE 605 Leadership Ethics (3 credits)
- GLE 615 Organizational Behavior and Analysis (3 credits)
- GLE 620 Interpersonal Management (3 credits)
- GLE630 Research in Leadership (3 credits)

Select One Capstone Course:

- GLE 645 Capstone Thesis (3 credits)
- GLE 650 Capstone Project (3 credits)

**Worship Arts Leadership Track- 12 Credits**

**Required Courses (9 credits):**

- GWL 539 Biblical Theology of Worship (3 credits)
- GWL 600 Examining Roles in Worship Leadership (3 credits)
- GWL 605 Multi-Cultural Worship (3 credits)

**In addition, choose 3 Lessons (3 credits):**

- GWL 620 Professional Development- Voice
- GWL 621 Professional Development- Rhythm Instruments (1 credit)
- GWL 622 Professional Development- Orchestral Instruments (1 credit)
- GWL 623 Professional Development- Music Theory (1 credit)
- GWL 624 Professional Development- Arranging (1 credit)
- GWL 625 Professional Development- Worship Leading (1 credit)
- GWL 626 Professional Development- Live Audio Production (1 credit)
- GWL 627 Professional Development- Music Production Software (1 credit)
- GWL 628 Professional Development- Songwriting (1 credit)
- GWL 629 Professional Development- Conducting (1 credit)
- GWL 630 Professional Development- Special Topics (1 credit)

**COURSE DESCRIPTIONS**

**MASTERS OF ARTS IN BIBLICAL THEOLOGY COURSES**

**GBT 500 Old Testament History & Theology (3 credits)**

This course offers an introductory study of the historical background and literary structure of the books of the Old Testament with specific attention to theological trajectories.

Attention will be given to potential problem areas of the history, literature, and theology of these texts, and matters of various critical approaches to the texts, but will focus upon narratological and theological readings in canonical contexts toward faithfully hearing the Old Testament as Christian scripture.

**GBT 505 New Testament History & Theology (3 credits)**

Jewish political history, culture, literature and religious life that gives context to the New Testament era; (2) An introduction to the origin and history of the New Testament canon considering its languages, writing materials, manuscripts, versions and the science of interpretation; (3) A survey of the literature of the New Testament stressing the major features of each book and emphasizing the practical value of these books in our modern world.

**GBT 510 Introduction to Exegesis (3 credits)**

This course will introduce the student to foundational aspects of the nature and correct handling of scripture, focusing on an understanding of inspiration and authority of scripture, canon, transmission, historical and literary context, genre, higher and lower criticism, and interpretation. The biblical languages, Bible translation, and proper use of commentaries and Bible software will be explored. The emphasis will be on practical experience in analyzing and explaining the intention of the biblical author, building skills, and expressing what is learned in both the academic and the pastoral setting.

**GBT 515 Biblical Hebrew IA (3 credits)**

The basic elements of vocabulary, grammar and syntax of biblical Hebrew are studied to provide a foundational knowledge of the primary language of the Old Testament.

**GBT 520 Biblical Hebrew IB (3 credits)**

The basic elements of vocabulary, grammar, and syntax of biblical Hebrew are further studied to provide a foundational knowledge of the primary language of the Old Testament.

**GBT 525 Biblical Greek IA (3 credits)**

As the introductory course in the Greek language series, this class will involve a study of Biblical Greek grammar and the introductory vocabulary of the Greek New Testament.

**GBT 530 Biblical Greek IB (3 credits)**

Continuing the trajectory of Biblical Greek IA, this class will involve a study of Biblical Greek grammar and the introductory vocabulary of the Greek New Testament.

**GBT 535 Advanced Exegesis (3 credits)**

Building on GBT-510, this course will take the student deeper into the exegesis and interpretation of 3 or 4 biblical genres, analyzing select biblical documents as wholes within their historical settings and within the canon of scripture. The student will build an

overarching understanding of particular documents by discerning authorial intention, as well as learn to correctly derive doctrine from scripture and understand how the diverse perspectives of the biblical documents fit into the larger framework of biblical theology. Students will develop a methodology of interpretation that can be effectively expressed both in professional academic settings and in pastoral preaching.

**GBT 540 Pentateuch (3 credits)**

The first five books of the Bible are studied. Major themes and their theological implications will be explored.

**GBT 545 Former Prophets (3 credits)**

This course will examine the portrayal of God's people in the Promised Land from the initial conquest of Canaan to the Babylonian Exile. Students will explore the theological purpose of the presentation of Israel/Judah's history in the former prophets (Joshua, Judges, 1-2 Samuel, 1-2 Kings).

**GBT 550 Wisdom Literature (3 credits)**

Wisdom is a major genre found in the Old Testament and apocryphal writings. Usually associated with the canonical books Proverbs, Job, Ecclesiastes, and various individual sections of other larger works (e.g. Genesis 2-3, Psalm 1), this course will explore the major theological themes highlighted in wisdom literature.

**GBT 555 Latter Prophets (3 credits)**

The Latter Prophets encompass a major portion of the Old Testament (Isaiah, Jeremiah, Ezekiel, Book of the Twelve/Minor Prophets). Students will learn important interpretational elements related to the prophetic genre, relevant historical contexts (the Exiles, the Return, etc.), and major themes (Day of the Lord, Messianic expectations, etc.). This course will place the Prophets in a larger canonical lens, evaluating their relationship to the Pentateuch and the Former Prophets.

**GBT 560 Synoptic Gospels (3 credits)**

The interdependence of the Gospels of Matthew, Mark, and Luke will be examined, along with each Gospel's unique emphases and themes. This course will also utilize important methodological procedures for the scientific study of the literature of the Gospels, including form-criticism, redaction-criticism, narrative-criticism, and source-criticism. On a rotating basis one of the Synoptic Gospels will form the primary foundation around which the class will be structured.

**GBT 565 Acts (3 credits)**

This course focuses on the narrative framework of Acts along with the major historical and critical questions involved in the interpretation of Acts, including genre, authorship, and audience. This course will also examine the theological themes of Acts and how they informed the theology of the early church. Special attention will be given to Pentecostal interpretations of Luke-Acts.

**GBT 570 Pauline Epistles (3 credits)**

This course introduces the epistles traditionally attributed to Paul. This course will place the epistles in their appropriate historical, cultural, and theological contexts. Emphasis will be given to key themes in Pauline theology, as well as the pastoral dimension of the various epistles.

**GBT 575 General Epistles (3 credits)**

This course introduces the general or catholic epistles with special attention given to specific epistles such as Hebrews, James, and 1 Peter. Additional consideration will be given to the theological content of the epistles in relation to the formation of the early church with an eye toward modern application.

**GBT 580 Johannine Literature (3 credits)**

This study of the Gospel and Epistles of John is designed to assist the student in appreciating John's unique witness to Jesus, in exploring the situation in which this literature was written, and in becoming familiar with the character and spirit of John's theology.

**GBT 590 Topics in Biblical Literature (3 credits)**

Through examination of focused topics, this course will expose students to major issues and methods of study in biblical studies. Intended for advanced students, the specific topic examined in this course will vary by semester. This course may be repeated for credit.

**GBT 600 History- Biblical Scholarship (3 credits)**

The Enlightenment opened the door for a plethora of methodologies to examine the biblical text as an historical and cultural object. Many of these methodologies form the foundation for the modern scientific study of the Bible. This course will survey the important figures and influential ideas in the development of the history of critical biblical scholarship, giving special attention to the 19-20th centuries.

**GBT 610 Theological Interpretation of Scripture (3 credits)**

The Enlightenment opened the door for a plethora of methodologies to examine the biblical text as an historical and cultural object. Many of these methodologies form the foundation for the modern scientific study of the Bible. This course will survey the important figures and influential ideas in the development of the history of critical biblical scholarship, giving special attention to the 19-20th centuries.

**GBT 625 Renewal History & Theology (3 credits)**

Pentecostals and Charismatics are sometimes placed under the joint title of 'Renewalist.' This course will explore the history and theology of Pentecostal and Charismatic movements from the late 19th century through the 21st century. Special attention will be given to Renewalist hermeneutics.

**GBT 640 Thesis (3 credits)**

**MASTER OF ARTS IN STRATEGIC LEADERSHIP COURSES**

**GBA 515 Financial Statement Analysis (3 credits)**

From balance sheet to income statement, from asset valuation to free cash flow projection; financial reporting is performed to provide insights on every financially related activity of an organization. This course will provide you with tools to analyze and exploit information in corporate financial statements. The course will teach you how to use financial statement information for firm valuation and other economic decisions. The course will also help you understand and analyze the issues that managers face as they design and implement financial reporting strategies, increasing your ability to assess accounting quality, and detect and undo earnings management. (Offered Spring). This course is eligible for 4+1.

### **GBA 525 Sales and Marketing (3 credits)**

The course will examine the elements of effective selling as a key component of the organization's total marketing effort and will focus on brand/organization positioning to create value for customers and stakeholders. The course revolves around the central themes of creating, communicating, and selling value to customers. Students will learn how to define an organization's positioning and value proposition as well as methods and strategies to sell using value and trust. The course will discuss how marketing and sales as an extension of an organization's overall goals.

Course topics and modules will include developing brand/organization positioning, the challenger sales process, the relationship between sales and marketing, customer relationship management, and selling and negotiating techniques. Students will apply class topics through an interactive project worked on throughout the course. The course is primarily an interactive discussion including regular sales simulations, cases, and interactive active learning activities. At the end of the course, students will leave with knowledge of how to define, communicate, and sell the value of their brand/organization. (Offered Fall). This course is eligible for 4+1.

### **GBA 540 Nonprofit Administration (3 credits)**

This course has two areas of focus, first is fundraising, and the second is evaluation. The course examines excellent, ethical fundraising trends, strategies and techniques. In addition, topics include uses of technology, successful leadership, organization and team-building, donor recruitment, retention and stewardship, accountability and budgeting, strategic planning, and the role of the development professional and volunteer, among others.

A major goal of this course is to help students become more proficient in recognizing, evaluating, and encouraging the kinds of benefits or outcomes intended by our society's variety of nonprofit and public programs. We will examine what needs and opportunities are addressed by four major types of programs: those serving individuals, those serving communities, those serving networks or systems, and those serving other organizations. (Offered Fall). This course is eligible for 4+1.

### **GBA 574 Operations Management (3 credits)**

The management concepts of manufacturing and service operations are examined, focusing upon the tactical tools of operations management systems. Topics to be covered include production, supply chain management, quality control, inventory, use of technology and the

management of workforce and facilities in operations. (Offered Summer). This course is eligible for 4+1.

**GBA 602 Business Law (3 credits)**

This course addresses the formulation, interpretation, and application of law to business. It incorporates the study of ethical issues that arise in contemporary business settings, including professional conduct and corporate social responsibility. Major areas of legal regulation to which businesses are subject, including tort liability, contract law, partnership and corporate law, employment and labor law, and financial regulation. Emphasis on active, experiential application of legal reasoning and analysis and on the global and comparative dimensions of legal and ethical issues. (Offered Spring).

**GCL 543 Contemporary Pastoral Techniques (3 credits)**

This class is an advanced study of current techniques as they relate to personal, administrative, counseling and formal responsibilities of the lead pastor. Guest lecturers, field trips and practical ministry experiences will be used to examine effective leadership and pastoral ministry principles and practices. Prerequisite: PMIN 378 Pastoral Theology (Offered Fall).

**GCL 550 Church Administration and Finance for Dynamic Growth (3 credits)**

This course emphasizes the importance of leading ministries as intricate organizations that require practical business applications, including leadership, management, finance, law, human resources and organizational development. The course will highlight key areas within church administration in the context of real organizational scenarios. In doing so, the course will inquire whether ministry impact increases when internal operations function at a level of excellence, integrity and with business application. (Offered Spring).

**GLE 500 Personal Leadership Development (3 credits)**

This course explores the principles of personal and spiritual leadership that are revealed in the Bible and exemplified in the lives of Jesus Christ and subsequent spiritual leaders. In light of biblical leadership principles, this course will address the importance and process of establishing a personal leadership philosophy. Students will review selected writings from both sacred and secular authors, thus giving students a broad perspective of leadership, with primary emphasis placed on spiritual models. (Offered Fall). This course is eligible for 4+1.

**GLE 501 Intro to Research**

GLE 501 introduces incoming graduate students to research skills and library resources necessary for success in NCU's graduate program. Students will be oriented to the IRB process; select their capstone project topics and develop an initial research strategy; and be introduced to APA style and formatting requirements. This zero-credit course is a prerequisite to GLE 630 Research in Leadership. (Offered every semester).

**GLE 525 Project Management (Practical Leadership)**

This course will equip learners with knowledge, skills and values by explaining core project management concepts and techniques. During the course, project management knowledge is enhanced through project management skill development that uses case study examples

to demonstrate how project management best practices are applied within the context of the real world. The course is designed to present the essential skills students need to make effective contributions and to have an immediate impact on the accomplishment of projects in which they are involved. It prepares students with marketable and transferable proficiencies and sends them into the workforce ready to apply project management knowledge and skills. This course is eligible for 4+1. (Offered Fall online, Spring on-campus).

The course will prepare students and working professionals to take either the Certified Associate in Project Management (CAPM) examination or the Project Management Professional (PMP) examination.

- The Certified Associate in Project Management (CAPM) is the certification which most students will qualify for. It is intended for people who don't necessarily have formal experience leading projects yet. To sit for the exam students need 23 formal hours of project management education, which is achieved by the 5<sup>th</sup> week of class.
- The Project Management Professional (PMP) is intended for those who have three years or more of significant work experience managing projects—documenting at least 4,500 hours formally leading projects. Students also need 35 hours of formal project management education, which is achieved by at least the 8th week of the online course.

### **GLE 550 – Leadership Strategy and Change**

This course is an investigation of the analytical process that enables leaders to make effective and efficient (strategic) organizational decisions. This course will emphasize how leaders, interpreting and utilizing the results of analysis, can persuade stakeholder and achieve successful and sustainable organizational change. It is a study of the methods and nature of strategic planning, including: the internal and external environments and opportunities leaders face in strategic planning; the leader's task in responding to the variables within these environments; and the impact of these variables on strategic choices. Topics include how to assess critical variables impacting organizations, key factors in the change process, and communicating essential observations and recommendations. (Offered Spring online and Fall on-campus). This course is eligible for 4+1.

### **GLE 600 History and Theory of Organizational Leadership**

This course examines the history and development of organizational theory, organizational design, and current practice regarding organizational structures and the dynamics of individual and collective behavior within organizations. A synthesis and integration of major traditions in organizational theory will help the student evaluate the impact of environment on organizational structure, culture, and leadership. Emphasis on the role of leadership and cultural values are considered from a Christian worldview. Emphasis will be placed on grounding theoretical concepts in personal and practical applications so students can better understand the chaotic and constantly changing world of organizations. (Offered Summer).

### **GLE 605 Leadership Ethics**

This course looks at ethics from the point of view of biblical truth and from a biblical and historical perspective. Students explore the theology of ethics and leadership and consider how our biblical roots have been impacted by Modernism and Post Modern thought. Students get a chance to see how cultural norms and the Western culture's view of ethics

progressively change the definition of ethics. These viewpoints are then considered within a personal philosophy framework of leadership. (Offered Fall).

### **GLE 610 Global Leadership**

This course is an investigation into cross-cultural competencies as essential components for meaningful human relationships and on a professional level for success as a leader. Leaders need to understand how to cope with the differing ideologies of our pluralistic, modern world. This course examines biblically-grounded principles and models that will enable the student to understand the extent and realities of cultural diversity, helping the student to be an effective leader in a multi-cultural context. This interdisciplinary study deals with the leadership implications and strategies of the religious, ideological, and cultural diversity that are evident in both local and global contexts. (Offered Spring).

### **GLE 615 Organizational Behavior and Analysis**

This course investigates the impact that individuals, groups, and organizational structure and culture have on behavior within organizations, and how this knowledge can be applied toward improving an organization's effectiveness. The course also examines role behavior, group dynamics, team development, motivation, conflict, job stress and satisfaction, and decision-making, and the relationship between the organization and the leader. (Offered Summer).

### **GLE 620 Interpersonal Management**

This course develops a foundation in the theory and practice of interpersonal dynamics. The development of successful leadership requires an understanding of group dynamics and multiple dimensions of interpersonal relationships as they affect individuals, groups, and the organizational whole. This course provides opportunities to participate in and analyze group behavior, understand the evolution of the group's life cycle, and become aware of the influence of non-verbal communication on members of a group in order to enhance an organization's accomplishment of its mission. This course will address various models of interpersonal behavior to managerial and organizational issues, while enhancing interpersonal competence, especially team-building, motivation, listening, and assertiveness skills. (Offered Spring).

### **GLE630 Research in Leadership**

This course is designed to provide students with the research skills needed to make better decisions. This includes research design, literature searching, and quantitative and qualitative research methods. It provides students with the skills they need to complete their capstone project or thesis. (Offered Fall and Summer).

### **GLE 645 Capstone Thesis**

The master's thesis is designed to provide a student with the opportunity to demonstrate their ability to identify a topic related to Strategic Leadership, research it in depth, and produce a synthesis of their learning, all at an advanced level of scholarship. It is for both those who are strategic leaders of various organizations as well as those who are seeking to gain a greater understanding of how strategic leadership is impacted by research. (Offered every semester).

### **GLE 646 Capstone Thesis Continuation I**

This zero-credit course enrolls a student in their second semester to complete their MA capstone thesis. Students will work with their capstone advisors to continue progress and



complete final steps related to their capstone thesis. Students may only take this class one time. If a student needs one additional semester, they will enroll in GLE 647 Capstone Thesis Continuation II. There is no cost to enroll in this continuation course. A grade of "NG", or no grade, will be assigned. (Offered every semester).

### **GLE 647 Capstone Thesis Continuation II**

This zero-credit course provides a student one additional semester to complete their MA capstone thesis. Students will work with their capstone advisors to complete final steps related to their capstone thesis. Students may only take this class one time. A \$100 fee will be assessed. A grade of "NG", or no grade, will be assigned. (Offered every semester).

### **GLE 650 Capstone Project**

This course is one of two final capstone options available for the Strategic Leadership program. This course gives an opportunity for students to do an applied study and research project of their choice related to the field of strategic leadership that is practical for their situation. It will include a literature review plus an action research component which uses quantitative and/or qualitative research. (Offered every semester).

### **GLE 651 Capstone Project Continuation**

This zero-credit course provides a student one additional semester to complete their MA capstone project. Students will work with their capstone advisors to complete final steps related to their capstone project. Students may only take this class one time. A \$100 fee will be assessed. A grade of "NG", or no grade, will be assigned. (Offered every semester).

### **GWL 539 Biblical Theology of Worship**

This course emphasizes a biblical and historical examination of Christian worship. It moves toward a robust theology of Christian worship by exploring topics such as: God's story, Trinitarian worship, the four-fold biblical/historical structure of worship, and the Christian calendar. (Offered Fall).

### **GWL 600 Examining Roles in Worship Leadership**

This course is study of the many and varied roles and relationships within worship leadership. Special emphasis is placed on the relationship between the worship leader and the pastor. Also considered are the relationships between the worship leader and other staff members, singers/instrumentalists, and the congregation. At the heart of successful worship leadership is the preparation and presentation of worship. This course seeks to help the worship leader accomplish these tasks on a regular basis by raising awareness of skills in various roles and relationships important to the position. (Offered Spring).

### **GWL 605 Multi-Cultural Worship**

This course explores the future of Christian worship in the United States through the lens of Revelation 7:9, where every nation, tribe, people, and language are represented. With God's love for diversity in mind, the course will examine the topics of contextualization, liturgical inculturation, diversity in worship, and how to flourish in a multicultural context. This course is designed to establish biblical principles for worship that are eternal and universal, while recognizing the great diversity within the increasingly multicultural contexts across

the country (and around the world). The purpose is to provide for critical contextualization and pastoral care in diverse expressions of Christian worship. (Offered Spring).

**GWL 620 Professional Development- Voice (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 621 Professional Development- Rhythm Instruments (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 622 Professional Development- Orchestral Instruments (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 623 Professional Development- Music Theory (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 624 Professional Development- Arranging (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 625 Professional Development- Worship Leading (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting,

songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 626 Professional Development- Live Audio Production (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 627 Professional Development- Music Production Software (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 628 Professional Development- Songwriting (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 629 Professional Development- Conducting (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

**GWL 630 Professional Development- Special Topics (1 credit)**

This course allows the student to explore and choose from a large variety of practical skills needed in the life of the worship leader. Each of these one credit offerings are taught one to one, offering each student a unique opportunity to choose areas where they would like to be mentored. These areas include: voice, piano/keyboard, drums, bass, guitar, conducting, songwriting, music production, lighting, worship leading, and specialized topics agreed upon by the student and their advisor.

## GENERAL INFORMATION

### Course Formats

The Master of Arts degrees are offered fully-online, with some core program courses available on campus. Courses from individual tracks are only available online. Students who take classes in more than 50% of one modality will be automatically considered to be either an on-campus or online student. Students must declare upon admission if they will be an online-only or on-campus student.

### Credit Hours

North Central University operates on a semester system and offers academic credit in terms of the semester credit hour. Each semester hour of graduate course credit requires a total of approximately 45 hours of work.

Students taking face-to-face, semester-long courses can expect to spend about 9 hours per week on average for a total of 135 hours for a three-credit course.

All online courses are taught in an eight-week format (language courses are taught over 16 weeks), with two sessions offered per semester. Students electing to take all or part of their coursework via online can expect to spend 16-17 hours on average per week on course work (less for 16-week language courses).

### Program Length

The University requires a minimum of 30 graduate credits for the traditional Master of Arts in Strategic Leadership degree and 36 credits for the Master of Arts in Biblical Theology and MASL Business Administration Leadership, Church Leadership, and Worship Leadership tracks.

### Course Load

A student must be enrolled for a minimum of 6 credit hours per regular semester to be considered a full-time graduate student. A student enrolled in less than 6 credits is classified as part-time. Permission from the Dean or designee will be required if a student seeks to enroll for more than 9 credit hours in a semester. Usually that student will need to have earned a 3.2 GPA or higher in previous coursework.

## ADMISSIONS POLICIES

### Student Categories

There are six types of students who may be eligible to register for a NCU graduate course, who fall under two general categories:

#### *Degree Seeking:*

1. Graduate degree-seeking students (See entry requirements below).
2. 4+1 undergraduates (See entry requirements below) who have been approved to take graduate-level courses.

#### *Degree Completion or Non-degree Seeking:*

3. Near-graduates who are 3-6 credits short of undergraduate degree completion and who elect to take one or two graduate-level courses to fulfill undergraduate degree requirements.
  - The student must be an undergraduate re-applicant.
  - The courses must meet the student's undergraduate program requirements.
  - The student must receive permission from their undergraduate academic advisor in consultation with the registrar and the program Dean or designee.
4. Undergraduate students desiring a graduate-level course. These students must meet the following criteria:
  - Have 90 credit hours accumulated at the time of their first graduate course.
  - Have a cumulative GPA of 3.00 or above in their undergraduate program.
  - The courses must meet the student's undergraduate program requirements.

The student must receive permission from their undergraduate academic advisor in consultation with the Registrar and the program Dean or designee.

5. Non-degree seeking students (See requirements below).
  - Students will usually possess an undergraduate degree and meet basic institutional admission requirements in order to take classes.
  - Students will be limited to no more than 3 courses.
  - Students must complete all admissions requirements for acceptance in to the graduate program in two circumstances:
    - i. if they wish to matriculate into the program (Note: acceptance into the program is not guaranteed).
    - ii. If they wish to take more than 3 courses.
6. Audit-only (Not available at this time for online courses)
  - Individuals wishing to audit a course must receive the program Dean or designee's approval to do so.
  - Any coursework completed under this status will not be counted toward degree completion.

### **Entrance Requirements**

Students wishing to take courses and/or matriculate into the graduate program must meet the following criteria:

- A. They must demonstrate a willingness to subscribe to the ideals and patterns of life and conduct of the North Central University community, as outlined in the "Christian Community Life Standards" and adopted by the Board of Regents.
- B. They will have a bachelor's degree earned from a regionally accredited university with a cumulative GPA of 3.0 or above. Applicants holding degrees from nationally, professionally, or specialized accredited institutions will be assessed on a case-by-case basis and may need to fulfill additional requirements as assigned by the program Dean or a designee.

International students must have their transcripts evaluated by an evaluation service approved by the university and submitted directly to the admissions office. Students who are in the final semester of their undergraduate program may be accepted with approval from the program Dean or designee.

The application deadlines are as follows:

- November 15
- April 15
- July 15

We encourage students to apply prior to these deadlines, though the graduate admissions committee will continue to consider applications after the deadline has passed (subject to course availability).

### **Degree-Seeking Entrance Requirements**

For regular graduate admissions the completed application packet will include:

- i. Application form
- ii. Application (no fee)
- iii. One essay articulating the following:
  - a. Statement of intention
  - b. Concrete professional/personal goals relating to choice of program (professional growth plan)
  - c. Professional résumé
- iv. Official transcripts from all previous undergraduate and graduate institutions
- v. One Graduate Admission Reference form from employer or professor addressing potential for success in the graduate program.

If cumulative GPA is less than 3.0, at least one of the following as an indicator of academic ability:

- a. Academic essay
- b. Students admitted under this status may expect to take a reduced course load and meet with their adviser at least twice a semester. These conditions terminate upon successfully completing the first semester.

### **4+1 Eligibility and Entrance Requirements**

4+1 students are considered solely as undergraduate students until they graduate from their respective programs. In order to be considered for entrance into the graduate program, in addition to the relevant items listed above, they must meet the minimum requirements of:

- i. Have completed 90 credit hours at the time of their first graduate course.
- ii. Have a cumulative GPA of 3.00 or above in their undergraduate program.
- iii. Interview with and receive approval from the program Dean after filling out the 4+1 application in the student portal.
- iv. At time of matriculation into the graduate program, the traditional graduate application, along with all of its requirements, must be completed.

Once approved, students may register for designated 4+1 graduate courses.

### **Non-Degree Entrance Requirements**

All non-degree seeking students will need the following to complete their application package:

- i. Application form
- ii. Official transcripts from all previous undergraduate and graduate institutions

### **Alternate Admissions Policy**

At times, there may be prospective students who have not yet completed a bachelor's degree but feel their experiences and expertise have adequately prepared them for graduate studies. These applicants may apply for the graduate program by providing:

- An essay answering one of the following prompts:
  - Graduate studies offer a rigorous learning opportunity for students that will draw on critical thinking, research, and analytical skills. Rate your preparedness for this type of study and support your answer with evidence from your own life experiences.
  - Technology has had many effects on society, both beneficial and detrimental. Evaluate both the benefits and detriments of technology. Then reflect on how this has impacted your own life.
- Interview: the applicant will interview with a college dean or faculty member from a related program.
- Portfolio: the applicant will provide a portfolio demonstrating life and work experience, including work artifacts, comprehensive resume, and transcripts from any post-high school education. The resume must demonstrate significant, sustained, and relevant work experience for the program of study.
- Transcript(s): the applicant will provide transcripts for any post-secondary accredited education programs. The alternative admissions committee seeks 90+ credits and a minimum cumulative GPA of 2.0 for admission, but will consider other circumstances.

These materials will be reviewed by a panel comprised of the Graduate school Dean, Associate Director, a faculty member, and a member of the North Central admissions team. Admission to the program in this manner will only be considered in exceptional circumstances, and no more than 10% of the students in the program at any given time may be admitted under these criteria. If accepted, the student will be enrolled under a provisional admit status (see Graduate Studies Catalogue for details).

## **TRANSFER CREDIT**

As a general rule, the graduate program allows a maximum of six credit hours of graduate work relative to the program to be transferred in as part of a student's degree requirements. All such requests will be determined by the Dean of Graduate and Professional Studies.

### **Transfer Credit Evaluation Process**

In addition to the regular admissions requirements, transfer students applying to North Central should submit official transcripts of graduate-level work.

A transcript evaluator located in the Registrar's Office, in conjunction with the School of Graduate Studies, will evaluate transcripts and communicate the results to accepted students within 14 business days. Questions regarding transcript evaluation should be directed to the Registrar's Office at 612.343.4409. Upon completion of courses, official transcripts should be sent to:

North Central University  
Attn: Registrar's Office  
910 Elliot Avenue  
Minneapolis, MN 55404

### **International Transfer Credit Evaluation**

Because of the great variety of types of educational institutions that exist around the world, as well as how difficult it is to assess foreign equivalencies to American terminology and standards, North Central University requires academic credit earned from institutions located outside of the United States not only to be documented with transcripts or similar official reports, but also to be evaluated using an agency approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or the National Association of Credit Evaluation Services (NACES). Transfer credit will be assessed based on equivalency to collegiate work completed at regionally accredited institutions in the United States.

In addition, North Central University reserves the right to determine how such transfer credits might apply, or might not apply, to the specific requirements of a particular course of study. In other words, although NCU might recognize foreign academic coursework as being of acceptable academic quality, the University might also determine that the subject matter of this coursework is such that it will not meet any of the specific requirements of a particular academic program. International students must have their transcripts evaluated by an AACRAO or NACES-endorsed evaluation service and submitted directly to the admissions office.

Just as it is the responsibility of a student seeking transfer credit to provide NCU with relevant transcripts, it is also the responsibility of the student seeking foreign transfer credit to bear the cost of this evaluation.

### **Course Transfer Guidelines**

The policies and procedures for transferring credits are as follows: Only courses with a grade of "B-" or better are transferable. The course description must be equivalent to the NCU course. The course(s) must be required for the major of interest to count towards HG (hours earned for graduation). Importantly, courses are evaluated individually.

An official evaluation is done only after the registrar's office has received an official transcript. Faxed transcripts or unofficial transcripts can be evaluated, but the evaluation is unofficial until official transcripts are received. Courses cannot be transferred without grades unless a "P" for "Pass" equals a B- or above; however, the grades do not transfer and, therefore, do not affect the student's GPA at North Central University.

### **4+1 Course Transfer and Variance**

Students who complete approved designated 4+1 graduate courses as undergraduates are eligible to count this course toward approved undergraduate and graduate requirements (9-credit maximum). A variance form is required if a student is taking the graduate course in place of another course requirement.



Students must take 4+1 courses at the graduate level for transfer eligibility to the graduate program. Undergraduate versions of 4+1 courses will not be accepted for graduate credit.

## **BILLING AND FINANCIAL AID**

If a student has questions regarding a bill or financial aid, they should contact each respective office. Both the Financial Aid and Student Accounts offices are located on the first floor of Miller Hall in the Student Financial Services Office.

North Central University has a no interest payment plan available to graduate students, starting in June for the fall, December for the spring, and May for the summer term, and may be setup via a student's account. For additional information, students should contact the Student Accounts office at [studentfinance@northcentral.edu](mailto:studentfinance@northcentral.edu) or 612.343.4401. For additional information regarding financial aid, students should contact the Financial Aid office at [finaid@northcentral.edu](mailto:finaid@northcentral.edu) or 612.343.4485.

## **TUITION AND FEES**

Tuition is charged per credit, per semester, along with technology and program fees. For current tuition and fee information, please see the NCU Graduate Studies website.

Graduate students must have an account balance of \$0 to register for the following term.

## **ENROLLMENT**

### **Add/Drop/Withdrawal Policy**

Course withdrawals are official on the date the request is received by the Registrar.

Extenuating circumstances that may warrant exception to the withdrawal policy will be considered on a case-by-case basis.

Note that scheduled online sessions count as "class sessions" when determining refunds and grades. Any student who does not academically participate (i.e a discussion forum or assignment) by the end of day five of an online class will be administratively dropped. Any refund due to withdrawal will be governed by the refund policy. Any appeals related to class attendance must be made to the Registrar's Office before the end of the semester.

Add/Drops may be completed by the student during the add/drop period through Colleague. Once the add/drop period is over, the student must submit a change of schedule form or contact the Registrar's office. Please see below for add, drop, withdrawal, and refund dates, as well as grades assigned.

### **Grade Awarded by Withdrawal Date (Full-Term Classes)\***

<b>Add/Withdrawal Date</b>	<b>Grade Assigned</b>
End of Week 1	Last day to add a full-term class
Week 2 through end of week 5	None – course does not appear on transcript
End of week 5	Last day to drop a full-term class

Week 6 through end of week 9	W
Monday of week 10 and beyond	WF

**Refund Given by Drop/Add and Withdrawal Dates (Full-Term Classes)\***

Withdrawal Date	Refund Given
Start of Term – Day 12 (2 <sup>nd</sup> Friday)	100%
Day 13-19 (3 <sup>rd</sup> Friday)	75%
Day 20-23 (4 <sup>th</sup> Friday)	50%
Day 24-30 (5 <sup>th</sup> Friday)	25%
Day 31 and on	None

**Grade Awarded by Withdrawal Date (8-Week Classes)\***

Add/Withdrawal Date	Grade Assigned
Day 3	Last day to add an 8-week course
Day 10	Last day to drop an 8-week course
Week 3 through end of week 4	W
Monday of week 5 and beyond	WF

**Refund Given by Drop/Add and Withdrawal Dates (8-Week Classes)\***

Withdrawal Date	Refund Given
Day 1-5 (1 <sup>st</sup> Friday)	100%
Day 6-12 (2 <sup>nd</sup> Friday)	75%
Day 13 and on	0%

\* These dates apply to courses offered during typical fall, spring, and semesters but may vary for courses offered in alternative formats. Please contact the Dean or a designee for the specific policy covering these and other special situations.

If a student wishes to withdraw from the university, they should contact the Graduate Studies office to begin the withdrawal process.

**FINANCIAL AID**

Federal and Institutional aid is available in the form of Direct Unsubsidized Loans to those who submit the FAFSA and qualify. The Financial Aid office may be reached at [finaid@northcentral.edu](mailto:finaid@northcentral.edu) or 612.343.4485.

## **Graduate Financial Aid Refund Policy for Students Dropping Individual Courses**

(This policy does not apply to students who are completely withdrawing from NCU)

A student whose enrollment level decreases during the period at the start of the semester where a tuition refund is applicable may have their financial aid adjusted as a result of the enrollment change. Changes made prior to funds being disbursed to the student account always mean the awards are adjusted to the current enrollment level before disbursement.

## **Graduate Financial Aid Refund Policy for Students Completely Withdrawing From NCU**

(Return of Title IV Funds Policy: This policy does not apply to students who are dropping individual courses)

If a student withdraws or is dismissed from North Central University, the University or the student may be required to return some of the financial aid awarded to the student. This may include but is not limited to aid from federal, state, and institutional sources. In order to properly withdraw from a class or the program, the student must contact the North Central University Graduate Studies Office and complete the prescribed withdrawal steps.

## **Graduate Tuition Discounts**

Graduate tuition discounts are available for eligible students. Please refer to the Graduate Studies website for the most up to date information.

## **GRADES**

The grades utilized by Graduate Studies, along with their point values, are as follows:

<b>Score</b>	<b>Letter</b>	<b>GPA</b>
93-100	<b>A</b>	4.0
90-92.9	<b>A-</b>	3.7
87-89.9	<b>B+</b>	3.4
83-86.9	<b>B</b>	3.0
80-82.9	<b>B-</b>	2.7
77-79.9	<b>C+</b>	2.4
72-76.9	<b>C</b>	2.0
70-71.9	<b>C-</b>	1.7
67-69.9	<b>D+</b>	1.4
62-66.9	<b>D</b>	1.0
60-61.9	<b>D-</b>	0.7

<60 <59.9	<b>F</b>	0
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Grade Point Average (GPA) is calculated by multiplying the appropriate grade value for grades earned by the number of credits for that class, and then dividing that number by the total number of credits earned (HE). This calculation appears on each transcript - both for the “term” and the “cumulative” enrollment periods. Only letter grades earned at NCU influence academic grade point average. A GPA of at least 3.0 is required for graduation from North Central University. Grades are directly linked to registration. Unless a student is properly registered for a class, no credit or grade can be awarded.

### **Incomplete Grades**

The grade of “I” (Incomplete) is a temporary grade, which indicates that for justifiable reasons (i.e., serious illness, death in the family, etc.), the student was unable to complete the work by the end of the registration term. Any student receiving an “I” must work closely with his/her professor to successfully complete course requirements within the time frame prescribed. The maximum time allowed for resolution of an incomplete grade will be three weeks after the last day of the term (i.e. the last day of final exams).

#### **Important:**

1. Approval of an incomplete is at the discretion of the instructor, in consultation with the Dean. The instructor can set a due date shorter than three weeks.
2. The final grade must be submitted by the professor of record to the registrar’s office within the three-week period, so students should expect to complete all outstanding work with enough time to allow the instructor to grade those assignments, determine the final grade for the course, and communicate the grade to the appropriate parties.

All unresolved incompletes will become a failing grade once the established due date has passed. No student with an “I” for a given semester is eligible for school honors in that semester. Graduating seniors who end their last semester with an “I” must complete all course requirements within the given time-frame in order to receive a diploma.

### **Grade Changes**

Grade changes will be accepted by the Registrar’s Office only in the cases of documented clerical error, miscalculation, or by appeal as a result of extenuating circumstances. A student may appeal a grade with the faculty member involved through the end of the semester immediately following the one in question. (i.e. a professor may only make a change for the preceding semester). The professor must submit the grade change form, including a reason for the change, to the Registrar’s Office. This policy is outlined in the Faculty Manual.

In cases of extenuating circumstances or information that arises after the grade has been submitted, the Dean and the appropriate department chair, in conjunction with the faculty member, will review a petition for a change of grade. As a last resort, students may appeal to the Vice President of Academic Affairs, who will serve as the final arbiter.

### **Repeated Courses and Credit Replacement**

Students who wish to retake any NCU course may do so under the following provisions:

1. Courses that were previously failed – or when a student may be required to repeat a course to meet the 3.0 cumulative GPA requirement– may be repeated.

2. Refunds for previously attempted courses will not be awarded or credited on retake attempts.
3. In the case where a course has been repeatedly failed, only one failed grade for a course can be replaced in the calculation of the student's cumulative GPA.
4. The most recent grade for a course voluntarily re-taken will be the transcript grade used to calculate the GPA. Earlier attempts will "show" but will not count toward the calculation. This will be an automatic process. Once the course is voluntarily retaken, the credits for earlier attempts of the same course (regardless of the grade previously earned) will be adjusted as follows:
  - a. Hours registered (HR) (the same as hours attempted -HA)... "will accumulate"
  - b. Hours earned (HE)...credits will "zero out"
  - c. Hours toward graduation...credits will "zero out"
5. Credits for any course will count only once toward meeting the graduation requirement. This provision does not apply to those courses which are designed to be repeated; for example, Music Lessons. Such coursework is designated as being "repeatable" and failing grades cannot be replaced.

## **OFFICIAL COMMUNICATION**

In order to comply with federal educational privacy regulations, once a student has matriculated, only a student's official North Central University email address may be used for communication.

## **ACADEMIC ADVISING**

Each student will be assigned an academic advisor, who will assist in orientation to the school's learning management system, establishing educational goals, and scheduling classes during registration.

While North Central University will provide as much help as possible in planning academic programs, each student is responsible for the proper completion of a program and, therefore, should be familiar with the requirements listed in this policy manual.

## **ATTENDANCE AND ASSIGNMENT POLICIES**

### **Class Attendance, Participation, and Expectations**

Class attendance is essential to student success. The model of learning practiced in the Graduate Studies Program relies on active, self-directed learners who enhance each other's learning interactively. Learners are accountable not only for completing individual work, but also for participating in all interactive and collaborative learning activities designed by course faculty.

The Graduate School attendance and participation policy emphasizes faculty and learner responsibility for interactive adult learning:

- In course syllabi, faculty will designate the value of online participation in classroom learning activities.
- Learners are responsible to participate in and complete all learning activities and achieve learning objectives set forth in the syllabi.
- Course syllabi will indicate whether make-up work is or is not an appropriate substitute for attendance or participation in designated learning activities.

- Absence or non-participation in required activities due to illness or other emergency may be excused at the discretion of the faculty.
- Learners should expect that non-participation in course activities may result in grade reduction or a failing grade.
- Students should consistently engage in online learning activities as directed by faculty.
- Although professors are free to do so, it is not their responsibility to supply any missed material to students who are absent, nor are professors required to accept missing or late assignments.

For students in seated graduate courses, upon arrival to a class where the professor is initially absent, students should not vacate the classroom until after 15 minutes, unless otherwise instructed by the professor. Professors shall notify the class if they anticipate being absent. In order to maintain an atmosphere that is conducive to education and learning for all students, proper classroom etiquette must be observed.

**IMPORTANT FOR UNDERGRADUATE STUDENTS:** Due to financial aid regulations, undergraduate students enrolled in a graduate course must abide by North Central's undergraduate attendance policy.

## **STUDENT CONDUCT AND PROGRAM STATUS**

North Central University is a Christian university that holds the Bible and biblical truth as the guiding principle of life style and student conduct. Students are expected to adhere to a code of conduct consistent with the values held by the North Central University community. Please see the NCU community life standards and policies promoting safety and security for more information.

### **Academic Integrity**

Academic dishonesty represents a lack of integrity that not only disrupts the educational process; it also constitutes a breach of the biblical mandate that all Christians must conduct themselves honestly and above reproach (Prov. 11:3). It includes, but is not limited to intentional plagiarism, cheating, fabrication of results, roster fraud, and attendance deception. Importantly, intentionally or knowingly helping, attempting to help or soliciting another to commit an act of academic dishonesty.

Since the consequences of academic dishonesty are severe, faculty members are expected to communicate clearly the standards of academic honesty as defined in their respective disciplines and specific to the course in question. At the beginning of each course and within each syllabus, the professor should address the matter judiciously, providing instructive examples. Professors are also responsible to take reasonable measures to ensure the academic integrity of the learning environment by vigilantly monitoring examinations, carefully assessing student work, and investigating cases of suspect breaches of policy. The overall tone of any intervention should be educational and restorative.

### **Disciplinary Action**

In cases of suspected academic dishonesty, the professor must meet privately with the student in order to determine whether an intentional breach has been committed. If an intentional breach is deemed to have been committed, professor must complete the following steps:

### *First Offense*

For the first offense, professors will:

- notify the student directly in writing with an explanation of the nature of the offense and the consequences, which would, at a minimum, be a zero for the assignment. At the discretion of the professor, an assignment may be redone and the corresponding grade averaged with the zero.
- notify the program Dean and the Office of Academic Affairs.

The Office of Academic Affairs will send a memo to the student indicating that an incident report has been put in his/her file. Included in the memo will be notification that the student has the right to appeal through the established academic appeal process outlined below.

Note: More serious offenses, even if a first offense, may result in receiving an F in the course and even dismissal from the University's Graduate Program.

### *Second Offense*

If a student is deemed to have committed a second, separate offense of academic dishonesty, the professor will follow the procedure outlined for the first offense above. At this point, the student will receive a failing grade and be suspended from the program for one semester. The student has the right to appeal through the established academic appeal process outlined below. Appeals will only be accepted if they are based on procedural error(s) committed by the professor(s) and/or Academic Integrity Committee.

## **Academic Appeal Procedures**

Academic appeals for course grades, status in programs, and academic dishonesty are handled in the following manner:

### *First-level Appeal*

Students who believe they are treated unfairly should make every effort to resolve the issues with the faculty member involved. The faculty member will be expected to respond within seven days to such an appeal in writing via email, with a copy sent to the program Dean.

### *Second-level Appeal*

If students continue to believe that they have been treated improperly, they may appeal to the program Dean or a qualified designee within seven days of being notified of the faculty member's decision. The program Dean or designee has the authority overturn a faculty decision only in cases of clear procedural error, arbitrariness, or other patent unfairness.

Note: Due to the seriousness of the consequences associated with academic integrity, in these cases, the program Dean or designee may choose to convene an ad hoc Academic Integrity Committee consisting of the Dean or designee, the faculty member, and the faculty member's departmental chair.

### *Third Appeal (Formal)*

If attempts to find a solution continue to fail and the student continues to believe that he or she is being treated unfairly or not in keeping with announced academic policies, that student may appeal in writing by completing a formal academic petition available from the registrar's office. The written appeal must be received by the registrar within seven days after the student has been notified by the Dean or designee. The appeal will then be heard by the Dean's Council or a

designated sub-committee. In cases where there is no standing committee or the committee members are unavailable, the vice president of academic affairs will be responsible for making any final determination.

At no time will a student be penalized simply because he/she pursues the appeals process. Such academic courage and persistence should rather be encouraged as it is a necessary part of graduate education.

## **GRADUATION ELIGIBILITY**

### **Academic Standing and Eligibility**

A graduate student must maintain a cumulative grade point average of 3.00 on a 4.00 scale in order to remain eligible for continuance in the program, and ultimately to graduate.

Students not meeting this requirement will be placed on academic probation until their grade point average reaches 3.0 or above. During this time, the following requirements obtain:

1. The student must earn at least a B in subsequent courses.
2. The student must meet with his/her academic adviser at least twice a semester. The emphasis during these meetings will be on supporting the student and directing him/her to appropriate university resources.
3. At the discretion of the Dean, the student may be limited to taking one course per semester and may be prohibited from taking online, accelerated courses.

If the student still falls below the GPA requirement after three semesters and/or does not fulfill the above requirements, he/she will be academically dismissed.

A student is subject to the academic requirements of the catalog for the year in which enrollment first occurred up to five years. If a student has not completed their degree program for any reason after five years (15 semesters) have elapsed from the beginning of the student's program, the student must complete the most recently published catalog requirements in order to receive their degree. Any exceptions will be handled at the discretion of the program Dean or a designee.

### **Graduation Requirements**

The following are required for graduation:

- Satisfactory completion of 30 (or more) graduate credits for a Master of Arts traditional degree or 36 (or more) graduate credits for a Master of Arts degree with a track.
- A minimum overall grade point average of 3.0 ("B" average) is required for all degree, diploma or certificate candidates.
- To receive a M.A. degree, 24 of the final 30 (or 30 of the final 36) credits must be taken at North Central University.
- All students must meet faculty standards regarding Christian character and conduct. Conduct judged unworthy of the standards of Christian conduct at NCU will be deemed sufficient cause for removing a student's name from the annual graduation list, however, a completed degree may be conferred.
- All graduation requirements must be completed before degree is awarded.
- Any exceptions to the graduation requirements will be made at the discretion of the VPAA.

### **Degree Conferral**



The spring commencement ceremony exists for students completing their coursework by the registrar's May deadlines, or for those who are completing their program the following summer semester and receive permission to participate in commencement from the Office of Academic Affairs. The school will confer a student's degree with a July or August graduation date if coursework is completed in the summer semester. All graduating students are encouraged to participate in the annual commencement ceremonies held in May.

## **RESEARCH WITH HUMAN SUBJECTS PROPOSAL**

### **Instructions**

This packet is designed to assist researchers with understanding the North Central University Institutional Review Board (IRB), the level of review necessary for the researcher's endeavor, as well as to assist in the understanding and completion of necessary protocols and documents for engaging in ethical research. After carefully reviewing and completing all the information contained within the Research with Human Subjects Proposal packet, submit your completed proposal to the North Central University IRB. Please note that you are *not* to begin engaging in research or contacting participants prior to receiving approval on your Research with Human Subjects Proposal from North Central University's IRB.

A completed Research with Human Subjects Proposal must include the following documents:

- Which Level of Review is Necessary for My Research
- Identification of Risks and Benefits of Research
- Informed Consent – Completed Using Guidelines for Informed Consent

### **Levels Review**

#### **Determining which projects/studies are reviewable by the IRB process**

All projects/studies involving research with human subjects are reviewable by the IRB.

Below are questions that help determine the level of review.

- Question 1: Is it research?  
The Federal Policy for the Protection of Human Subjects defines research as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” The Belmont Report states, “The term ‘research’ designates an activity designed to test a hypothesis or answer a research question(s) [and] permit conclusions to be drawn.”
- Question 2: Does it involve living, human subjects?  
Human subjects are defined by the regulations as “living individual(s) about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual.”

If yes to both questions, then the project is reviewable by the IRB process as Level 1, 2 or 3.

### **IRB Roles and Responsibilities**

#### **Purpose, Importance and Value**

The Institutional Review Board:

- Protects the public, evaluating risks and benefits of human participant research at NCU;

- Allows an institution to become aware of and then adopt policies and procedures for protecting human subjects;
- Allows an institution to formally document this process for accrediting agencies, the media, and the public;
- Provides education and materials for student researchers and supervisors in providing ethical treatment of human subjects (for example, by providing a standardized informed consent form);
- Complies with federal law and the ethical standards of professional groups:
  - Federal regulations that pertain to IRBs are specified in Title 45 Code of Federal Regulations Part 46 (45 CFR 46; <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>), and Title 21 Code of Federal Regulations Parts 50 and 56 (21 CFR 50 and 56; <http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfCFR/CFRSearch.cfm>).
  - The ethical foundations for this are contained in the report of the National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research entitled, The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research (<http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>).
  - At the federal level, IRBs are informed by the Office for Human Research Protections (OHRP), an office within the Department of Health and Human Services (<http://www.hhs.gov/ohrp/sachrp/sachrpminrisk20080131.html>).

The full IRB instructions and level descriptions may be found in the Capstone Handbook



# STUDENT HANDBOOK



NORTH CENTRAL  
UNIVERSITY

# STUDENT HANDBOOK

## IMPORTANT CONTACTS

### COLLEGE OF GRADUATE AND PROFESSIONAL EDUCATION OFFICES

Jason Wenschlag, Ed.D.  
Dean of Graduate and Professional Education  
Vice President – Academic Affairs  
[jewensch@northcentral.edu](mailto:jewensch@northcentral.edu)  
612-343-4457

Nicole Morgan  
Associate Director and Academic Coach  
[njmorgan@northcentral.edu](mailto:njmorgan@northcentral.edu)  
612-343-4184

### NCU GRADUATE STUDIES ADDRESS

Liechty Hall  
North Central University  
910 Elliot Avenue, Minneapolis, MN 55404  
612.343.4400  
[www.northcentral.edu](http://www.northcentral.edu)

### CAMPUS OFFICES

Academic Support Services	612.343.5000	<a href="mailto:ssc@northcentral.edu">ssc@northcentral.edu</a>
Admissions	612.343.4460	<a href="mailto:admissions@northcentral.edu">admissions@northcentral.edu</a>
Campus Store	612.343.7880	<a href="mailto:campusstore@northcentral.edu">campusstore@northcentral.edu</a>
Financial Aid	612.343.4485	<a href="mailto:finaid@northcentral.edu">finaid@northcentral.edu</a>
Information Technology	612.343.4170	<a href="http://it.northcentral.edu">it.northcentral.edu</a> (webpage)
TJ Jones Library	612.343.4490	<a href="mailto:library@northcentral.edu">library@northcentral.edu</a>
Registrar	612.343.4409	<a href="mailto:registrar@northcentral.edu">registrar@northcentral.edu</a>
Security	612.343.4445	<a href="mailto:security@northcentral.edu">security@northcentral.edu</a>
Student Accounts	612.343.4401	<a href="mailto:studentfinance@northcentral.edu">studentfinance@northcentral.edu</a>

# GRADUATE TEAM

## JASON WENSCHLAG, ED.D

### DEAN – COLLEGE OF GRADUATE AND PROFESSIONAL EDUCATION

#### **Education**

- Doctor of Education, Concordia University Chicago
- Education Specialist, University of St. Thomas
- Master of Education, University of Minnesota
- Bachelor of Science in Business Administration, North Dakota State University

#### **Experience**

- 25 years in K-12 and Higher Education
- 20 years as a school administrator

## NICOLE MORGAN

### ASSOCIATE DIRECTOR & ACADEMIC COACH

### COLLEGE OF GRADUATE AND PROFESSIONAL EDUCATION

#### **Education**

- Bachelor of Arts in Marketing/Marketing Management, Concordia University – St. Paul

#### **Experience**

- 7 years in higher education administration, student advising, and academic coaching

## ELLEN PARTRIDGE

### LEAD ADMISSIONS COUNSELOR

#### **Education**

- Master of Arts in Strategic Leadership, North Central University
- Bachelor of Science in Youth Development, North Central University

#### **Experience**

- PSEO, Reapplicant, and International Admissions Specialist
- 5 years in higher education administration

## DEVIN LEHNHOFF, MBA

### DIRECTOR OF ADMISSIONS

#### **Education**

- Masters in Business Administration, Bethel University
- Bachelor of Science in Sports Management, North Central University

#### **Experience**

- 8 years in university recruitment experience
- CrossFit Personal Trainer

**Graduate Faculty information and bios can be found on our NCU Graduate Studies website: <https://www.northcentral.edu/academics/graduate-programs/graduate-faculty/>**



# STUDENT SERVICES

## ACADEMIC AND STUDENT SUPPORT SERVICES

### Student Success Center (Student Support Services)

The Student Success Center is located on the second floor of Miller Hall and includes the following services. For more information, please call 612.343.5000 or email [ssc@northcentral.edu](mailto:ssc@northcentral.edu).

#### Academic Support Services

By providing a personalized one-on-one environment, the Student Success Center staff strives to build professional and personal relationships with students in order to carefully assess their individual needs and offer appropriate academic support. Their services can help clarify and reinforce classroom learning, enhance specific skills or provide a network of support for academic aspirations.

Academic Services Include:

- One-on-one consultation to assess how the SSC can meet your needs
- Academic Coaching and performance improvement program
- Assistance to students who are studying with a learning disorder
- Test preparation strategies
- Workshops
- Exam proctoring

#### Program Writing-Format Styles

- Each NCU graduate program will adopt its own uniform writing style that will reflect the commonly accepted style for that discipline in advanced study.
- the uniform writing style for the M.A. in Strategic Leadership is the American Psychological Association (APA) Style.
- Each student is responsible for accessing and utilizing the latest published edition of the accepted writing style manual.

#### Career Development Services

North Central University provides a variety of Career Services to assist those enrolled in the Graduate Studies program. These services are offered during business hours Monday-Friday through the Student Success Center. Career Services aims to inform and support all students in their career development as they identify and pursue their career and calling. North Central seeks to provide information, resources, planning, and counseling during each of the career development stages which are as follows:

1. Exploring Self
2. Exploring Careers
3. Evaluating Career Paths
4. Experimenting through Experiential Learning
5. Embarking in a Career

Graduate students are invited to participate in the University job placement database CareerWire:

North Central University's CareerWire is an online employment database that allows NCU students and alumni to view open positions both in ministry and in market place employment. In addition, students can post resumes, research potential employers, and network with professionals in the field. A partnership with the National Association of Colleges and Employers [NACE], this NCU customized search engine assists students and employers to connect both within the greater Twin Cities area as well as on the national level for jobs outside of our immediate region. Some of the resources available to students are as follows: career counseling, career inventories and interpretations, resume assistance, interviewing skills, academic advising, portfolio design, and self-marketing strategies.

### **Students with Disabilities**

North Central University is committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

College policy provides for reasonable accommodations to be made for students with disabilities on an individual and flexible basis. It is the responsibility of students with disabilities to seek available assistance and make their needs known to the Director of the Student Success Center. In order to determine accommodations for special needs, North Central University asks students to submit a recent (within the last three years) professional assessment that documents the disability.

For assistance with special services, contact the Student Success Center at 612-343-5000. We work to ensure equal access for students with documented disabilities. Services provided include equal access, academic advising, assistance and support.

### **Assessment of Student Achievement and Development**

The assessment of student learning is an integral part of the educational experience at North Central. The overarching University plan for assessment is related to the University's mission and encompasses numerous measures of educational achievement and student development, including various tests and surveys. The program is coordinated by the office of Graduate Studies in consultation with the Dean's Council and the Assessment Committee. Recent assessment measures have been used to assess institutional effectiveness, general student characteristics and departmental effectiveness. Assessment measures are administered at regular intervals during a student's education at North Central University.

### **Financial Aid**

Graduate students may be eligible for financial aid in the form of direct, unsubsidized loans. To determine eligibility, students should fill out the FAFSA – Free Application For Federal Student Aid via <https://fafsa.ed.gov/>. Have questions? Contact our Financial Aid office at 612.343.4485 [finaid@northcentral.edu](mailto:finaid@northcentral.edu).

### **Library Services**

The T.J. Jones Library supports the Graduate Studies Program at North Central University in the following ways:

- Professional library staff with advanced degrees and experience in higher education
- Regular library hours at times convenient to students
- Over 50,000 print and 38,000 e-Books



- More than 100,000 full-text journal articles available through EBSCO, Gale, and other databases
- ABI/INFORM Complete from ProQuest
  - Thousands of full-text journals
  - Peer-reviewed articles
  - High quality research and curricula-aligned content
  - Repository for digital dissertations from the Library of Congress
- Interlibrary loan services, including free postage
- Program-specific LibGuide with print and electronic resources and links to other vetted resources
- <https://libguides.northcentral.edu> contains more information and an online catalog of resources

Please stop by the library or visit our website to begin your research:

<https://libguides.northcentral.edu>. If you have any questions do not hesitate to call: (612) 343-4490.

## Registrar

The Registrar's Office provides registration, course scheduling, and graduation support for students and faculty of North Central University. Registrar services can be found on Skyline under Academic Services, or by contacting 612.343.4409 or [registrar@northcentral.edu](mailto:registrar@northcentral.edu).

## Student Accounts

Students may pay for courses online through Colleague. Click "Student Finance". Have questions? Contact the Student Accounts office directly at 612.343.4401 or at [studentfinance@northcentral.edu](mailto:studentfinance@northcentral.edu).

## Textbooks

It is the student's responsibility to acquire all course materials before the start of class. Textbooks are available via our online campus store: <http://bookstore.mbsdirect.net/northcentral.htm>. Click "Let's Get Started" and check the box of the class(es) you're taking for the term. You may rent or purchase books in ebook or physical format. You should receive a "voucher" via your student email with a code you can use to allocate book expenses to your student account. You can choose to either purchase books through our bookstore or through your favorite book vendor (Amazon, B&N etc).

To return a textbook, follow the steps below:

- Once you are logged in to the Online Bookstore, in the left-hand corner, click on "Your Account." You will see all of your orders.
- Underneath your orders, you will see a link that says "Return Center." That will bring you to what books you've purchased.
- Select what books you'd like to return, the quantity that you are returning, and your reason for returning them.
- Once you select "Return Selected Books," it will ask you to enter your address and finalize your return.
- After you've filled out the required information, you will be able to print your shipping materials and you will ship the books to the address listed on the shipping label.
- Questions about refunds? Call the MBS customer call center: 800-325-3252.

## **Skyline**

Skyline is our online student information portal, where you can connect to all of our North Central offices, check your student email, and find graduate studies student information. Go to <http://skyline.northcentral.edu> and login using your NCU username and password.

## **NCU Email**

You may access your NCU email via Skyline, our online student information portal. Go to <http://skyline.northcentral.edu> and login, then click "Student Email" on the top right side of the page.

Due to FERPA educational privacy law, some NCU offices can only communicate with you via your NCU email address. You should have received an email via NCU Connect to set up your NCU email via Skyline. Please check this regularly throughout the semester to keep abreast of any communication. We will use this email to communicate with you regarding your program. Please visit [it.northcentral.edu](http://it.northcentral.edu) or call 612-343-4170 if you have trouble accessing your email account.

## **Graduate Orientation**

An online graduate orientation page is available that showcases our student offices and resources. Please visit <https://courses.northcentral.edu> and login with your NCU credentials once you are registered for classes to view the online graduate student orientation page. Click the "Graduate Orientation" class to begin.

## **Colleague**

You may view your student information and degree progress via [Colleague](#), our student self-service registration and student planning portal. Please [log in](#) with your NCU student credentials. Your student information, grades, unofficial transcript, and audit sheet will then be accessible.

## **Courses on Moodle**

You may find your [syllabi, grades, and online classes](#) at <https://courses.northcentral.edu/>. Login with your NCU email credentials. Courses are made available one week prior to the start of the semester.

## **Information Technology**

The Information Technology office at North Central University assists students with computer, online course, login issues, free resources and programs, and other services. Students may receive 24/7/365 technical support by calling 612.343.4170/833.316.1802 (Toll-free) or by submitting a ticket at [it.northcentral.edu](http://it.northcentral.edu).

# CAMPUS POLICIES

## ONLINE POLICIES

### Technology Usage

Students are expected to comply with the following guidelines in order to use NCU computer technology:

- The University reserves the right to access student accounts and files on NCU systems as necessary for system maintenance or to enforce compliance with these policies.
- Students are not permitted to utilize other students' computer accounts or share their account/passwords with others.
- Rules of other computer systems on the internet must be followed.
- Students are encouraged to exercise ethical discretion in the selection and use of materials.
- NCU accounts may not be utilized to operate any type of business.
- To view the full Acceptable Use Policy, visit NCU's Skyline intranet under Information Technology > Student Resources

### *Online Activity*

NCU encourages consistency and integrity in our public and private lives. This includes internet communication. Since blogging or social networking websites are accessible to the public, students are expected to make thoughtful choices when representing themselves.

Obscene, defamatory, or threatening language is unacceptable in virtual interaction just as in real, daily conversation. NCU may monitor internet usage for inappropriate photography or dialogue; therefore, postings could be cause for disciplinary action.

### *Illegal Downloads and File Sharing*

NCU network services may be used only for lawful purposes. Transmission, distribution or storage of any material via these services in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, or other intellectual property used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates applicable laws. Students are encouraged to consider the following good habits for avoiding illegal downloading and file sharing:

- Read user agreements carefully; the words therein are selected with purpose.
- Ensure that your legal peer-to-peer (P2P) software is not set to share the files you have on your computer.
- Check the web sites of musicians, record companies, or movie studios to see if they allow distribution of their materials on the internet.
- When purchasing material online, read the license carefully to learn if you have permission to convert materials to other formats for personal use.
- Don't share or distribute materials unless you have permission.
- Keep all receipts from legally downloaded material.

If a student is caught downloading illegal content, North Central reserves the right to suspend network connectivity or Internet service.

## **ON-CAMPUS POLICIES**

### **Computer Labs/Copy Services**

The various Computer Labs are available for use and personal printing during posted hours, which can be found via Skyline. Questions concerning hours or use of the computer labs should be directed to IT by opening a ticket at [it.northcentral.edu](http://it.northcentral.edu) or 612.343.4170.

The NCU Copy and Mailing Services department is also available to you for personal copy and mailing needs. Personal copies are free, and other services such as binding and mailing are also available. Prices and other information can be found on Skyline, [mailcent@northcentral.edu](mailto:mailcent@northcentral.edu), or 612.343.4443.

### **Recreation and Wellness**

The Department of Recreation and Wellness, aims to provide quality programming and activities that will help students stay fit and active while preparing to follow God's calling. Their mission statement is: "The NCU Department of Recreation and Wellness provides excellent sport, fitness and wellness programs that enhance student experience while generating positive and sustainable lifestyle habits." Camping and other gear is available to rent in the wellness office.

### **Fitness Center**

All full-time students receive access to the Fitness Center 24 hours a day as long as they have signed a Recreation and Wellness Waiver (found on Skyline). Entry is permitted by scanning a student ID card. The Fitness Center is staffed by student workers during business hours. The NCU Fitness center features free weights, weight circuits, treadmills, ellipticals, and other gym equipment.

### **Student ID**

Each graduate student who will be participating in on-campus classes must receive a North Central University Student ID Card. You can acquire your NCU ID by coming to campus the week before class begins or 30 minutes before the first class period to stop by the NCU security office, located on the first floor in Miller Hall.

### **Motor Vehicle Parking**

All students who desire to park in North Central parking lots must have a current valid permit for the semester. Please visit the following address to read and agree to the parking regulations, and then begin your application: <http://www.northcentral.edu/parking-regulations>. Graduate Students can select the 'Student Non Resident Grad Studies' option on the parking application. You will receive an email within two business days confirming your parking permit. If you have any questions, contact the Security office at 612.343.4445 or email [parking@northcentral.edu](mailto:parking@northcentral.edu).

Application for commuter parking permits must be made each semester through the Campus Safety & Security office web page. Commuting students who wish to park on campus overnight must first obtain clearance from the Campus Safety & Security office.

Most parking permits are valid for each semester or summer time frame. Permits are assigned on a first come, first serve basis. All parking fines and other parking charges must be paid in full prior to the approval of the parking permit application. Students with a motor vehicle on campus must have liability insurance as mandated by Minnesota law.

## **Technology Usage**

Students are expected to be in compliance with the following guidelines in order to use NCU computer technology:

- The University reserves the right to access student accounts and files on NCU systems as necessary for system maintenance or to enforce compliance with these policies.
- Students are not permitted to utilize other students' computer accounts or share their account/passwords with others.
- Rules of other computer systems on the internet must be followed.
- Students are encouraged to exercise ethical discretion in the selection and use of materials.
- NCU accounts may not be utilized to operate any type of business.
- To view the full Acceptable Use Policy, visit NCU's Skyline intranet under Information Technology > Student Resources

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## **Weapons Policy**

Weapons of any kind, including but not limited to, handguns, rifles, shotguns, other firearms, knives, stun guns/lasers, potato cannons, paintball guns, pellet or BB guns, airsoft guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on North Central University campus property. This prohibition is to be interpreted in the broadest

sense to include any such weaponry, and extends further to "toy" or facsimiles thereof that can cause bodily harm or threat to other persons. This prohibition is also applicable to those who hold a concealed carry permit.

The weapons prohibition set forth above extends further to all North Central University sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving NCU. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by North Central University.

North Central University Campus Safety & Security and/or Residence Life & Student Conduct personnel are authorized to make reasonable inquiries and searches as necessary to enforce this policy. Anyone in violation of this policy will be subject to confiscation and forfeiture of the weapons and disciplinary action up to or including dismissal. Further questions on this policy may be addressed to the Campus Safety & Security office.

### **Fire Evacuation Procedures**

If detecting smoke or fire, please follow the steps below:

1. Immediately activate the alarms by pulling down on a red pull station. CAUTION: The building alarm rings only in affected building.
2. Depending on the size and type of fire, use appropriate fire extinguisher to contain.
3. Report the incident by phone, as soon as safely possible, to 911 first and then Security at extension 612.343.4445.
4. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
5. Assist the handicapped in exiting the building! Remember DO NOT use the elevators. Do not panic.
6. Once clear of the building, gather in the Atrium of the Sanctuary. If occupied, gather in the gym. If the Chapel or CLC is affected, gather in the Phillipps' commons area. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a university official or a public official.

Tampering with fire notification or safety equipment is considered a compromise of campus safety and therefore may be grounds for dismissal from the University, as well as city, state, and/or federal penalties.

### **Tornado/Severe Storm Procedures**

If a tornado or severe storm siren sounds, individuals should immediately seek shelter inside the lowest level of a campus building away from windows until local weather or University officials signal otherwise. Refer to the Emergency Handbook for further instructions on Severe Weather procedures.

- **Inclement Weather** - KARE 11 is the official website that North Central uses to convey weather-related delay or cancellation information. Students may sign-up for notifications at: <http://www.kare11.com/weather/emails/schoolalert>. Commuters are expected to make their best effort to attend scheduled classes. If a student is unable to attend classes due to weather, it is the responsibility of the student to contact his or her professor(s) regarding the absence.

## **Facilities and Reservations**

Individuals or departments wishing to schedule an activity or program on campus should submit a room request through the University's campus calendar program, accessible through the NCU website. Housekeeping, media and technological requests associated with facility usage may also be submitted through this program. Only requests for University sponsored events will be approved. Inquiries regarding event scheduling, special room setups or additional planning resources should contact the Communications office.

## **Plowing & Snow Removal**

Campus parking lots are plowed on a rotating schedule after a campus snow emergency has been declared. If a vehicle is not removed from a parking lot by the time it is scheduled to be plowed, the vehicle may be towed. Campus snow emergency information is available online, via email notification, text message, voice call, or by calling 612.343.7882. Students who have a parking permit that allows them to park on the North Central campus are automatically enrolled in the emergency notification system which will send out emails, texts, and voice messages. It is the student's responsibility to be aware of snow conditions and check in with the Security department after a snow event if they have not received a message. Students who park on the street are responsible for staying aware of city snow emergency information through the City of Minneapolis. The city has many different options for notifications that students may sign up for on the City of Minneapolis website. Street plowing information can be obtained by contacting the Minneapolis Snow Emergency Hotline at 612.348.7669.

## **Commuter Life**

The Commuter Community exists to connect off-campus students to each other and the greater NCU community. Commuter students are considered full members of the NCU community and will be expected to abide by all community standards. Questions and concerns of commuter students should be directed to the Student Life Office.

## **Campus Amenities**

- **Food:** Commuter students may purchase food while on campus on a cash basis from the cafeteria or deli located in Carlson Hall. Commuter students also have the option of enrolling in a meal plan through the Student Life office. Vending machines are available in the Miller Hall vending area and Clay Commons.
- **Lockers:** Lockers are available for student use in the corridor between Miller and Phillipps Halls.

## **Commuter Lounges**

The commuter lounges are intended to be comfortable, versatile spaces for all commuting students. Carlson Hall lobby and commons, Miller Hall vending area, and Phillipps Hall Clay Commons are commons spaces open to all students. Lounges designated specifically for commuter students are located on the first floor of Miller Hall and the bridge between the second floor of Carlson Hall and the TJ Jones Library.

Students using laptops or any type of portable technology should mute all sounds or use headphones. Each student is responsible to clean up after him or herself. Personal belongings left in the lounges for more than 24 hours will be turned over to the Campus Safety & Security office to be placed in the lost and found. Food may be stored, prepared, and eaten in lounges. Students wishing to store food in the refrigerator must label each food item with both name and date. The

refrigerator will be completely emptied out every Friday at 4:00 PM; any items not removed before that time will be discarded.

Commuting students who choose not to observe these guidelines or choose to participate in behavior that causes other commuter students to feel unwelcome in the lounge will forfeit their right to utilize the commuter lounges.

### **Emergency Notification System (ENS)**

All colleges and universities are required to have an emergency notification system (ENS) implemented. In the event of any emergency, NCU employees and students will receive notice through voice, text and email messages.

Before you are able to access your ENS System information, you must receive an invitation email from North Central University Emergency Notification System. The registration email will provide you with basic information as well as an initial unique registration link to allow you to access your personalized account. Invitation links expire after three (3) days; therefore, invitations are sent out on a regular basis to all persons at NCU whom have not yet registered.

Once you have received the invitation, you must follow the provided link, and create your unique account name.

- Your username cannot be the same as your email.
- Usernames must be unique to all of the entire Everbridge network (i.e. for all companies/schools/universities/cities/etc., each person has a unique username).
- A password must be created meeting specific criteria.
- The user must select a security question and fill in their personal answer.
- The registration email is just a point of reference and does not need to be updated.
- The "Terms of Use" must be accepted to continue.
- Once all fields are completed, click "Create Your Account".

My Profile is how you can update your information by clicking "edit".

- In this area, you can update or enter up to six (6) notification fields for NCU to contact you.
- The order of which messages are sent can be changed by clicking on the "up" and "down" arrows.
- Removing all contact fields will remove any way of the ENS system from contacting you, i.e. another way to "Opt-Out".
- My Alert Subscriptions is how you can edit your subscriptions by clicking "edit".
- You are automatically subscribed to "NCU Notifications".

All users can unsubscribe from the following options:

- "Opt-Out of Emergency Notifications".
- "Opt-Out of Campus Parking Notifications".
- "Opt-Out of Summer Notifications"
- Selecting all three fields will also "Opt-Out" you from receiving any notifications from the North Central University Notification System.

To access the account at a later time, go to <https://member.everbridge.net/index/892807736724140> and login using the created username and password. If you are having issues logging into the ENS system, please send your name, phone



number and email address to the Security Department. If you have any questions about the Emergency Notification System, please direct your questions to the Associate Director of Security.

## **TITLE IX/SEXUAL MISCONDUCT POLICIES AND PROCEDURES**

NCU is committed to providing a learning, working, and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination based on sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. NCU considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault and sexual violence by employees, students or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. § 1681). To ensure compliance with Title IX, NCU has developed policies and procedures that prohibit sex discrimination in all of its forms.

If you have been sexually assaulted or sexually harassed, please refer to the full Sexual Misconduct Policy and Procedures @ <https://www.northcentral.edu/about/title-ix-policy/>.

### **Guidance on Reporting:**

NCU encourages those who have experienced any form of sex discrimination to report the incident promptly, to seek all available assistance and to pursue University conduct charges and criminal prosecution of the offender. NCU takes complaints very seriously and will work with victims to ensure their safety as much as possible and to remedy the situation.

NCU encourages those who have experienced sex discrimination to report these offenses to the Title IX Coordinator, the Deputy Title IX Coordinators, the Campus Safety and Security Department, a Resident Director, or Student Development staff member. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint.

### **Grievance Procedure:**

All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported. The Title IX Coordinator will provide for the adequate, reliable and impartial investigation of all complaints.

The Title IX Coordinator and Deputy Coordinator are the individuals designated by the President with responsibility for providing education and training about discrimination and harassment to the University community and for receiving and investigating reports and complaints of discrimination and harassment in accordance with this policy.

### **Sexual Behavior**

Based on a conservative interpretation of Scripture (1 Corinthians 6; Ephesians 5), NCU expects all members of the community to refrain from any form of sexual immorality including, but not limited to, any form of extramarital sexual activity, adultery, promiscuity, touching of intimate parts above or below clothing, homosexual behavior, transgenderism, viewing pornography, or sharing sexual images of one's self or others. Co-habitation is also considered unacceptable.

## **Title IX Training**

Each new student is required by Federal and State law to take Title IX training on sexual violence prevention. Our Title IX training is in an online format so you can take it at your convenience, and it must be completed within the first 10 days of classes. You can access the training through this link: [NCU Title IX Training](#), or navigate to it via the North Central University website: [northcentral.edu/titleix](http://northcentral.edu/titleix). You will need your student ID number to sign in for the training. It takes only about 45 minutes to complete the training. Taking the training is required; students who do not complete it by the deadline will be contacted. If you have any questions or have problems accessing the training, please email [titleix@northcentral.edu](mailto:titleix@northcentral.edu) or call 612.343.4442.

## **NOTICE OF STUDENT RIGHTS UNDER FERPA**

### **Disclosure of Information**

North Central University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

### **Family Educational Rights and Privacy Act Notice**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides certain rights to students regarding their educational records. All students are protected under this act from the time they begin attending classes at North Central University, regardless of age or minor status. Each year North Central University is required to give notice of the various rights accorded to students pursuant to FERPA. In accordance with FERPA, all students are notified of the following rights.

#### **Right to give permission for disclosure of personally identifiable information.**

Students have the right to provide written consent before the University discloses personally identifiable information from the student's records, except to the extent that FERPA and the regulations regarding FERPA authorize disclosure without the student's permission.

#### **FERPA Authorizations and the FERPA PIN**

Students must complete the FERPA Authorization Form in order to notify the university in writing of their standing release to the university to disclose confidential student information from the Registrar's Office, Student Financial Services, Housing or Student Development.

Students must present their North Central University photo ID when requesting information in person at various university offices. Written requests for information must come from the student's secure NCU Email account. In order to request information over the telephone, a FERPA Pin will be required from both the student and any individuals authorized on the student's account. Parents or legal guardians authorized on the account will be required to provide their student's name, their name and relationship to the student, along with the FERPA Pin.

### **Right to withhold disclosure of “Directory Information”**

FERPA uses the term “directory information” to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of North Central University without notification of the request or disclosure to the student. “Directory information is . . . information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3).

Under FERPA, the student has the right to withhold the disclosure of the directory information listed below, called a Directory Block. Students should consider very carefully the consequences of any decision to withhold directory information. Should a student decide to inform North Central University not to release directory information, any further request for such information from persons or organizations outside of North Central University will be refused without a written release of information from the student.

The Directory Block remains in effect, even after graduation or withdrawal from North Central University, unless revoked by the student in writing. The Block can be revoked at any time simply by updating the Directory Block Form online, and requesting to revoke an existing block.

**“Directory information”** includes the following:

1. The student’s name
2. The student’s address and telephone number
3. The student’s institution-issued e-mail address
4. The student’s class standing (Freshman, Sophomore, Junior, Senior)
5. Current enrollment status (full-time or part-time)
6. The student’s major
7. The student’s participation in officially recognized activities and sports
8. The student’s degrees, honors, and awards received
9. The weight and height of members of athletic team
10. The student’s dates of attendance
11. The student’s photograph

North Central University will honor the student’s request to withhold all directory information, but cannot assume responsibility to contact the student for subsequent permission to release it. North Central University assumes no liability for honoring the student’s instructions that such information be withheld. Forms for the directory block are available online or from the Registrar, and will be effective based on the date they are entered into the system.

North Central University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. School officials at NCU include the following; any person employed by NCU in an administrative, supervisory, academic or research, or support staff position, or a volunteer serving in one of these positions, companies with whom NCU has contracted (e.g. attorney, auditor, collection agency), Board of Regents, or students serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. Information will only be disclosed to school officials if they have a legitimate educational interest to access the

information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **Right to inspect and review educational records**

Students have the right to review and inspect substantially all of their education records maintained by or at North Central University within 45 days once the request for access has been received by the Registrar's Office.

A student who wishes to inspect education records should submit a written request to the Registrar identifying the record(s) the student wishes to inspect. The Registrar or appropriate designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the Registrar's office, the Registrar shall advise the student of the correct University official to whom the request should be addressed.

### **Right to request amendment of education records**

Students have the right to seek to have corrected any parts of an education record that are believed to be inaccurate, misleading or otherwise in violation of the student's right to privacy.

A student who wishes to ask the University to amend a record should submit a written request to the Registrar which clearly identifies the part of the record the student wants changed, and specifies why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, after a hearing, the University decides not to amend the record as requested, the student has the right to submit a personal statement in which they contest the accuracy of the record, which will become a part of the student's academic file alongside the disputed record.

### **Release of Educational Information**

No additional educational information will be released, except to the extent that FERPA authorizes disclosure without consent, without the explicit written consent of the student. Requests for the University to release student educational information must be in writing and must explicitly indicate what information is to be released and to whom.

### **Right to Complain to FERPA Office**

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 600 Independence Ave S.W. Washington D.C., 20202, if you believe that North Central University has violated the Federal Educational Rights and Privacy Act. You have the right to obtain a copy of the written North Central University policy regarding FERPA. A copy may be obtained in person from the Registrar's Office.

## **Notice of Possible Federal and State Government Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **FERPA Training**

All students are required to view our FERPA training, which is located on the Graduate Orientation Page of [Courses](#). Once viewed, you must fill out the FERPA Pin Request form. This form is available from The Registrar's Office and Graduate Orientation page on Courses.