

# GRADUATE STUDIES CATALOG POLICIES & HANDBOOK

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## COLLEGE OF GRADUATE & PROFESSIONAL EDUCATION



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## **WELCOME LETTER**

Dear Graduate Student,

Congratulations on your decision to further your education at North Central University! Welcome to the College of Graduate and Professional Studies.

We are thrilled that you are investing in yourself and look forward to taking this journey with you. Our Master of Arts program in Strategic Leadership develops effective Christian leaders for vital roles in businesses, churches, and other organizations through a theologically-informed, theoretically-grounded, and practically-applied curriculum. Our Master of Arts program in Biblical Theology develops clergy and laypersons for teaching, preaching, and continuing education through a rigorous study of the theological interpretation of the Bible from a Pentecostal/Charismatic perspective.

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, 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.

All the Best,

*Alaine T. Buchanan*

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# 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](http://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



# GRADUATE POLICIES

## UNIVERSITY MISSION, VISION, STUDENT OUTCOMES AND HERITAGE

### 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.

### Institutional Values: Wisdom, Honor, Expertise, Stewardship, and Accessibility

- **Wisdom** – At NCU we value and integrate the sacred scriptures and the work of the Holy Spirit throughout our curriculum, pedagogy, and professional practice.
- **Honor** – At NCU we celebrate the faith and sacrifice of those who came before us and have entrusted us with this institution—while also knowing we must pass our work on to others in the future.
- **Expertise** – At NCU we champion and strive for excellence. We look to employ top scholars and innovators and surround them with engaging culture and technologies.
- **Stewardship** – At NCU we encourage our students, alumni, faculty and staff to properly care for and succeed in their vocation from God to the greater world where they serve.
- **Accessibility** – At NCU we welcome and support students from all backgrounds and ethnicities and diligently work to see them graduate with spiritual and economic freedom.

### 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.

### **The Heritage**

Located in the heart of Minneapolis, North Central University is a coeducational, undergraduate, primarily residential college owned and operated by 11 Assemblies of God districts of the upper Midwest. Founded in 1930 as North Central Bible Institute, program offerings were expanded in 1955 to include a four-year degree.

In 1957, the institution's name was changed to North Central Bible College and in 1964, North Central was accredited by the American Association of Bible Colleges. Recognizing its commitment to the needs of its constituents, North Central continued expanding its offerings and was accredited in 1986 by the Higher Learning Commission.

At the Spring 1998 meeting of the Board of Regents, the college's name was changed to North Central University.

In keeping with the vital and growing character of the school, enrollment has grown from 401 students in 1975 to a present enrollment of approximately 630 in the residence, online, PSEO and graduate programs this year. The stability and strength of North Central has produced more than 26,000 alumni, and of its graduates, with many presently in ministry positions throughout the United States and around the world.

## **MASTER OF ARTS IN BIBLICAL THEOLOGY PROGRAM MISSION AND CURRICULUM**

### **Master of Arts in Biblical Theology Mission**

The Master of Arts in Biblical Theology program exists to develop clergy and laypersons for teaching, preaching, and continuing education through a rigorous study of the theological interpretation of the Bible from a Pentecostal/Charismatic perspective.

### **Curriculum**

The Master of Arts in Biblical Theology 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.

### **Objectives**

After completing the Master of Arts in Biblical Theology, students will be able to:

- Read Scripture with theological sensitivity
- Comprehend the history of biblical interpretation
- Articulate the implications of different theologies on the interpretation of Scripture

- Implement the necessary tools for theologically sensitive biblical interpretation
- Understand the unique perspective of Pentecostal/Charismatic traditions
- Practice on-going leadership development

### **MABT: Biblical Languages Track Description**

Students in the Master of Arts in Biblical Theology: Biblical Languages track will come to understand basic grammar, syntax and vocabulary of Greek and Hebrew and will begin reading biblical passages in Greek and Hebrew.

### **MABT: Historical/Systematic Theology Track Description**

Students in the Master of Arts in Biblical Theology: Historical/Systematic Theology track will come to understand how Christian Theology has been shaped throughout history by exploring key people, thought patterns, disputes and eventual doctrines that were formed in the Patristic, Middle Ages, Reformation/Counter-Reformation and Modern Periods.

### **MABT: Old Testament/Hebrew Bible Track Description**

Students in the Master of Arts in Biblical Theology: Old Testament/Hebrew Bible track will come to understand major issues relevant to the critical study of the Old Testament/Hebrew Bible and will gain the advanced skills necessary for interpreting the Old Testament for theological contexts.

### **MABT: New Testament Track Description**

Students in the Master of Arts in Biblical Theology: New Testament track will come to understand major issues relevant to the critical study of the New Testament and will gain the advanced skills necessary for interpreting the New Testament for theological contexts.

### **MABT: Worship Studies Track Description**

Students in the Master of Arts in Biblical Theology: Worship Studies track will come to comprehend a variety of ways worship, sacred time, and sacred actions were understood and practiced in the Old and New Testaments.

### **MABT: General Track Description**

Students in the Master of Arts in Biblical Theology: General track will come to understand major issues relevant to the critical study of the Bible and will gain the advanced skills necessary for interpreting the Christian Scriptures for theological contexts.

### **Modality**

The Master of Arts in Biblical Theology degree is offered fully-online, with the exception of an optional yearly summer in-person class in at least one of the Holy Lands of the Bible (Israel, Egypt, Greece, Italy, and Turkey). Language classes also meet once a week via Teams.

### **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.

Most online courses are taught in an eight-week format, with two sessions offered per semester. Biblical languages classes and the Thesis class are 16 weeks in length. Students can expect to spend 16-17 hours on average per week on course work.

## **Program Length**

The University requires a minimum of 36 graduate credits for the Master of Arts in Biblical Theology program. 24 credits are foundational, and 12 credits are electives that are determined by the specific track a student chooses.

## **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.

## **Course Descriptions – MABT Core Courses**

### **GBT 500 Old Testament History and Theology**

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. This course is eligible for 4+1. (Fall semester)

### **GBT 501 Biblical Theological Research Methods (1 credit)**

GBT 501 is designed to enable the student to conduct meaningful biblical theological research and to report those findings in a clear, academic written format. How to interact with academic resources, write master's level academic research papers and proposals, and utilize SBL style will be explored. This course serves as an introductory foundation for the MABT program. *\*Students who pass the BIBL 495 Biblical Studies Senior Project course may be eligible to receive credit for this course.* (Fall, Spring, and Summer sessions)

### **GBT 505 New Testament History and Theology**

This is a course concentrating on three areas: (1) The contribution of Greek, Roman and 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. This course is eligible for 4+1. (Fall semester)

### **GBT 510 Introduction to Exegesis**

This course will introduce the student to foundational aspects of the nature and 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. This course is eligible for 4+1. (Spring semester)

#### **GBT 535 Reading the Bible as Literature**

Students will be introduced to the study of the Bible as historic and theological literature. Focusing on one book of the Bible, students will examine and re-examine biblical texts in light of criteria for textuality, genre, setting, characterization, etc. Students will be coached to appreciate the historically conditioned artistry and complexity of biblical writing and to be able to use the acquired reading tools in other works of Scripture. This course is eligible for 4+1. (Spring semester)

#### **GBT 600 History of Biblical Scholarship**

The Enlightenment opened the door for a plethora of methodologies to examine the biblical text as a 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 19-20<sup>th</sup> centuries. (Summer semester)

#### **GBT 610 Theological Interpretation of Scripture**

Building on the foundation of GBT 600, this course will examine the theological use of Scripture in the church. Students will explore further the history of hermeneutical traditions and the debate between the interpretation of the Bible as a historical and cultural artifact, and as a source for theology. Students will evaluate various theological rubrics of biblical interpretation such as the Rule of Faith, canonical interpretation, narrative theology, and others. They will also become familiar with modern scholarship in the Theological Interpretation of Scripture movement. Special emphasis will be given to Pentecostal and Charismatic theological hermeneutics. (Summer semester)

#### **GBT 625 Renewal History and Theology**

Pentecostals and Charismatics are sometimes placed under the broader category of Renewal studies. This course will explore the history and theological underpinnings of Pentecostal and Charismatic movements from the late 19th century through the 21<sup>st</sup> century. Special attention will be given to Renewal Hermeneutics. This course is eligible for 4+1. (Summer semester)

#### **GBT 640 Thesis (2 credits)**

GBT 640 is designed to provide students with an opportunity to demonstrate their ability to research and develop a master's level thesis paper. This master's level thesis emphasizes a field-specific topic (Old Testament, New Testament, biblical languages and/or biblical theology) and integrates graduate level research with academic writing and spiritual fervor. This paper could serve as a proposal to a professional conference and/or a written sample for future education. (16 weeks; Fall, Spring, and Summer semesters)

### **Course Descriptions – Biblical Languages track**

#### **GBT 515 Biblical Hebrew 1**

The basic elements of vocabulary, grammar and syntax of classical Hebrew are studied to provide a foundational knowledge of the primary language of the Old Testament. A student subscription to Biblingo is required for this class and can be purchased at <https://biblingo.org>. (16 weeks; Fall semester even years)

### **GBT 520 Biblical Hebrew 2**

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. A student subscription to Biblingo is required for this class and can be purchased at: <https://biblingo.org>. **Prerequisite:** GBT 515 Biblical Hebrew 1(16 weeks; Spring semester odd years)

### **GBT 525 Biblical Greek 1**

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. A student subscription to Biblingo is required for this class and can be purchased at <https://biblingo.org>. (16 weeks; Fall semester odd years)

### **GBT 530 Biblical Greek 2**

Continuing the trajectory of Biblical Greek I, this class will involve a study of Biblical Greek grammar and the introductory vocabulary of the Greek New Testament. A student subscription to Biblingo is required for this class and can be purchased at: <https://biblingo.org>. **Prerequisite:** GBT 525 Biblical Greek 1. (16 weeks; Spring semester even years)

## **Course Descriptions – Historical/Systematic Theology Track**

### **GHS 505 Historical and Systematic Theology 1 (Early Patristic Period-1<sup>st</sup>-4<sup>th</sup> centuries)**

This course analyzes how Christian Theology was shaped throughout the early Patristic period by exploring key people, thought patterns, disputes and eventual doctrines that were formed. (Fall Session A)

### **GHS 510 Historical and Systematic Theology 2 (Latter Patristic Period and Middle Ages-5<sup>th</sup>-15<sup>th</sup> centuries)**

This course analyzes how Christian Theology was shaped throughout the Latter Patristic Period and Middle Ages by exploring key people, thought patterns, disputes and eventual doctrines that were formed. (Fall Session B)

### **GHS 605 Historical and Systematic Theology 3 (Reformation/Counter-Reformation-15<sup>th</sup>-18<sup>th</sup> centuries)**

This course analyzes how Christian Theology was shaped throughout the Reformation/Counter-Reformation period by exploring key people, thought patterns, disputes and eventual doctrines that were formed. (Spring Session A)

### **GHS 610 Historical and Systematic Theology 4 (Modern Period-19<sup>th</sup>-21<sup>st</sup> centuries)**

This course analyzes how Christian Theology has been shaped throughout the Modern period by exploring key people, thought patterns, disputes, and eventual doctrines that were formed. (Offered for the first time: Spring Session B)

## **Course Descriptions – Old Testament/Hebrew Bible Track**

**Pick any four of the following electives:**

**GBT 515 Biblical Hebrew 1 (see the description in the “Biblical Languages” track)**

**GBT 520 Biblical Hebrew 2 (see the description in the “Biblical Languages” track)**

### **GBT 540 Pentateuch**

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

### **GBT 545 Former Prophets**

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). (Fall semester)

### **GBT 550 Wisdom Literature**

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. (Spring semester)

### **GBT 555 Latter Prophets**

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. (Spring semester)

### **GBT 572 Bible Lands Seminar**

An onsite field study in Israel exploring the spatial, historical, cultural, and spiritual realities of the Bible. Emphasis is placed on the physical settings of the Bible, stressing the geographical characteristics of the land as well as historical, archaeological, literary and cultural features which shaped the world of the Bible, its events, and message.

Prerequisites: GBT 500, 501, 505, 510 and 535 (Summer semester)

**GBT 585 Worship in the Old Testament (see the description in the “Worship Studies” track)**

## **Course Descriptions – New Testament Track**

**Pick any four of the following electives:**

**GBT 525 Biblical Greek 1 (see the description in the “Biblical Languages” track)**

**GBT 530 Biblical Greek 2 (see the description in the “Biblical Languages” track)**

**GBT 560 Synoptic Gospels**

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. (Fall semester)

**GBT 565 Acts**

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. (Fall semester)

**GBT 570 Pauline Literature**

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. (Spring semester)

**GBT 572 Bible Lands Seminar (see the description in the “Old Testament/Hebrew Bible” track)**

**GBT 580 Johannine Literature**

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. (Spring semester)

**GBT 590 Worship in the New Testament (see the description in the “Worship Studies” track)**

## **Course Descriptions – Worship Studies Track**

**GBT 585 Worship in the Old Testament**

This course explores the variety of ways worship was understood and practiced within the Jewish Scriptures/Old Testament and the greater context of the Ancient Near East. Emphasis is placed on applying a framework for biblical theology (unity/diversity,

continuity/discontinuity and description/prescription) to analyze the breadth and depth of worship in this time period. **This course is also included in the Old Testament track.**  
(Fall semester)

#### **GBT 590 Worship in the New Testament**

This course explores the variety of ways worship was understood and practiced within the New Testament and the greater context of Greco-Roman culture. Emphasis is placed on applying a framework for biblical theology (unity/diversity, continuity/discontinuity and description/prescription) to analyze the breadth and depth of worship in this time period. **This course is also included in the New Testament track.** (Fall semester)

#### **GBT 615 Biblical Theology of Sacred Actions in Worship**

This course applies a holistic approach to engaging the sacred actions of Communion/Eucharist and Water Baptism as portrayed in and through Scripture. (Spring semester)

#### **GBT 620 Biblical Theology of Sacred Time in Worship**

This course applies a holistic approach to engaging sacred season of the Christian year, with an emphasis on Advent, Christmas (including Epiphany), Lent (including Holy Week), and Easter (including Pentecost) as expressed in and through Scripture. (Spring semester)

**\*GBT 572 Bible Lands Seminar (see the description in the “Old Testament/Hebrew Bible” track) This course can potentially replace either GBT 585 or 590.**

#### **MABT Foundational Courses (in suggested order) and Specialization Tracks:**

GBT 501 Biblical Theological Research Methods (one credit class offered Fall, Spring and Summer A)

GBT 500 OT History and Theology (Fall A)

GBT 505 NT History and Theology (Fall B)

GBT 510 Introduction to Exegesis (Spring A)

GBT 535 Reading the Bible as Literature (Spring B)

GBT 600 History of Biblical Scholarship (Summer A)

GBT 610 Theological Interpretation of Scripture (Summer B)

GBT 625 Renewal History and Theology (Summer A)

GBT 640 Thesis (two credit class offered Fall, Spring, and Summer)-16 weeks

#### **Electives:**

GBT 515 Biblical Hebrew 1 (Fall even years)-16 weeks

GBT 520 Biblical Hebrew 2 (Spring odd years)-16 weeks

GBT 525 Biblical Greek 1 (Fall odd years)-16 weeks

GBT 530 Biblical Greek 2 (Spring even years)-16 weeks

GBT 540 Pentateuch (Fall A)

GBT 545 Former Prophets (Fall B)

GBT 550 Wisdom Literature (Spring A)

GBT 551 Psalms (offered at a future time)

GBT 555 Latter Prophets (Spring B)

GBT 560 Synoptic Gospels (Fall A)

GBT 565 Acts (Fall B)  
 GBT 570 Pauline Literature (Spring A)  
 GBT 572 Bible Lands Seminar (Summer A)  
 GBT 575 General Epistles (offered at a future time)  
 GBT 580 Johannine Literature (Spring B)  
 GBT 585 Worship in the Old Testament (Fall A)  
 GBT 590 Worship in the New Testament (Fall B)  
 GBT 615 Biblical Theology of Sacred Actions in Worship (Spring A)  
 GBT 620 Biblical Theology of Sacred Time in Worship (Spring B)  
 GHS 505 Historical and Systematic Theology 1: Early Patristic Period-1<sup>st</sup>-4<sup>th</sup> centuries (Fall A)  
 GHS 510 Historical and Systematic Theology 2: Latter Patristic Period and Middle Ages-5<sup>th</sup>-15<sup>th</sup> centuries (Fall B)  
 GHS 605 Historical and Systematic Theology 3: Reformation/Counter-Reformation-16<sup>th</sup>-18<sup>th</sup> centuries (Spring A)  
 GHS 610 Historical and Systematic Theology 4: Modern Period-19<sup>th</sup>-21<sup>st</sup> centuries (Spring B-Starting Spring 2026)

<b>Biblical Languages Track</b>	<b>Historical/ Systematic Theology Track</b>	<b>New Testament Track</b>	<b>Old Testament Track</b>	<b>Worship Track</b>	<b>General</b>
GBT 515 Biblical Hebrew 1	GHS 505 Historical and Systematic Theology 1: Early Patristic Period-1 <sup>st</sup> -4 <sup>th</sup> centuries	GBT 525 Biblical Greek 1	GBT 515 Biblical Hebrew 1	GBT 585 Worship in the Old Testament	Any four electives
GBT 520 Biblical Hebrew 2	GHS 510 Historical and Systematic Theology 2: Latter Patristic Period and Middle Ages-5 <sup>th</sup> -15 <sup>th</sup> centuries	GBT 530 Biblical Greek 2	GBT 520 Biblical Hebrew 2	GBT 590 Worship in the New Testament	
GBT 525 Biblical Greek 1	Theology 2: Latter Patristic Period and Middle Ages-5 <sup>th</sup> -15 <sup>th</sup> centuries	Two NT electives (GBT 560, 565, 570, 572, 580, 590)	Two OT electives (GBT 540, 545, 550, 555, 572, 585)	GBT 615 Biblical Theology of Sacred Actions in Worship	
GBT 530 Biblical Greek 2	GHS 605 Historical and Systematic Theology 3: Reformation/Counter-Reformation-16 <sup>th</sup> -18 <sup>th</sup> centuries	OR Four NT electives (GBT 560, 565, 570, 572, 580, 590)	OR Four OT electives (GBT 540, 545, 550, 555, 572, 585)	GBT 620 Biblical Theology of Sacred Time in Worship	
	GHS 610 Historical and Systematic Theology 4: Modern Period-19 <sup>th</sup> -21 <sup>st</sup> centuries			<i>GBT 572 may be substituted for either GBT 585 or GBT 590</i>	

## **MASTER OF ARTS IN SPIRITUAL FORMATION PROGRAM MISSION AND CURRICULUM**

### **Master of Arts in Spiritual Formation Mission**

The Master of Arts in Spiritual Formation degree develops holistic Christian leaders and practitioners who desire to create intentional space for God to speak and interact with them and to help others to do the same. Practical training in spiritual formation practices and introductory skills for spiritual direction/companionship and life coaching serve as the foundation of this Christ-centered, theoretically grounded, and practically applied curriculum, while psychology courses round out the program and hone in on stepping into, assessing, and implementing shifts and changes on organizational and personal levels, as well as standing alongside others as they go through challenges in life.

### **Curriculum**

Foundational courses for the Master of Arts in Spiritual Formation include GLE 502 Introduction to Research and Personal Leadership, GLES 505 Spiritual Formation, GLES 510 Spiritual Direction and Companionship, GLES 515 Life Coaching, GLE 630 Research in Leadership, and GLE 650 Capstone.

Students will also choose four of six elective courses focused on psychology to round out their degree program. These courses hone in on stepping into, assessing, and implementing shifts and changes on organizational and personal levels, as well as standing alongside others as they go through challenges in life via a Christ-centered, theoretically grounded, and practically applied curriculum. Options include GOLD 505 Basic Counseling Theories, GOLD 510 Social Psychology, GOLD 515 Crisis Counseling, GOLD 520 Multicultural Engagement, GOLD 525 Motivational Theories and Techniques, and GOLD 530 Applied Emotional Intelligence.

### **Objectives**

A graduate from the Master of Arts in Spiritual Formation program will be able to:

- 1) Engage academic material and write at the graduate level.
- 2) Gain basic listening, attentive and counseling skills in order to be present with other people in their time of need.
- 3) Understand their limitations and when they need to refer people to other professionals.
- 4) Develop greater self-awareness in order to understand and engage with basic spiritual formation, spiritual direction, life coaching, counseling theories, social psychology, crisis counseling, emotional intelligence, motivational theories, and multicultural engagement in a variety of contexts and spaces.
- 5) Discover awareness of how the Spirit of God is at work in the student's life and in the lives of those whom they interact with.

### **Modality**

The Master of Arts in Spiritual Formation degree is offered fully-online. Courses are asynchronous, with the exception of courses where meetings with the professor is required.

## **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.

Most online courses are taught in an eight-week format, with two sessions offered per semester. The Capstone course is 16 weeks in length. Students can expect to spend 16-17 hours on average per week on course work.

## **Program Length**

The University requires a minimum of 30 graduate credits for the Master of Arts in Spiritual Formation degree. This degree will consist of nine three-credit classes, which are listed under the Course Descriptions section below, and the completion of a three-credit capstone project or thesis.

## **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.

## **Course Descriptions – Spiritual Formation**

### **GLE 502 Introduction to Research and Personal Leadership**

This course introduces incoming graduate students to research skills and key theories of leadership necessary for success in NCU's graduate program. Students will understand key tenets of leadership theory, compare and contrast various leadership styles, develop and apply library research skills, develop and apply academic writing skills, write a 6-8-page literature review to analyze one leadership style, integrate feedback from peers and instructors to improve academic writing skills, and apply APA style and formatting requirements.

This three-credit course is a prerequisite to GLE 630 Research in Leadership and needs to be taken within the first three courses, or within the first year of the program. This course is eligible for 4+1.

### **GLE 630 Research in Leadership**

This course is designed to provide students with the research skills needed to design and explore a specific inquiry question. Students will identify and analyze research studies relevant to their inquiry question, learn an overview of quantitative and qualitative research methods, and plan a research design suitable for their capstone projects.

Successful completion of chapters one and two, along with a rough draft of chapter three, are required. (Offered every semester). **Prerequisite: GLE 502**

### **GLE 650 Capstone**

This course is the final capstone in the Strategic Leadership program. It is an opportunity for students to do an applied research study of a topic of their choice related to the field of strategic leadership. It will include a literature review plus an action research project which

uses quantitative and/or qualitative research. The capstone project course is designed to demonstrate your accumulated training and education in Strategic Leadership in a single original project of your choice, subject to the Capstone Chair's approval and under the additional supervision of a faculty Capstone Community facilitator.

Please note: The capstone necessitates multiple drafts of your research that are subjected to heightened review and regular feedback from your capstone committee chair. The final capstone will be judged by committee and a final grade assigned by your Capstone Chair. (Offered every semester). **A student fee of \$750 is required. Prerequisite: GLE 630**

#### **GLES 505 Spiritual Formation**

This course engages spiritual formation and discipleship practices in Scripture and church history with the intent of exploring their application for individuals and communities today. (Offered Fall)

#### **GLES 510 Spiritual Direction & Companionship**

This course introduces spiritual direction and companionship with a focus on journeying alongside the directee as they attend and respond to the presence and activity of God in their lives. (Offered Spring)

#### **GLES 515 Life Coaching**

This course introduces life coaching models and strategies with an emphasis on coach/client relationships. (Offered Spring)

#### **GOLD 505 Basic Counseling Theories and Techniques**

Students will learn basic counseling techniques for the layperson. These techniques will include presence, verbal cues and responses, interview skills and other skills. Emphasis will be given to application of skills and theory for the layperson. The major theories of psychotherapy including psychoanalysis, person-centered therapy, rational-emotive therapy, behavioral therapies and reality therapy are introduced and examined with a Christian perspective. Specific practical issues related to the limits and ethics of lay counseling are also discussed. (Offered Fall)

#### **GOLD 510 Social Psychology**

This course involves an examination of interpersonal behavior as it is influenced by social processes, culture, face-to-face interactions, and personality characteristics. Included is the study of interpersonal and group behavior in relationship to social values, norms, attitudes, roles, and social needs. Emphasis will be placed on workplace dynamics and theories of social interaction. Students will explore material through the lenses of their Biblical, Christian worldview. (Offered Spring)

#### **GOLD 515 Crisis Counseling**

This course is designed to provide the student with an approach to counseling that responds to crisis situations. The nature of crisis in human experience is surveyed. Effective crisis intervention responses rooted in counseling theory and technique, pastoral care, and principles of performing triage will be analyzed. Students will develop a crisis counseling

approach, which integrates best counseling practices with a Christian worldview. (Offered Spring)

### **GOLD 520 Multicultural Engagement**

This course discusses the knowledge, skills, and attitudes necessary to work effectively with culturally, ethnically, and religiously diverse populations. Emphasis is placed on a Biblical understanding of diversity and how multiculturalism interacts with a Christian worldview. (Offered Spring)

### **GOLD 525 Motivational Theories and Techniques**

Students will learn about and engage with various motivational theories and strategies pertaining to leadership. Students will be challenged to apply theories of motivation to their leadership areas and will be tasked with integrating their Christian worldview and Biblical principles with motivation theories and their techniques. (Offered Fall)

### **GOLD 530 Applied Emotional Intelligence**

Emotional Intelligence (EQ) is the ability of a person to understand and manage personal emotions, both in oneself and others. EQ includes self-awareness, self-control, recognizing how our emotions impact others, making good decisions, coping with stress, and dealing with change. In this course, students will develop a deeper understanding of the concept of EQ and how to increase their individual Emotional Intelligence. Unlike IQ, EQ can be increased with training and awareness. Time will also be spent increasing knowledge, awareness and skills necessary to better understand others' emotions. (Offered Fall)

### **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.

### **MA in Spiritual Formation Foundational Courses (in suggested order of classes)**

Core Courses:

GLE 502      Introduction to Research and Personal Leadership (Fall A, Spring A, Summer)

GLES 505      Spiritual Formation (Fall B)

GLES 510	Spiritual Direction and Companionship (Spring A, Summer)
GLES 515	Life Coaching (Spring B)
GLE 630	Research in Leadership (Fall A, Spring A, Summer)
GLE 650	Capstone (Fall, Spring, Summer)

Four of Six Electives:

GOLD 505	Basic Counseling Theories (Fall B)
GOLD 510	Social Psychology (Spring A)
GOLD 515	Crisis Counseling (Spring B, Summer)
GOLD 520	Multicultural Engagement (Spring B)
GOLD 525	Motivational Theories (Fall A)
GOLD 530	Applied Emotional Intelligence (Fall B, Summer)

## MASTER OF ARTS IN STRATEGIC LEADERSHIP PROGRAM MISSION AND CURRICULUM

### Master of Arts in Strategic Leadership Mission

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

### Curriculum

North Central University's commitment to Christ and the Church causes us to emphasize "the preparation of people to fulfill Biblical models of leadership" for "effective ministry in the world and competent leadership in the Church."<sup>1</sup> Consequently, Pentecostal leadership has been recognized as one of the three major elements of the vision of NCU.<sup>2</sup> We strive to be recognized for preparing "exemplary Pentecostal leaders and ministers" who can positively influence "growth in the lives of Christians and non-Christians."<sup>3</sup> As a result, we expect that our students will be [leaders] serving and empowering others in the church and throughout the world."<sup>4</sup>

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. Continued leadership development is a vital aspect for these institutions. 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

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<sup>1</sup> Identity Statement

<sup>2</sup> Vision Statement

<sup>3</sup> Vision Statement

<sup>4</sup> Institutional Student Outcomes

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:

### Knowledge

- Outline the methods and nature of strategic planning.
- Describe the history and development of organizational theory from a Christian perspective.
- Synthesize leadership theory and organizational research.
- Identify diversity management strategies to support psychologically safe and inclusive workplaces.

### Virtue

- Identify the principles of spiritual leadership.
- Practice Christian leadership ethics.
- Practice on-going leadership development.

### Skill

- Apply leadership theory to lead self, to manage teams and to inform organizational interventions.
- Implement principles of organizational change as relevant.
- Demonstrate competencies to lead proficiently in intercultural and international contexts.
- Employ interpersonal expertise in team-building, motivation and coaching 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.

## **MASL: Business Administration Leadership Track Description**

The Master of Arts in Strategic Leadership: Business Administration 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.

### **MASL: Church Leadership Track Description**

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.

### **MASL: Lay Counseling Track Description**

The Master of Arts in Strategic Leadership: Lay Counseling track develops lay leaders in their ability to attentively listen to and stand alongside others as they go through challenges in life, via a Christ-centered, theoretically-grounded, and practically-applied curriculum.

This track provides practical training in basic counseling theories and techniques, social psychology and crisis counseling. Through this track, students will gain skills in understanding how their personal presence influences the people around them, with an increased awareness and ability to discern verbal cues and responses, interpersonal behaviors in workplace and social environments and crisis intervention strategies.

### **MASL: Organizational Development Track Description**

The Master of Arts in Strategic Leadership: Organizational Development program develops dynamic Christian leaders who step into the midst of transition in business and nonprofit organizations and implement necessary shifts and changes through the lens 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 and organizational behaviors, while increasing a firm comprehension and application of communicating in and with diverse populations, engaging motivational theories, strategies and applied emotional intelligence in spaces of change.

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

### **MASL: Spiritual Formation Track Description**

The Master of Arts in Strategic Leadership: Spiritual Formation track develops holistic Christian leaders and practitioners who desire to create intentional space for God to speak and interact with them, and to help others to do the same.

This track provides practical training in spiritual formation practices and introductory skills for spiritual direction/companionship and life coaching through the lens of a Christ-centered, theoretically-grounded, and practically-applied curriculum. Through this track, students will gain stronger listening skills and grow in their ability to discern how God is at work in their own lives and in the lives of those whom they serve.

### **MASL: Worship Leadership Track Description**

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 track, 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.

### **MASL: Executive Description**

The Executive Master of Arts in Strategic Leadership program is for executive leaders who are already operating in their respective fields with a theologically informed, theoretically grounded, and practically applied curriculum.

### **Modality**

The Master of Arts in Strategic Leadership degree is offered fully-online. Courses are asynchronous, with the exception of courses where meetings with the professor is required.

### **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.

Most online courses are taught in an eight-week format, with two sessions offered per semester. The Capstone course is 16 weeks in length. Students can expect to spend 16-17 hours on average per week on course work.

### **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 MASL Business Administration Leadership, Church Leadership, Lay Counseling, Organizational Development, Spiritual Formation, and Worship Leadership tracks. This degree will consist of nine three-credit classes, which are listed under the Course Descriptions section below, and the completion of a three-credit capstone project or thesis. The MASL track degree options will consist of eight three-credit Leadership Core courses, nine credits of track courses, and the completion of a three-credit capstone project or thesis.

## **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.

## **Course Descriptions – Leadership Core and Traditional MASL**

### **GLE 502 Introduction to Research and Personal Leadership**

This course introduces incoming graduate students to research skills and key theories of leadership necessary for success in NCU's graduate program. Students will understand key tenets of leadership theory, compare and contrast various leadership styles, develop and apply library research skills, develop and apply academic writing skills, write a 6-8-page literature review to analyze one leadership style, integrate feedback from peers and instructors to improve academic writing skills, and apply APA style and formatting requirements.

This three-credit course is a prerequisite to GLE 630 Research in Leadership and needs to be taken within the first three courses, or within the first year of the program. This course is eligible for 4+1.

### **GLE 525 Project Management**

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.
- *This course is not needed for the Church Leadership, Lay Counseling, Spiritual Formation, Organizational Development and Worship Leadership tracks.*

**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 stakeholders 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).

**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. This course is eligible for 4+1. (Offered Fall).

**GLE 610 Global Leadership**

This course takes a two-pronged approach. First, a foundation of intercultural competencies will be developed. Second, best practices in international business will be developed. Developing intercultural competence is imperative to success in the global workplace. This course will help students develop the skills necessary to interact globally whether at home or abroad. It will lead students to develop a sense of curiosity into the culture and the cultural nuances inherent in the global workplace—behaviors, attitudes, and emotions that can be confusing and, at times, exasperating if one doesn't understand the impacts of culture. Students will learn to move beyond "quick-fix" and "how-to" solutions by asking themselves how they can come to know what they don't know about global differences, and they will be inspired to extend themselves, humbly and openly, to connect with those who are culturally different. This course is eligible for 4+1. (Offered Spring).

*\*This course is not needed for the Worship Leadership Track.*

**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 emotional intelligence, group dynamics, team development, motivation, conflict, communication, innovation, organizational health, and the relationship between the organization and the leader. (Offered Summer).

### **GLE 620 Interpersonal Management**

This course develops a conceptual foundation in the theory and practice of interpersonal communication and group 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 identify tools to enhance interpersonal management skills, assess individual and group level strengths and weaknesses, and participate in and analyze group behavior. This course is eligible for 4+1. (Offered Spring).

*\*This course is not needed for the Business Administration Track.*

### **GLE 630 Research in Leadership**

This course is designed to provide students with the research skills needed to design and explore a specific inquiry question. Students will identify and analyze research studies relevant to their inquiry question, learn an overview of quantitative and qualitative research methods, and plan a research design suitable for their capstone projects.

Successful completion of chapters one and two, along with a rough draft of chapter three, are required. (Offered every semester). **Prerequisite: GLE 502**

### **GLE 650 Capstone**

This course is the final capstone in the Strategic Leadership program. It is an opportunity for students to do an applied research study of a topic of their choice related to the field of strategic leadership. It will include a literature review plus an action research project which uses quantitative and/or qualitative research. The capstone project course is designed to demonstrate your accumulated training and education in Strategic Leadership in a single original project of your choice, subject to the Capstone Chair's approval and under the additional supervision of a faculty Capstone Community facilitator.

Please note: The capstone necessitates multiple drafts of your research that are subjected to heightened review and regular feedback from your capstone committee chair. The final capstone will be judged by committee and a final grade assigned by your Capstone Chair. (Offered every semester). ***A student fee of \$750 is required (beginning the Spring 2025 semester).*** **Prerequisite: GLE 630**

## **Course Descriptions – Business Administration Leadership Track**

### **GBA 540 Nonprofit Administration**

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. This course is eligible for 4+1. (Offered Fall).

### **GBA 515 Financial Statement Analysis**

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. This course is eligible for 4+1. (Offered Spring).

### **GBA 525 Sales and Marketing**

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 574 Operations Management**

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**

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).

## **Course Descriptions – Church Leadership Track**

### **GLE 500 Personal Leadership Development**

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. This course is eligible for 4+1. (Offered Fall).

### **GCL 550 Church Administration and Finance for Dynamic Growth**

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. This course is eligible for 4+1. (Offered Spring).

### **GBA 540 Nonprofit Administration**

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. This course is eligible for 4+1. (Offered Fall).

### **GLE 525 Project Management**

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).

#### **GBT 625 Renewal History and Theology**

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 19<sup>th</sup> century through the 21<sup>st</sup> century. Special attention will be given to Renewalist hermeneutics. This course is eligible for 4+1. (Offered Summer).

### **Course Descriptions – Lay Counseling Track**

#### **GOLD 505 Basic Counseling Theories and Techniques**

Students will learn basic counseling techniques for the layperson. These techniques will include presence, verbal cues and responses, interview skills, and other skills. Emphasis will be given to application of skills and theory for the layperson. The major theories of psychotherapy including psychoanalysis, person-centered therapy, rational-emotive therapy, behavioral therapies, and reality therapy are introduced and examined with a Christian perspective. Specific practical issues related to the limits and ethics of lay counseling are also discussed. (Offered Fall)

#### **GOLD 510 Social Psychology**

This course involves an examination of interpersonal behavior as it is influenced by social processes, culture, face-to-face interactions, and personality characteristics. Included is the study of interpersonal and group behavior in relationship to social values, norms, attitudes, roles, and social needs. Emphasis will be placed on workplace dynamics and theories of social interaction. Students will explore material through the lenses of their Biblical, Christian worldview. (Offered Spring)

#### **GOLD 515 Crisis Counseling**

This course is designed to provide the student with an approach to counseling that responds to crisis situations. The nature of crisis in human experience is surveyed. Effective crisis intervention responses rooted in counseling theory and technique, pastoral care, and principles of performing triage will be analyzed. Students will develop a crisis counseling approach, which integrates best counseling practices with a Christian worldview. (Offered Spring)

### **Course Descriptions – Organizational Development Track**

#### **GOLD 520 Multicultural Engagement**

This course discusses the knowledge, skills and attitudes necessary to work effectively with culturally, ethnically, and religiously diverse populations. Emphasis is placed on a Biblical understanding of diversity and how multiculturalism interacts with a Christian worldview. (Offered Spring)

#### **GOLD 525 Motivational Theories and Techniques**

Students will learn about and engage with various motivational theories and strategies pertaining to leadership. Students will be challenged to apply theories of motivation to their leadership areas and will be tasked with integrating their Christian worldview and Biblical principles with motivation theories and their techniques. (Offered Fall)

### **GOLD 530 Applied Emotional Intelligence**

Emotional Intelligence (EQ) is the ability of a person to understand and manage personal emotions, both in oneself and others. EQ includes self-awareness, self-control, recognizing how our emotions impact others, making good decisions, coping with stress, and dealing with change. In this course, students will develop a deeper understanding of the concept of EQ and how to increase their individual Emotional Intelligence. Unlike IQ, EQ can be increased with training and awareness. Time will also be spent increasing knowledge, awareness, and skills necessary to better understand others' emotions. (Offered Fall)

## **Course Descriptions – Spiritual Formation Track**

### **GLES 505 Spiritual Formation**

This course engages spiritual formation and discipleship practices in Scripture and church history with the intent of exploring their application for individuals and communities today. (Offered Fall)

### **GLES 510 Spiritual Direction and Companionship**

This course introduces spiritual direction and companionship with a focus on journeying alongside the directee as they attend and respond to the presence and activity of God in their lives. (Offered Spring)

### **GLES 515 Life Coaching**

This course introduces life coaching models and strategies with an emphasis on developing effective coach/client relationships. (Offered Spring)

## **Course Descriptions – Worship Leadership Track**

### **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 Fall-odd years).

### **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 inculcation, 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 Fall-even years).

### **GBT 585 Worship in the Old Testament**

This course explores the variety of ways worship was understood and practiced within the Jewish Scriptures/Old Testament and the greater context of the Ancient Near East. Emphasis is placed on applying a framework for biblical theology (unity/diversity, continuity/discontinuity and description/prescription) to analyze the breadth and depth of worship in this time period. **This course will also be included in the Old Testament track.** (Offered Fall)

### **GBT 590 Worship in the New Testament**

This course explores the variety of ways worship was understood and practiced within the New Testament and the greater context of Greco-Roman culture. Emphasis is placed on applying a framework for biblical theology (unity/diversity, continuity/discontinuity and description/prescription) to analyze the breadth and depth of worship in this time period. (Offered Fall)

### **GBT 615 Biblical Theology of Sacred Actions in Worship**

This course applies a holistic approach to engaging the sacred actions of Communion/Eucharist and Water Baptism as portrayed in and through Scripture. (Offered Spring)

### **GBT 620 Biblical Theology of Sacred Time in Worship**

This course applies a holistic approach to engaging sacred season of the Christian year, with an emphasis on Advent, Christmas (including Epiphany), Lent (including Holy Week), and Easter (including Pentecost) as expressed in and through Scripture. (Offered Spring)

### **GWL 620-630 Professional Development**

These courses allow 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. Students are allowed to take three of these courses. (Offered every semester)

### **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 Foundational Courses (in suggested order of classes)**

GLE 502 Introduction to Research and Personal Leadership (Fall A, Spring A, Summer A) **4+1**  
 GLE 605 Leadership Ethics (Fall B) **4+1**  
 GLE 610 Global Leadership (\*not needed for the Worship Leadership track-Spring A) **4+1**  
 GLE 620 Interpersonal Management (\*not needed for the Business Administration Track-Spring A or B) **4+1**  
 GLE 600 History and Theory of Organizational Leadership (Summer A)  
 GLE 615 Organizational Behavior and Analysis (Summer B)  
 GLE 525 Project Management (\*not needed for the Church Leadership, Organizational Development, Lay Counseling, Spiritual Formation and Worship Leadership tracks-Fall A or B) **4+1**  
 GLE 550 Leadership Strategy and Change (Spring B)  
 GLE 630 Research in Leadership (Fall A, Spring A, Summer A)  
 GLE 650 Capstone Thesis/Project (16 weeks) (Fall, Spring, Summer-15 or 16 weeks)

<b>Business Administration Leadership Track</b> <i>Select three courses:</i> GBA 540 Nonprofit Administration (Fall A) <b>4+1</b> GBA 515 Financial Statement Analysis (Spring A) <b>4+1</b> GBA 525 Sales and Marketing (Fall B) <b>4+1</b> GBA 574 Operations Management (Summer B) <b>4+1</b> GBA 620 Business Law (Spring B) <b>4+1</b> GLE 620 Interpersonal Management (Spring B) <b>4+1</b>	<b>Church Leadership Track</b> <i>Select three courses:</i> GLE 500 Personal Leadership Development (Fall A) <b>4+1</b> GCL 550 Church Administration and Finance for Dynamic Growth (Spring A) <b>4+1</b> GBA 540 Nonprofit Administration (Fall A) <b>4+1</b> GLE 525 Project Management (Fall A or B) <b>4+1</b> GBT 625 Renewal History and Theology (Summer A) <b>4+1</b>	<b>Lay Counseling Track</b> GOLD 505 Basic Counseling Theories and Techniques (Fall B 2025) GOLD 510 Social Psychology (Spring A 2025) GOLD 515 Crisis Counseling (Spring B 2026)	<b>Organizational Development Track</b> GOLD 520 Multicultural Engagement (Spring B) GOLD 525 Motivational Theories and Techniques (Fall A) GOLD 530 Applied Emotional Intelligence (Fall B)	<b>Spiritual Formation Track</b> GLES 505 Spiritual Formation (Fall A 2025) GLES 510 Spiritual Direction and Companionship (Spring A 2025) GLES 515 Life Coaching (Spring B 2026)
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**Worship Leadership Track**

GWL 600 Examining Roles in Worship Leadership (Fall B-odd years)

GWL 605 Multi-Cultural Worship

(Fall A-even years)

*In addition, choose either two courses or one course and Three Lessons (Lessons are one credit each-16 weeks, Fall, Spring, Summer):*

*Courses:*

GBT 585 Worship in the Old Testament

GBT 590 Worship in the New Testament

GBT 615 Biblical Theology of Sacred Actions in Worship

GBT 620 Biblical Theology of Sacred Time in Worship

*Choose 3 Lessons (1 credit each-16 weeks, Fall, Spring, Summer):*

GWL 620 Professional Development-Voice

GWL 621 Professional Development-Rhythm Instruments

GWL 622 Professional Development-Orchestral Instruments

GWL 623 Professional Development-Music Theory

GWL 624 Professional Development-Arranging

GWL 625 Professional Development-Worship Leading

GWL 626 Professional Development-Live Audio Production

GWL 627 Professional Development-Music Production Software

GWL 628 Professional Development-Songwriting

GWL 629 Professional Development-Conducting

GWL 630 Professional Development-Special Topics

## **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).

*Non-Graduate-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 desirous of taking a graduate-level course via the 4+1 program. These students must meet the following criteria:
  - Have 75 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 students' undergraduate program requirements.

The student must receive permission from their undergraduate academic advisor in consultation with the Registrar and the Dean of the Graduate School.

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 into 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
  - 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:

1. 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.
2. 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).

## **Regular Entrance Requirements**

For regular graduate admissions the completed application packet will include:

1. Application form
2. Resume
3. Official transcripts from all previous undergraduate and graduate institutions

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

1. Academic essay
2. GRE or GMAT scores at or above the 50th percentile, which conform to the standards of validity of each testing service. (Scores are usually valid for 5 years from the testing date.) 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 4+1 program, they must meet the minimum requirements of:

1. Have completed 75 credit hours at the time of their first graduate course.
2. Have a cumulative GPA of 3.00 or above in their undergraduate program.
3. Meet with the Graduate Program Manager/Academic Coach before applying for the 4+1 program.
4. Receive approval from the program Dean.

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

Before matriculation into the graduate program, the traditional graduate application, along with all of its requirements, must be completed.

## **Non-Degree Entrance Requirements**

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

1. Application form
2. Application fee (\$75)
3. Official transcripts from all previous undergraduate and graduate institutions

## **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 Registrar's Office.

## **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: Admissions  
910 Elliot Avenue  
Minneapolis, MN 55404

### **International Transfer Credit Evaluation**

Students who wish to transfer credit from international institutions must have their transcripts of graduate-level work evaluated on a course-by-course basis by an evaluation service approved by the University. In addition to the transcript evaluation, students must send an official copy of the international transcript, along with a certified English translation, if the original transcript is not in English, to the Admissions office at NCU.

### **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. 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 have been approved for the 4+1 program and who have the option of taking a course at the graduate level that is also offered at the undergraduate level, should take the graduate level course. Students who complete approved designated 4+1 graduate courses as undergraduates are eligible to count these courses toward approved undergraduate and graduate requirements (15-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.

### **Graduate Student Matriculation and Hiatus**

Upon admittance to one of North Central University's graduate programs, students may choose to delay their start for up to one-year maximum. If they have not matriculated within this time frame, students will need to reapply to the program and must enroll within one semester of their admittance.

Students who have completed at least one semester of their graduate degree are eligible to enter into "hiatus" status for up to one year total throughout the entirety of their masters program. If a student has not appeared in the previous three census reports (including summer), he or she must apply to be readmitted to their respective program.

## **BILLING AND FINANCIAL AID**

If a student has questions regarding a bill or financial aid, please contact One Stop at [onestop@northcentral.edu](mailto:onestop@northcentral.edu) or by phone at 612.343.5030. Services are also available in person and are located on the first floor of Miller Hall M-F 8 am-4:30 pm CT.

North Central is an accredited, federal aid eligible institution. Students are encouraged to file their FAFSA at [studentaid.gov](https://studentaid.gov) for an evaluation of federal and including loans.

North Central University's no interest payment plan, the Ram Plan, is available to graduate students starting in August for the fall, December for the spring, and May for the summer term, and may be set up in Self-Service, My Bill and through the Payment Center. For additional Ram Plan information and other student billing and other financial aid questions, students should contact the One Stop at [onestop@northcentral.edu](mailto:onestop@northcentral.edu) or 612.343.5030.

## **TUITION AND FEES**

Tuition is charged per credit, per semester, along with technology and program fees and can be viewed and paid in Self-Service online. For current term tuition and fee rates, please see the Graduate Studies website <https://www.northcentral.edu/academics/graduate-programs/options-for-graduate-students/>. Students must have an account balance of \$500 to register for the following term and a balance greater than \$0 may prevent access to transcripts and/or your mailed diploma.

## **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 three 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 within 48 hours of the email notification of the administrative drop.

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 contact the Graduate Studies Office to withdraw from a course. Please see below for add, drop, withdrawal, and refund dates, as well as grades assigned.

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

Add/Withdrawal Date	Grade Assigned
End of week 2	Last day to add a full-term class
Through the end of week 2	Last day to drop a full-term class without transcript notation

End of week 2	Last day to drop a full-term class
Weeks 3 through end of week 9	W (does not affect GPA)
Monday of week 10 and beyond	WF (impacts GPA equivalent to an "F")

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

<b>Withdrawal Date</b>	<b>Refund Given</b>
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)\***

<b>Add/Withdrawal Date</b>	<b>Grade Assigned</b>
Day 3	Last day to add an 8-week course
Day 5	Last day to drop an 8-week course without transcript notation
Week 2 through end of week 4	W (does not affect GPA)
Monday of week 5 and beyond	WF (impacts GPA equivalent to an "F")

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

<b>Withdrawal Date</b>	<b>Refund Given</b>
Day 1-3 (1 <sup>st</sup> Wednesday)	100%
Day 4-10 (2 <sup>nd</sup> Wednesday)	75%
Day 11 and on	0%

\* These dates apply to courses offered during typical fall, spring, and summer 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 at [studentaid.gov](http://studentaid.gov) and qualify. The Financial Aid questions can be answered through the One Stop at [onestop@northcentral.edu](mailto:onestop@northcentral.edu) or 612.343.5030 M-F 8 am-4:30 pm CT.

## **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:

Score	Letter	GPA
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
60-31.9	<b>D-</b>	0.7

<60 <59.9	F	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 two 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 two weeks.
2. The final grade must be submitted by the professor of record to the Registrar's Office within the two-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.

If a grade is not submitted by the instructor, by default the grade of "I" will be changed to "F". Graduating students who end their last semester with an "I" must complete all course requirements within the given timeframe 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 for which an acceptable passing grade is not earned - 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 retaken 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.
5. Credits for any course will count only once toward meeting the graduation requirement.

## **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 graduate life, 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 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. This requires energetic participation in classroom sessions and in special activities (when appropriate), such as virtual synchronous sessions, etc.

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 participation in interactive learning activities.
- Learners are responsible to participate in and complete all interactive learning activities and to master their content.
- Absence or non-participation in required activities due to illness or other emergency may be excused at the discretion of the faculty. A doctor's note must be turned in to the professor.
- Students should consistently practice engaged online interaction as directed by faculty.
- No instructor shall use attendance in any way for bonus points, penalties, or exemptions from exams.
- Although professors are free to do so, it is not their responsibility to supply any missed material owing to a student's absence, nor are professors required to accept missing assignments.

### **Excessive Absence**

Students whose absence from online activity for any *seven consecutive calendar days* will be subject to mandatory withdrawal from the course, in accordance with university policies governing excessive absences.

\*Students who do not participate in class during week one will administratively be dropped from the class.

\*Students will be administratively dropped from their class after one consecutive seven-day period of refraining from online activity from weeks two-eight.

\*Students may appeal to be reinstated to their class. If the appeal is approved, the professor for the class has the right to place zeroes in the grade book for missed assignments, discussion boards, and quizzes/tests.

**IMPORTANT FOR UNDERGRADUATE 4+1 STUDENTS:** Due to financial aid regulations, undergraduate students enrolled in a graduate course must sign in or otherwise note their attendance throughout the length of the course.

## **STUDENT CONDUCT AND PROGRAM STATUS**

North Central University is a Christian university that holds the Bible and biblical truth as the guiding principle of lifestyle 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, use of AI, 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. Meet with the student to discuss the offense. At the discretion of the professor, an assignment may be redone and the corresponding grade averaged with the zero.
- notify the Administrative Assistant to the Vice President of Academic Affairs, as well as the program Dean or a designee of the offense.

The Academic Affairs Office 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 Academic Affairs office. The written appeal must be received by the Vice President of Academic Affairs 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.

## **Academic Standing Policy**

It is expected that a student will make satisfactory progress toward a degree, diploma, or certificate. An Academic Probation list is compiled each session, based on the student's academic achievement for the previous session.

Students with a grade point average below 3.0 will be notified in writing by the Dean's office and placed in one of the following categories:

- Academic Probation: When a student's cumulative GPA falls below the level of good standing (3.0), the student will be placed on Academic Probation status for the following session. The maximum academic load for students on Academic Probation is 6 credit hours for the semester. A student on probation must meet with the Dean or Director of the Graduate School at least once during this session.
- Academic Provisional Continuance: The student who does not attain a cumulative GPA above the level of good standing after being placed on Academic Probation for one session will be placed on Academic Provisional Continuance. This is a heightened status meant to be more stringent than probation. A student on provisional continuance must meet with the Dean or Director at least twice during this session. The Academic Coach/Program Manager may also be invited to one or both of these meetings.
- Removal from Academic Warning / Academic Probation / Academic Provisional Continuance: A student will be declared in Good Academic Standing at the end of any given session when their cumulative GPA meets the requirements for good standing.
- Academic Dismissal: The student on Academic Provisional Continuance whose cumulative GPA at the end of the semester is lower than what is required for good standing can anticipate dismissal from the University. In addition, any student whose cumulative GPA is below 2.5 or who have earned failing grades (F) in two classes will be reviewed by committee and could face academic dismissal.

Academic Dismissal Appeals should be made in writing to the Registrar and will be reviewed by the Academic Progress Committee. They may also be considered by the Provost and others as needed.

Individuals who have been dismissed for academic reasons may reapply after they have attended another seminary or graduate school and earned at least 6 credits or more of "B" academic work or higher that will transfer to NCU. The reapplication will be reviewed by committee on a case-by-case basis as based on prior performance and demonstrated improved performance. Students may potentially be on an academic status when returning based on the combined GPAs of the credits transferred in and on current NCU credits.

### Academic Standing and Withdrawals from the University

Academic Standing Statuses remain in effect even if a student leaves North Central University. Upon readmission to the university, the student will be notified of the current requirements and restrictions of their academic standing in effect at the time of their last term of enrollment.

Any student who withdraws from North Central University during the "W" period will leave in Good Academic Standing. They will not be penalized for a "0" Term GPA. If a student leaves with any "WF" grades on their record and a 0 GPA, they will be placed on a Provisional Continuance status.

### **Philosophy of Community Standards**

North Central University is a Christ-centered institution of higher education. All members of the NCU community are encouraged to live God-honoring, Christ-imitating, Spirit-guided lives. In an educational community, individuals are influenced by the behavior, speech, attitudes, and ideas of other individuals. In order to protect the sanctity and well-being of this Christian, educational community, standards of conduct have been established based upon a conservative interpretation of Scripture, local, state and federal law, the Assemblies of God constituency, and a community-based understanding of the common good.

### **Jurisdiction**

All members of the community are expected to embrace NCU's community standards, which are in effect during the regular school year as well as during school breaks such as summer or holidays. Community members are expected to refrain from publicly disparaging the beliefs of North Central University or its supporting Christian fellowship, the Assemblies of God.

This Code of Conduct applies to all North Central University students and applies to online actions when the Dean of Students or designee determines that the off-campus or online conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any action that constitutes criminal offense as defined by federal, state, or local law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the University is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of themself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Any situation that is detrimental to the educational interests of the University; and/or
- Any online postings or other electronic communication when those online behaviors can be shown to cause an on-campus disruption, when they demonstrate other policy violations, or when they engage in a true threat.

Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree including school breaks and even if the conduct is not discovered until after the degree is awarded. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the University while a student conduct matter is pending.

The University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the Dean of Students, or their designee, as deemed necessary for the safety or well-being of the student or others. The University also reserves the right to alter this Code of Conduct, or any portion thereof, at any time. The current Code of Conduct, which is available online, supersedes all previous codes, and the policies expressed in the latest policy revisions will govern all student conduct issues.

## **Student Behavior Conduct Process**

- 1) **Professor** The professor initially meets with the student. If the concern is resolved at this level, no further action is needed. If the concern is not resolved, the Academic Coach will need to be involved.
- 2) **Academic Coach** If the concern is resolved at this level, a statement explaining the resolution needs to be written and the concern will be closed. If the concern is not resolved, a response, along with any and all documentation, will need to be sent to the Dean of the Graduate School.
- 3) **Dean of the Graduate School** If the concern is resolved at this level, a statement explaining the resolution, along with all documentation, needs to be included in the student's file. The concern will be closed. If the concern is not resolved, a response, along with any and all documentation, will need to be sent to the Vice President of Academic Affairs and the Dean of Students.
- 4) The **Vice President of Academic Affairs** and **Dean of Students** make a final determination concerning the issue.

## **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.

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 in Strategic Leadership traditional degree or 36 (or more) graduate credits for a Master of Arts in Strategic Leadership degree with a track.
- Satisfactory completion of 36 (or more) graduate credits for a Master of Arts in Biblical Theology degree.
- A minimum overall grade point average of 3.0 ("B" average) is required for all degree, diploma, or certificate candidates.
- To receive an 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 VPAAs.

## Graduation Dates

A student will receive a December graduation date if course work is completed in the fall semester. The May graduation date exists for students completing their coursework by the registrar's May deadlines. A student will receive 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



# STUDENT HANDBOOK

## IMPORTANT CONTACTS

### COLLEGE OF GRADUATE AND PROFESSIONAL EDUCATION OFFICES

Alaine Thomson Buchanan, Ph.D.  
Dean, College of Graduate and Professional Studies  
Associate Professor of Bible and Theology  
[atbuchan@northcentral.edu](mailto:atbuchan@northcentral.edu)  
612.343.4184

Meg Breithaupt, MFA Candidate  
Program Manager and Academic Coach  
[mlbreith@northcentral.edu](mailto:mlbreith@northcentral.edu)  
612.343.4184

### NCU GRADUATE STUDIES ADDRESS

Miller Hall  
North Central University  
910 Elliot Avenue, Minneapolis, MN 55404  
612.343.4184  
[www.northcentral.edu](http://www.northcentral.edu)

### CAMPUS OFFICES

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

# GRADUATE TEAM



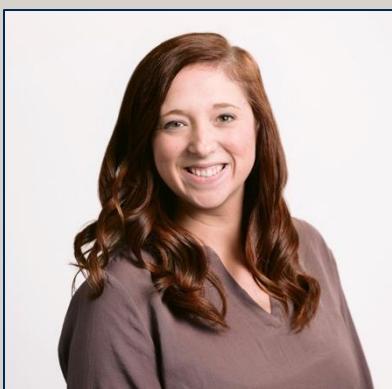
**ALAINÉ THOMSON BUCHANAN, PH.D.**  
**BUCHANAN, PH.D.**  
**DEAN-COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES**  
**ASSOCIATE PROFESSOR OF BIBLE AND THEOLOGY**

**Education**

- Ph.D. in Second Temple Jewish Literature and History, Regent University
- Master of Divinity in Biblical Languages, Assemblies of God Theological Seminary
- Master of Arts in Biblical Theology, Assemblies of God Theological Seminary
- Bachelor of Arts in Broadcasting, Evangel University
- Spiritual Director Certification, Companioning Center
- Narrative Focused Trauma Care Level II Certification, Allender Center
- Integration Healing Certification, Imago Dei Ministries
- Focusing Level III Certification, My Soul Refresh Ministries

**Experience**

- Five years in higher education administration
- 21 years teaching in higher education (nine at the graduate level) both “in person” and synchronous/asynchronous online
- 17 years as an ordained minister with the Assemblies of God
- 16 years developing curriculum at graduate and undergraduate levels
- Member of Society of Biblical Literature
- Member of Society for Pentecostal Studies
- Member of Institute for Biblical Research



**MEG BREITHAUPT**  
**PROGRAM MANAGER AND ACADEMIC COACH**

**Education**

- Master of Fine Arts in Musical Theater, Minnesota State University-Mankato (in process)
- Bachelor of Arts in Theater, North Central University, 2014

**Experience**

- Four years in higher education administration
- Six years part-time management for the Children’s Theatre Company and the Hennepin Arts - Minneapolis
- Six years in the banking industry



**JOE SEEGERS**

**ASSOCIATE DIRECTOR OF ONLINE AND GRADUATE ADMISSIONS**

**ASSOCIATE HEAD BASEBALL COACH**

**Education**

- Bachelor of Science in Business Management: Accounting Minor, Saint Mary's University, 2018
- Masters of Business Administration, Saint Mary's University, 2019
- Certification: Diversity, Equity and Inclusion in the Workplace, University of South Florida

**Experience**

- Two years higher education admissions
- Three years Project Management
- Two Years Human resources
- Four Years Customer Service
- Publication: Time Management while Working Remotely, 2021
- Seven years of coaching college baseball

**Bethany Harshbarger**

**Vice President of Enrollment**



**Education**

- Bachelor of Arts in Youth Ministry, North Central University, 2011
- Master of Arts in Strategic Leadership, North Central University, 2021

**Experience**

- 15 years in higher education enrollment
- three years in local church ministry
- ordained minister, Assemblies of God

**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**

## **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 through the Accommodation process. In order to determine accommodations, North Central University asks students to submit a recent (within the last three years) professional assessment that documents the disability.

Please initiate the Accommodations process by submitting a Request (first time) or Renewal (each following semester) for Academic Accommodations in Skyline > Student Resources> Accommodations > [Submit Accommodations Request](#).

You can also contact [ada@northcentral.edu](mailto:ada@northcentral.edu) for assistance. We work to ensure equal access for students with documented disabilities. Services provided include equal access, physical and housing accommodations, academic accommodations, and short-term accommodations.

## **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 Academic Leadership Team. 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 [studentaid.gov/](https://studentaid.gov/). Have questions? Contact the One Stop at 612.343.5030 or [onestop@northcentral.edu](mailto:onestop@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
- ProQuest Central:
  - 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
- Program-specific guides with print and electronic resources and links to other vetted resources
- Our website, [library.northcentral.edu](http://library.northcentral.edu), contains more information and an online catalog of resources
- Citation style guides for SBL, MLA, and APA formatting styles

Please stop by the library or visit our website to begin your research: [library.northcentral.edu](http://library.northcentral.edu).

If you have any questions do not hesitate to call or email us:

Phone: (612) 343-4492

Email: [library@northcentral.edu](mailto:library@northcentral.edu)

## **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 One Stop at 612.343.5030 or [onestop@northcentral.edu](mailto:onestop@northcentral.edu).

## **Student Finance**

Students may pay for courses, view their financial aid and enroll in a payment plan online through Self-Service. Have questions? Contact the One Stop office directly at 612.343.5030 or [onestop@northcentral.edu](mailto:onestop@northcentral.edu).

## **Textbooks**

It is the student's responsibility to acquire all course materials before the start of class. North Central uses the bookstore platform, Akademos. Akademos houses physical and digital books, as well as a marketplace option, so that students can find the best prices for their books. Students can buy books through Akademos' website, [www.northcentral.textbookx.com](http://www.northcentral.textbookx.com). Students will need to log in to the website with their North Central login. If students have any issues, please email Akademos at [help@vitalsource.com](mailto:help@vitalsource.com).

## **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.

### **Self-Service**

You may view your student information and degree progress via Self-Service, our student self-service registration, course catalog, financial aid, student billing 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 Canvas**

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](mailto:it.northcentral.edu).

### **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 MA in Strategic Leadership is the American Psychological Association (APA) Style.
- The uniform writing style for the MA in Biblical Theology is the Society of Biblical Literature (SBL) style.
- Each student is responsible for accessing and utilizing the latest published edition of the accepted writing style manual

## **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](mailto: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 summertime 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

### *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.

### **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 Phillips' 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 Phillips 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 Phillips 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 for cleaning 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, students are notified of the following:

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

You have the right to review and inspect substantially all of your education records maintained by or at North Central University within 45 days of the day the University receives a request for access. 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**

You have the right to seek to have corrected any parts of an education record that you believe to be inaccurate, misleading or otherwise in violation of your 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.

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

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

#### **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. Under FERPA you have the right to withhold the disclosure of the directory information listed below. Please consider very carefully the consequences of any decision to withhold directory information. Should you 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. "Directory information" includes the following:

1. The student's name

2. The student's address
3. The student's telephone number
4. The student's institution-issued e-mail address
5. The student's date and place of birth
6. The student's class standing
7. The student's course of study
8. The student's participation in officially recognized activities and sports
9. The student's degrees, honors, and awards received
10. The weight and height of members of athletic teams
11. The students' dates of attendance
12. The most recent previous educational agency or institution attended by the student
13. The student's photograph.

North Central University will honor your request to withhold all Directory Information but cannot assume responsibility to contact you for subsequent permission to release it. North Central University assumes no liability for honoring your instructions that such information be withheld. Forms for withholding disclosure of directory information are available from the Mail Center. If the completed form is not received by the Mail Center prior to Sept. 15, it will be assumed that all directory information may be disclosed for the remainder of the current academic year. A new form for withholding disclosure must be completed each academic year. 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.

### **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.