Church Partnership Program Handbook
2014-2015

This document provides excerpts from the University catalog particularly applicable to Extension Site students. This is provided for reference purposes only. Northwest University’s academic catalog is online: Academic Catalog
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Church Partnership Program

This year Northwest University celebrates 80 years of preparing men and women to serve their world through the power and love of Christ. Although centered on a home campus, for nearly a quarter of its history Northwest has provided a vibrant and effective series of nontraditional programs focused to those who desire to deepen and broaden their knowledge and skills, but cannot relocate to the Kirkland site. The Church Partnership Program (CPP) is birthed out of NU’s deep respect for the influence and power of the local church to effect change on a local, regional, national, and world-wide stage. Both the church and university are far more effective when coordinating their efforts as a team than individually. Their distinct strengths are magnified and amplified exponentially when working as partners in fulfilling Christ’s mandate to be change-makers.

The Church Partnership Program recognizes that individuals each have unique callings and leadings that must be encouraged and guided. As such its degree programs must have a broad range of applicability to professional and ministry vocations, but sufficient structure and support to keep students progressing towards their educational goals. The programs provided by the CPP are uniquely designed with a balance of academic rigor, learning support, and personal flexibility. Blending with Northwest’s courses are the many ministry opportunities provided by the local site. These too are specifically designed with a mixture of sensitivity to individual callings and sound pragmatic instruction. Both Northwest and the local site coordinate efforts to support individuals as they develop in their ministry preparation domains.
Much of the information applicable to faculty and students within Northwest’s Church Partnership Program is contained in regularly updated official documents, such as the University Academic Catalog. This Handbook communicates pertinent information in two methods. For critically important topics, the applicable information text is both linked and inserted. Other items are linked without including the actual course document text. To assist faculty and students, this Handbook also may provide practical step-by-step directions or instructions for some items, as appropriate.

Institutional Issues

Accreditation

Northwest University is accredited by the Northwest Commission on Colleges and Universities (NWCCU) to award baccalaureate, master’s, and doctoral degrees. Contact the Commission at 8060 165th Ave. NE, Suite 100, Redmond, WA 98052 for any questions regarding Northwest’s institutional accreditation.

Endorsement and Memberships

Northwest University is a regionally-accredited, Christian coeducational institution awarding baccalaureate, masters, and doctoral degrees. The University is under the control of the Alaska, Montana, Oregon, Northwest, Southern Idaho, and Wyoming districts of the Assemblies of God. All these districts are represented on the University's Board of Directors. The University is endorsed by the Commission on Christian Higher Education of the Assemblies of God and the Association of Christian Schools International.

- Northwest University's School of Business and Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), which is a Council for Higher Education Accreditation professional accreditor.

- The University holds membership in the Council of Christian Colleges and Universities. The Council is committed to cultivating communities of educational excellence in which the Lordship of Jesus Christ is central. Membership in this esteemed association of Christian colleges and universities provides opportunities for personal and professional enrichment for students, faculty, and administrators.

- Northwest University is affiliated with the Jerusalem University College (formerly the Institute of Holy Land Studies) in Jerusalem. This Institution offers specialized training in the fields of geography, archaeology, the history of the Holy Land, and Judeo-Christian studies. Credits earned at the Institute are accepted at Northwest University, where applicable. Details may be secured from the Office of the Provost.

- The University is also approved by the Board of Education and Superintendent of Public Instruction of the State of Washington to prepare elementary and secondary education teachers and recommend for certification. It is a member of the American Association of Colleges for Teacher Education.

- Northwest University's Buntain School of Nursing is accredited by the Commission on Collegiate Nursing Education (an autonomous national professional accrediting agency for baccalaureate and graduate nursing programs). In addition, the School of Nursing has received approval from the Washington State Nursing Care Quality Assurance Commission.
The University is approved by the Federal and State Governments for student aid programs and for the training of international students. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 38 and Title 10, U.S. Code and by Washington State for training in Vocational Rehabilitation. It is listed in the current bulletin, "Accredited Higher Education Institutions," published by the U.S. Office of Education.

**Mission**

We, the people of Northwest University, carry the call of God by continually building a learning community dedicated to spiritual vitality, academic excellence, and empowered engagement with human need.

**Core Values**

The Mission of Northwest University, a Christian university affiliated with the Assemblies of God, is derived from the following core values:

**Spiritual Vitality (Heart)**
- Moving together in personal relationship with Christ Jesus and knowledge of God's calling, we dedicate ourselves to Spirit-filled service.
- Practicing discipleship and worship with biblical faithfulness, we develop courage and character to meet the challenges of our world.
- Crafting a diverse, lifelong community, we recognize the intrinsic worth and dignity of each individual and facilitate friendships and networks that reach out to welcome others in love.

**Academic Excellence (Head)**
- Exploring all truth with scholarly excellence, we build a biblical worldview to prepare each other for service and leadership throughout the world.
- Developing moral, spiritual, intellectual, and aesthetic values through the arts and sciences, we integrate faith, learning, and life.
- Thinking critically, we aid one another in academic achievement and lifelong pursuit of knowledge, wisdom, and skills.

**Empowered Engagement (Hand)**
- Growing holistically, we clarify and obey individual God-given callings.
- Communicating and modeling the Gospel, we call people and communities to be reconciled to God and to each other.
- Demonstrating Spirit-inspired compassion and creativity, we meet the needs of individuals, build communities, and care for creation.

**Vision**

The vision of Northwest University is to *Carry the Call*, with:

**Heart** - The founders of Northwest University built a community of faith and learning, focused on serving people who are pursuing God's call on their lives. We are convinced that God continues
to call every man and woman to a life of faithful, devoted service. Northwest University is committed to being a college of choice for students passionate about confirming and clarifying God's call.

**Head** - We believe that the best response to God's call is to develop exceptional character and competence. A commitment to scholarship and discipleship grows out of a worldview anchored in Scripture. Northwest University integrates Faith and Truth with powerful, effective teaching in Ministry, Arts, Sciences and the Professions. The entire University community strives to engage biblical Christianity with every aspect of life.

**Hand** - Northwest University finds its crowning joy in thousands of alumni serving in nearly every profession around the world. They are people showing Christ's love through hands of compassion. Our faculty model lives of wholehearted service. Our students make an impact for the Kingdom in numerous outreaches and ministries. Northwest University is committed to preparing people for service and leadership, doing God's work in God's world.

### Core Themes

**Core Theme One** - Building a caring community and enduring culture

**Core Theme Two** - Developing Christian commitment and Spirit-formed lives

**Core Theme Three** - Advancing academic engagement through teaching, learning and scholarly production

**Core Theme Four** - Empowering people with the vision and tools to meet human need in their personal and professional lives

### Statement of Faith

We believe:

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the blessed hope—the rapture of the Church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- In water baptism by immersion.
- The redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
Community Affirmation Statement

Northwest seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co- and extracurricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the Northwest community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God university. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community.

Since Northwest holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The University believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and neighbor as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships.

We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Attendance of the University chapel services and faithful attendance and support of a local church are integral parts of that process.

Northwest recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the University and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to Northwest. Since we are also part of the larger society, and in order to "let our light shine out" we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

Precision of Language

Northwest University is committed to the equality of men and women and to creating a learning community for all people. This commitment is based on the Bible’s teaching that God’s kingdom is made up of men and women from every nation, tribe, people, and language—and that no group constitutes the norm. Therefore, we expect students and members of the faculty, staff and administration to avoid sexist language and to employ inclusive language in writing, public speaking, and public worship. Further, we encourage members of the Northwest University community to be sensitive and respectful whenever
referring to the personal characteristics of others. For guidance, see the Non-Discriminatory Language Guide at the Hurst Library

**Student Consumer Information**

The Higher Education Opportunity Act (HEOA) requires colleges and universities that participate in federal student financial aid programs to disclose certain information to current and prospective students, and to university employees. Learn more about Student Consumer Information.

**Notice of Nondiscriminatory Policy Related to Students**

Northwest University does not discriminate on the basis of sex, race, color, age, national or ethnic origin, or physical disability in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of sex, race, color, age, national or ethnic origin, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law, in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college-administered programs and activities. Northwest is a drug and alcohol-free campus for all employees and students, and offers educational programs in alcohol and drug awareness for all campus groups. Inquiries regarding Northwest’s policy and responsibilities should be addressed to the Provost’s Office.

**Academic Issues**

**General Information**

The academic services and policies of Northwest University are overseen by the Provost’s Office and administered through the academic schools and colleges, and various academic services offices. Their goal is to ensure that students obtain and demonstrate the knowledge, skills, and attitudes described by the academic programs throughout this handbook. These programs balance the high standards established by the University’s faculty and its accrediting associations with the high cost of attending an educational institution. The outcome is an educational experience designed to deliver and verify students’ mastery of the essential elements expected of University graduates in today’s society. This will enable them to fulfill the University’s mission of preparing students for service and leadership.

**Academic Policies and Procedures**

The vast majority of academic policies and procedures are applicable to all Northwest University students, regardless of where they are located and how they access their learning. This general link connects to the current academic catalog, Academic Services section.

Contained in this section of the catalog are these important policies:

- Academic honesty
- Registration
- Adding/Dropping/Withdrawing from classes
- Withdrawing from all classes and the University
- Anti-Plagiarism software used in many NU classes
- Class attendance
• Transferring credits into Northwest University
• Earning credit for learning acquired in non-college settings
• Grade Point Average (GPA) calculation and limits
• Graduation requirements
• Academic records and FERPA

Faculty Qualifications and Hiring
The strength of Northwest University’s academic programs is directly connected to its exceptionally prepared and deeply dedicated faculty interacting with the lives of their students. Faculty qualifications include both academic and experiential background in the subject’s area and discipline. The requirements to serve as a faculty member at Northwest begin with the following academic and experiential qualifications.

• An earned master’s degree from a regionally accredited college or university
• Graduate-level credits from a regionally accredited college or university that are in the teaching field
• Practical experience in the course’s academic discipline

At times the University will utilize exceptional individuals who may partially meet these requirements, but who possess clear and recognized professional qualifications in specific teaching areas. All faculty are approved by the respective academic school or college and by the Provost. Interested personnel are encouraged to submit their unofficial transcripts to the College of Adult Professional Studies for a preliminary evaluation to determine the courses for which they may qualify to teach.

The hiring process requires several weeks to complete, and includes the submission of all official graduate transcripts applicable to their earned degrees and the conduction of a background check. Adjunct faculty are remunerated by the University following established amounts and schedules.

Advising and Registration
The College of Adult and Professional Studies and the Registrar’s Office work with individual extension sites to provide advising, course information, and registration instructions that are tailored to the needs of each site within the overall institutional resource capabilities. The accuracy of the student advising process begins with the reception of official transcripts from all previously attended colleges and universities, including college-level credits earned during high school.

Students need to be aware that they are financially and academically responsible for their registration. Courses are not dropped after drop/add period without a written appeal from the student that explains circumstances. Appeals that concern enrollment and registration should be submitted to the Registrar. Attempted courses will not be dropped, but the student may withdraw from the course.

Drop/Add Procedure
Students who register for courses and then decide to change their schedule must do so prior to the end of the Add/Drop Period as listed in the current Academic Calendar. This period ensures that students have sufficient time to experience course requirements and make an informed decision regarding the course while having sufficient time to complete the initial assignments.
Course Load

Because extension site students are concurrently involved with both academic and experiential learning activities, most sites encourage their students to enroll for 15 academic credits each semester. A full-time student must enroll in at least 12 credits each semester. Students work closely with their site leadership to determine the optimal number of credits and their program progression towards graduation.

Withdrawal from the University

Withdrawing from all courses once a semester has started (following the Add/Drop Period) may affect a student’s enrollment and financial aid. In order to make a well-informed decision, students should contact the Registrar’s Office and Financial Aid Services Office as soon as possible to ensure a clear understanding of the withdrawal options and their impact.

A student who is registered for classes is financially and academically obligated to follow withdrawal policy. A student must obtain and complete a withdrawal form from the Registrar’s Office to officially withdraw from the University. Withdrawing from all classes and/or not attending classes or completing online assignments do not constitute an official withdrawal and could result in a grade of "F" for each course. Professors have the right to recommend administrative withdrawal for students who do not attend class. This does not absolve the student from responsibility to follow proper withdrawal procedure.

Failing to withdraw properly obligates the student to tuition and other fees incurred. A grade of "W" will be recorded for official withdrawal. The date of official withdrawal will be the date the completed form is filed with the Registrar’s Office. The policy on refunds is described in the Financial Information chapter.

Academic Disqualification (Probation and Suspension) Process

After each semester, all probationary students are evaluated to determine their eligibility for further enrollment at Northwest University. If their cumulative grade point average has been below the stated levels for two or more semesters, they are placed on academic disqualification (suspension). Exceptions may be made if the last semester's grades indicate a clear improvement and average above 2.0.

Although not directly connected to Financial Aid disqualification, often students on Academic Probation or Disqualification also have their Financial Aid status affected. Students should consult the Financial Aid section of the catalog, and confer with the Financial Aid Office for further details.

Appeals for reinstatement after academic disqualification may be directed to the Provost on forms provided at the receptionist’s desk or online. Normally, at least one semester must elapse after disqualification before students will be considered for reinstatement, during which time they should have reevaluated their educational plans or taken steps to improve their scholastic skills. Disqualified students may also petition for permission to enroll as Special Students to take selected courses for personal benefit.

Graduation

Credit Hours. Candidates must complete the prescribed minimum total credit hours for the degree or certificate in which they are enrolled.

Grade Point Average. Candidates must achieve a minimum 2.00 Cumulative GPA on all courses taken at Northwest University unless the student’s specific program has higher requirements.

Residency. Residence refers to course work completed at Northwest University. The following are required:

- a minimum of 30 semester credits;
- at least one 3-credit Bible or theology course;
• one-third of the major requirements;
• the final semester of course work must be completed at Northwest University;
• all graduates, at the time of graduation, must be enrolled or eligible to be enrolled for the semester in which they graduate (see Admissions, Reapplication). Degree/Certificate Requirements
• All requirements for the degree or certification must be completed on or before the official day of graduation for that semester.
• Incomplete courses do not apply toward graduation until they are completed. Candidates who receive an Incomplete grade in a course required for graduation will have their graduation applications reclassified to the next semester or the semester in which the work and final grade are submitted.
• The catalog requirements in effect during the semester in which the student first enrolled are applicable, provided graduation is within six years from the end of that semester. (The summer semester may count as a part of the semester before or after it.) However, a student may graduate under the requirements of the current catalog. It is expected that the requirements of the catalog chosen will be followed as a whole.

Credit Limitations
• 30 credits of non-traditional credits, including Portfolio, CPL, ACE, AP, IB, military, CLEP, and D.S.S.T.
• 12 credits (Bachelor degree) or 8 credits (Associate degree) of ensemble music.
• 4 credits of physical education activity.
• 4 credits of UNIV 3561 Student Development Training.
• 3 credits of ENGL 2711 University Yearbook: Karisma.
• Students may earn additional majors as long as they satisfy the requirements for each major.

Citizenship. Candidates must have attained a satisfactory citizenship record, including chapel attendance requirements (as defined by the extension site), as of the date of their graduation.

Financial. Candidates must have all accounts with the University paid in full to be eligible to graduate and participate in Commencement activities.

Academic Honesty
Northwest University expects honesty from students in all areas, including their academic lives. Academic dishonesty is a serious violation of Christian standards and may result in the student receiving an F in the course, being dismissed from the course, or possibly being dismissed from the University. Instances of academic dishonesty are typically reported to the Provost’s Office.

Academic dishonesty includes cheating on assignments or examinations, submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s), sabotaging another student’s work, and plagiarizing. Plagiarism is defined as —using someone else’s ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness! (MLA).

Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate his/her appeal according to procedure outlined in the
Northwest University Student Academic Appeals Policy, which is available in the Provost’s Office website.

**Student Development**

**Community Handbook**

The Community Handbook is published on the Northwest University web site to acquaint students with the Northwest University way of life. The Handbook describes what students can expect of the University and what the University expects of students. All expectations are designed to assist students in their adventure of Carrying the Call.

When students apply for admission, they must indicate that they have made a personal commitment to Jesus Christ as Lord and Savior and that they are willing to live according to the life style standards of the University community.

Northwest University students are expected to recognize their responsibility to God by careful use of their time and to engage only in such activities as may contribute to their spiritual, moral, intellectual, and physical well-being. Questionable entertainment and all activities which diminish a person’s moral sensitivity and fervent walk with God should be avoided. Being an authentic biblical Christian both on and off campus is a clear and present standard of Northwest University.

Northwest University will promote Christian citizenship through instruction, corrective confrontation, and discipline, when necessary for the purpose of developing and maintaining a Christ-centered environment. An acceptable citizenship record, which includes academic and financial responsibility to the University, must be maintained to qualify for enrollment, participation in student leadership offices, co-curricular activities, including all athletic and music programs, and graduation.

The University reserves the right to modify and amplify the standards and dates set forth in the Community Handbook and to use its discretion in the interpretative enforcement of all ideals and standards of conduct.

The University reserves the right to require any student who is considered to be out of harmony with the goals and the spirit of the University to withdraw, including involuntary administrative withdrawal.

Northwest University is committed to a policy of non-discrimination with regard to race, color, national origin, sex, age, marital status, or physical disability. Persons having questions regarding University policy of non-discrimination should contact the Provost’s Office.

**Student Lifestyle Expectations**

Extension sites define their own guidelines and policies regarding student conduct which are reviewed for congruity with the University’s expectations during the site application process. Any changes in an extension site’s student conduct policies must be reported during the regular renewal process. Students must be active members of a local extension site program to be enrolled as extension site students.

**Financial Aid and Financial Issues**

**Payment of Accounts**

The regular school year is divided into two semesters of approximately four months each, and tuition is based on the semester. It is the policy of the University that there can be no outstanding past due account at registration. All past due and old accounts must be settled or alternate arrangements must be agreed.
upon with the Student Accounts Office prior to registering for the following semester. The payment of accounts policy also applies to those qualifying for veteran’s benefits and outside scholarships.

**Pay In Full Plan**

Tuition, fees, and housing charges are to be paid in full before the first day of classes each semester unless prior arrangements have been made with the Student Accounts Office. All students must sign a contract/promissory note agreeing to payment terms prior to the start of classes each semester.

### Late Fees

<table>
<thead>
<tr>
<th>Student Account Balance</th>
<th>Late Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $25.00</td>
<td>$0</td>
</tr>
<tr>
<td>$25.01 and above</td>
<td>1.5% but will not exceed $100.00</td>
</tr>
</tbody>
</table>

In the fall semester, the late fee will be assessed on September 30, October 31, November 30, and December 31 after deducting any anticipated aid as determined by the Financial Aid Office.

In the spring semester, the late fee will be assessed on January 31, February 28, March 31, and April 30 after deducting any anticipated aid as determined by the Financial Aid Office.

TMS - Tuition Management system will assess a $55.00 late fee for each late payment made on the monthly plan established at the beginning of the school year/semester the student is attending. Please contact TMS for further details.

**Past Due Accounts**

A student is considered past due if:

- payments are not made by the dates on which they are due.
- financial aid is not credited to the student’s account by the due date as specified in the promissory note (typically the last business day of the month following registration).
- any charges, which were not included in the payment plan, still owe on the last business day of the month in which they were charged.

Students failing to meet the payment schedule will be contacted through email and by telephone by the Student Accounts Office. The student may also be contacted by campus registered mail and Northwest University personnel which may include staff from the Student Development Office, local site, and/or professors. Efforts to communicate will be made for a period of approximately 45 days.

If, after these efforts are accomplished and it is clear that the student is aware that payments are delinquent and reasonable attempts to address the financial obligations have not been made, the student will no longer be allowed meal card privileges, and/or Internet privileges.

If the financial problems persist, students may be suspended from class until a solution is reached between the Student Account Office and the student. Students failing to respond will be withdrawn from the University by the Provost.

Since financial responsibility is part of the educational process, the Student Accounts Office encourages students to meet and council with the University personnel any time a financial problem arises. Many problems may be avoided and/or resolved with communication. Communication is the key to successful
fiscal responsibility.

The University reserves the right to assign delinquent accounts to an agency for collection and/or attach student’s credit report. The venue of defaulted Federal Perkins Student Loans shall be in King County, State of Washington or as determined by the holder of the defaulted Promissory Note.

Cancellation of Registration

The Registration Cancellation policy applies to all semesters. Note that private music lesson fees (after the contract is signed) and housing deposits have cancellation penalties not indicated below. See the Academic Calendar for the applicable First Day of Class.

- Cancellation received prior to First Day of Class -$25 Registration Fee
- Cancellation on or after First Day of Class and no classes were attended - $25 Registration Fee and $100 Administrative Fee
- Cancellation if any classes were attended - Considered a Withdrawal from University -- see next section for refund schedule

Withdrawal from a Course

When a student changes his/her course schedule by dropping a course, but does not withdraw from school, tuition and fees will be adjusted through the Last Day to Add/Drop Courses. After that, courses can only be withdrawn, and there is no reduction to tuition or course fees.

Withdrawal from University

Students may withdraw from the University up through 5:00 PM on the Last Day of Classes. Adjustments will be made on the accounts of students who withdraw from school during the semester subject to the following conditions:

- The student must have officially withdrawn from the University;
- Institutional financial aid (if applicable) will be removed during the semester of withdrawal – this includes but is not limited to NU scholarships and tuition credits;
- Fees are nonrefundable; tuition will be charged according to the chart below based upon the date the Withdrawal Form is submitted. Tuition is charged based on the highest number of credits during the semester:
Withdrawal from University – Administrative

If a student is absent from all classes for more than two weeks consecutively without contacting the Registrar’s or Provost’s Office to explain the reason for his or her absences, the University has the authority to administratively withdraw the student from all course enrollments and to assign grades of “F” to each course. In this case, the official withdrawal date for financial obligation purposes will be two weeks after the last date of class attendance as certified by faculty and verified by the Registrar’s Office.

Financial Aid

Northwest has heavily discounted the tuition for students at extension sites. Students must file the Free Application for Federal Student Aid (FAFSA) and submit all required documents to determine the federal financial aid for which they may be eligible. Once the student has filed the FAFSA, Northwest’s Financial Aid Services Office will be able to assist with processing any required verification documents. It is important for students to complete all of the financial aid application process since that directly affect when any excess aid may become available, as well as not triggering any late payment fees.

For questions about financial aid or a student account, contact Financial Aid Services Office.

For questions about your account balance, contact the Student Accounts Office.

Refund Process

As financial aid verification is completed or required documents submitted, financial aid amounts are disbursed to student accounts. This process usually is completed three weeks following the beginning of classes. As long as students have completed their registration and financial aid process, refunds of access funds begin during the fourth week of classes.

Federal Financial Aid Programs

Satisfactory Academic Progress (SAP)

All students must be making satisfactory academic progress in an eligible degree or certificate program. Financial aid applicants are required to meet the standards described below for all terms of attendance, including terms when no aid is received. Your cumulative grade point average must be:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>1-29</td>
<td>1.7</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
<td>1.9</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
<td>2.0</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
<td>2.0</td>
</tr>
</tbody>
</table>
To remain in satisfactory academic progress, you are required to complete at least 67% of credit hours attempted each semester.

If you complete less than 67% of the credit hours attempted, or if your grade point average falls below the required level, you will be placed on probation for unsatisfactory academic progress.

Your financial aid will be cancelled if you do not successfully complete 67% of credits attempted at the end of two terms, or if your cumulative grade point falls or remains below the required level after two terms, or you do not successfully complete at least 6 credits each semester. You will not be eligible for Federal, State, or Institutional Grants, Scholarships, Work Study, or Loans. This includes Alternative, Private Bank Loans.

You may appeal financial aid suspension in writing to the Financial Aid Services Office.

For a detailed copy of the Satisfactory Academic Progress Policy, please contact the Financial Aid Services Office or visit http://eagle.northwestu.edu/finaid.

The following applies to recipients of federal student financial aid:

1. Attempted hours are defined as those hours for which the student is enrolled at the end of the drop/add period;
2. Grades of "I" (Incomplete) and "W" (Withdrawal) are considered attempted hours and will be counted in the completion percent calculations;
3. Eligibility for renewal of federal financial aid will be made at the end of each semester;
4. A student is no longer eligible for federal financial aid at Northwest University after 12 attempted semesters.

A student may appeal the loss of financial aid if extenuating circumstances (such as illness or accident) apply. A written appeal must be filed with the Financial Aid Services Office. Supporting documentation and verification of the circumstances must be submitted with the appeal.

Verification

Verification is a federal process which requires Northwest University to check the accuracy of the information you and/or your parents reported when applying for Federal financial aid. Information is verified by securing additional documentation. There are a number of items that must be verified. The documents necessary to verify these items are described on your Award Letter. Corrections to the data will be submitted to the United States Department of Education, if necessary. A revised Award Letter of any specific actions needed or changes to your financial aid award will be mailed to you. An award will not be disbursed and Federal loans will not be originated until verification is complete. If documents are not submitted within 30 days of request, or one month prior to the end of the semester, the offer of financial assistance may be cancelled.

Federal Pell Grants

- Eligibility – Financial need as determined by Federal methodology
- Amount – The Federal Pell Grant amount varies from year to year based on Federal funding available.
- Renewal – Based on annual review of need
- Students may receive Federal Pell Grant for up to six years (12 semesters) of full time attendance

The Federal Pell Grant is available to students who attend at least part time (six credits). In certain situations, however, a student who is enrolled for less than six credits may be eligible for a Pell Grant.
Federal Subsidized Stafford Loan

- Eligibility – Financial need
- Amount – Varies based upon class standing

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0-29</td>
<td>$3,500</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
<td>$4,500</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
<td>$5,500</td>
</tr>
<tr>
<td>Senior</td>
<td>90+</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

- Aggregate Loan Limits –
  - Undergraduate Dependent: Stafford Subsidized and Unsubsidized - $31,000
  - Undergraduate Independent: Stafford Subsidized and Unsubsidized - $57,500

*(Students cannot take out a total of more than the above listed aggregate amounts during their lifetime in school.)*

- Renewal - Based on annual review of need. Application is required annually.
- Terms - Payment of principal and interest accrual begins six months after the student ceases to be enrolled at least halftime; interest is deferred while the student is enrolled at least halftime; interest rate varies—loan fees are charged according to Federal laws (maximum is 1%). If a student graduates or ceases to attend at least half time, he/she is required to complete exit counseling online.

If you wish to participate in the William D. Ford Federal Stafford Loan Program, please sign your Award Letter and return it to the Financial Aid Services Office. In addition, first-time borrowers at Northwest University must complete the entrance counseling online which will explain issues, rights, and responsibilities. An official Loan Application (Master Promissory Note) can be completed by the student online at the direct loan website. Students who have already completed the required application (Master Promissory Note and Entrance Counseling) will only need to sign their Award Letter, accepting the loan(s). Federal Stafford loan funds are sent to the University through Electronic Funds Transfer (EFT). EFT funds will be credited directly to the student’s account.

Federal Unsubsidized Stafford Loan

- Eligibility – Not need-based; based on independent status, dependent student who is not eligible for a Federal Subsidized Loan, or dependent student whose parent was denied for a PLUS Loan.
- Amount – The amounts are the same as the Federal Subsidized Loan, plus an additional $2,000/year. Additional amounts are available for independent students, and dependent students whose parents have been denied for the PLUS Loan:

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen/Sophomore</td>
<td>$4,000</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

- Aggregate Loan Limits –
  - Undergraduate Dependent: Stafford Subsidized and Unsubsidized - $31,000
  - Undergraduate Independent: Stafford Subsidized and Unsubsidized - $57,500

*(Students cannot take out a total of more than the above listed aggregate amounts during their lifetime in school)*
• Renewal – Application required annually

• Terms – Borrowers are responsible for the interest while they are enrolled and during repayment period. Interest payments can be deferred while student is in school and during their grace period. Payment of principle and interest begins six months after the student ceases to be enrolled at least half-time. Interest rates, loan fees, application, and disbursement process are the same as for the Federal Subsidized Stafford Loan. If a student graduates or ceases to attend at least half time, he/she is required to complete exit counseling online.
Attachments

Attachment A
Church Partnership Program
CPP Operating Guidelines and Principles

Institutional Vision and Mission Match

a. The match between missions and visions of the University and the local church is critical for the healthy and cooperative relationship needed to serve students through extension sites.

b. Northwest University understands that local training sites have designed their operating processes and procedures that work best within their unique setting. These distinctives are important to be reflected in the overall extension site program. On the other hand, the University must ensure that its high standards of educational excellence is maintained, regardless of how and where its programs are offered. The uniqueness of the local site and the standardization required by higher education can work together in harmony as long as both institutions’ vision and mission are congruent to produce a learning environment that far more than either could offer individually.

Partnership Approvals

a. Time Frame. An extension site’s initial approval usually requires several months of interaction and preparation. Approvals may include considerations by local, state, federal, and accrediting agencies during which the deliberation schedules are out of university control.

b. External Approvals. Serving international students, offering federal financial aid, and providing veteran’s educational benefits must be specifically approved for each teaching site. Final approval from the agencies involved for these benefits may require several weeks or months, and at times can only be considered once an extension site has operated for a period of time. Students must be pursuing a declared major as part of an approved degree program in order to receive these financial benefits.

c. Northwest’s Accrediting Association Requirements. One of the main purposes for local training sites to partner with Northwest University is its accreditation. The Northwest Commission on Colleges and Universities (NWCCU) has specific requirements that must be met regardless of where or how the learning occurs or the number of students involved. This includes library and learning resources, facility and equipment support, assignment evaluations, course and program assessment processes, faculty qualifications, and record keeping. Established quality control monitoring processes must clearly describe and demonstrate that the University is responsible for the academic integrity of the course and learning process.

Program Promotion

a. Initial Promotion. The University assists new sites in the initial promotion of their programs by formatting and printing a promotional Brochure and Cost Sheet, in coordination with descriptive
materials and graphics from the site. The initial run of up to 250 brochures and Cost Sheets is provided to the site, with the cost of additional printings worked out with the site.

b. Promotional Approvals. All promotional materials describing the inter-institutional agreement and program of study must be specifically approved by Northwest University to ensure that all applicable guidelines are followed. Accurate description of accreditation coverage is of particular importance to the NWCCU and other approving associations. The University must approve the relationship’s description for all promotional materials.

**Academic Structure**

a. Enrollment at the local site. Students must be approved and enrolled in the training center’s program as full-time students to receive the Extension Site Scholarship, described under Costs.

b. University Enrollment Status. Students are enrolled as Northwest University students, although they also participate in their local site’s programming. Northwest’s courses offered at approved extension sites are recorded following regularly established formats and styles on official university transcripts.

c. Extension sites use the online versions of courses to ensure a consistent academic experience throughout all of Northwest University programs. Courses are structured on the seven-week session schedule common to the university’s nontraditional online offerings.

d. Course layout references the approved materials, reference links, assignments, discussion forums, and other support features needed by students. If other materials are desired, instructors must work closely with the respective academic department for approval.

e. Only specific degrees and majors are offered through extension sites.

f. The site offers student study opportunities at regularly scheduled times during their training and provides general academic support for more challenging courses, such as writing and math.

**Faculty and Facilitators**

a. Semester and yearly course schedules are designed using a balance of local and NU campus faculty. The University hires qualified adjunct faculty following established guidelines and remunerates them at current adjunct faculty rates.

b. Prospective faculty official transcripts and teaching vita are submitted and faculty background checks are conducted. Formal academic preparation for undergraduate courses include an accredited master’s degree in the course discipline or a master’s degree in another field and graduate credits in the course discipline.

c. Because of their close proximity to the site, local instructors arrange their classroom teaching schedules with the Site Coordinator.

d. When Northwest campus faculty are used, a visit to the campus at times may be arranged to help connect extension site students to the instructor and to the University.
e. Sites utilize Facilitators to augment course instruction, especially when campus instructors teach extension courses. The Facilitator works closely between the Site Coordinator, course instructor, and students to ensure a good learning environment and to promote student success. Although no specific qualifications are required for Facilitators, it is expected that they have special student and subject abilities that lend them to this important support responsibility.

f. The selection of the Facilitator is important to ensure agreement between the course instructor and Facilitator’s support. The Facilitator is not the instructor, but works under the instructor’s guidance to explain and clarify course materials. The cooperative relationships between facilitators and instructors are individually established and must be determined prior to the beginning of class. Any alternate course materials must be approved by the instructor. Facilitator pay, if any, is the responsibility of the site.

g. Student learning support, including facilitators, must be established in cooperation with the University prior to the semester.

Costs

a. Northwest understands that it is never easy to invest on one’s future, especially in times of economic pressure. Balancing future benefits of education against current financial obligations is always difficult. The University commends those students who desire to develop or refine their ministry and/or professional skills through a Christ-centered training program, but are unable to attend the University’s main campus.

b. Students who are involved in local churches’ ministry preparation programs have committed from one to four years of their lives to develop a strong foundation upon which to build their ministries. These programs require significant time and financial commitments. To support these students and to collaborate with local ministries that share a common vision, Northwest provides a significant tuition scholarship for students of approved programs.

c. Northwest University’s Church Partnership Program Scholarship is applied to students’ undergraduate tuition who are enrolled in full-time local training programs. This decrease significantly reduces their tuition costs from the normal tuition. Furthermore, the University also waives the initial Admission Fee, the Confirmation Deposit, and the semester General Fee for extension site students.

d. In some situations, extension sites charge a Standard Site Fee to students to help offset the costs of providing the additional training opportunities and activities associated with the program. These types of costs include classroom maintenance, custodial expenses, security, admissions and advising staffing, office support, and other student-centered services necessary to operate the educational and training program. Because these are viable educational expenses, they can be included as a charge to the student, and thus be included in their cost of attendance for their financial aid calculations. The Standard Site Fee is approved by the University for each site on a yearly basis. The University remits the Standard Site Fee to the site following a defined schedule (see attachment).

e. Additionally, some academic courses incur special costs, such as travel or equipment that are charged to the student through a Course Fee. This educational expense might include the cost of
air transportation to a location, housing and meals while on the trip, and other expenses associated with a travel course. Science laboratory equipment also is included under a Course Fee. Students who are enrolled in the associated course are charged the approved Course Fee. Extension sites submit requests for Course Fees along with the next year’s course schedules. If the Course Fee is associated to expenses incurred by the site, the University remits the Course Fee to the site once it is received, following a defined schedule (see attachment).

f. Northwest University cannot collect and remit other expenses, such as housing or meal costs, to the site because of federal restrictions. These must be collected by the site directly from students.

Program Start-up and Operating Steps

a. Northwest approves a local training program as an official teaching site following the Process for Establishing an Extension Site.

b. Students are accepted in the local training program.

c. Students submit their application packets to the Site Coordinator, who sends completed packets to Northwest University’s Admission Office as extension site students. The normal Application Fee is waived for extension site students.

d. Each semester, site students register either for individually selected courses or for the same courses as their cohort group, depending on the specific site process.

e. Students are charged by the university for costs associated with their academic enrollment on a semester basis. These costs include:

   1) Course tuition, based on the number of credits enrolled in that semester

   2) Course Fees for specific courses that have associated costs, such as science lab equipment fees or course travel expenses

   3) Some sites choose for their students to pay the Standard Site Fee to offset a portion of the expenses associated with services the site provides to make the academic and training program available. Once the student satisfies tuition and course fees charges, the Standard Site Fee is remitted to the site following a monthly payment schedule.

f. Some sites charge students above the Standard Site Fee and collect these additional funds directly from students. Housing fees are included in this category and are not collected by the University.

g. Once courses are completed, instructors submit their final grades to the Registrar’s Office and grades are posted to students’ transcripts.

h. Both the site and Northwest University review the agreement on an annual basis.
Attachment B
Church Partnership Program

CPP Program Evaluation

Extension Site Evaluation
Northwest University conducts continual evaluation of all of its academic programs as part of its ongoing assessment process. The following topics are critical to successful and sustainable extension site programs. For the major assessment areas, the listed evaluation instruments are used to provide information for consideration. As in all program evaluation processes, multiple inputs are utilized to provide a full picture of strengths, weaknesses, and areas that need attention.

Instructional Quality
1. Student evaluation of the course
2. Student evaluation of the instructor
3. Interviews and focus groups of students
4. Faculty evaluation of the course and support processes
5. Committee and staff meeting minutes related to program effectiveness
6. Report of student grade point averages
7. Report of student course completion
8. Report of student program persistence
9. Report of student program completion
10. Review of faculty transcripts, resumes, and teaching vita

Facility Support
1. Student evaluation of extension site facilities
2. Staff evaluation of the extension site facilities
3. Faculty evaluation of extension site facilities

Extension Site Staff Support/Student Services
1. Student evaluation of extension site staff support and student services
2. Faculty evaluation of extension site staff support and faculty services
3. Review of applicable portions of the Handbook
4. Financial aid student default rate

University Staff Support/Student Services
1. Student evaluation of university staff support and student services
2. Faculty evaluation of university staff support and faculty services
3. Review of applicable portions of the Handbook
4. Financial aid student default rate

Program Standards
Program evaluation involves comparison of current performance to a meaningful standard and the establishment of challenging and realistic goals. The following goals for the Church Partnership Program are based on existing Northwest University programs while being sensitive to the unique characteristics and challenges of extension education.
1. Financial aid student default rate
2. First-time, full-time student persistence rate
3. First-time, full-time student graduation rates
Attachment C
Church Partnership Program

CPP Extension Site Fee Processing

Church Partnership Program

Extension Site Fee (2014-2015)

Options Available to Church Partners Regarding Extension Site Fees

1. **NU collects: Course Tuition and Course Fees Only.** The University collects the appropriate amount of course tuition and course-connected fees from students each semester.
   a. Any fees charged by the site to cover program operating expenses are collected by the site and are not channeled through the University.
   b. Students pay the University and the Site.

2. **NU collects: Course Tuition, Course Fees, and the Standard Site Fee.** The University collects the course tuition, associated course fees, and the Standard Site Fee of $1,300 per semester ($2,600 per year) from students.
   a. The University sends the Site Fee to the site following the processing guidelines below.
   b. If an extension site charges other fees (such as housing fees or application fees) that are not directly associated and approved as a course fee, the site collects those directly from their students.
   c. The Site Fee covers some of the expenses incurred by sites as they provide services to NU students, and thus is a credible educational expense.
   d. If the Standard Site Fee is insufficient for the site needs, the site can collect additional support funds from their students – NU has one Standard Site Fee for all sites.
   e. Students pay the University and the Site.

Processing Finances

The total amount of Site and Course Fees applicable to the site are paid three installments (Fall: 50% at the end of September, 25% in November, 25% in December; Spring: 50% in February, 25% in April, 25% in May), with any needed adjustments for withdrawals and possible nonpayment included in the final payments.

The final installments (December and May) will be adjusted to reflect what has actually been received from registered students at the individual churches. The cutoff for processing payments against their accounts for purposes of calculating the final payment will be the final day of classes for that semester, as defined in the current Academic Catalog.
Northwest University and its Church Partners are vitally concerned with establishing and maintaining a viable and mutually-beneficial educational training program. Sustainability relies in a large part on a sufficient number of trained support personnel. Although each site has unique staffing situations, the guidelines below are recommended as the minimum needed to provide the support and services required for a effective program.

<table>
<thead>
<tr>
<th>Students</th>
<th>Position (definitions and responsibilities are provided in the following table)</th>
<th>Full-Time Equivalent Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage 1:</strong> 15</td>
<td>Site Coordinator............................... Site Practicum Supervisor...............</td>
<td>0.5 FTE 0.5 FTE</td>
</tr>
<tr>
<td><strong>Stage 2:</strong> 16-25</td>
<td>Site Coordinator............................... Site Coordinator Support................. Site Housing Supervisor (if applicable)..........</td>
<td>1.0 FTE 0.5 FTE 0.5 FTE</td>
</tr>
<tr>
<td><strong>Stage 3:</strong> 16 – 40</td>
<td>Site Coordinator............................... Site Coordinator Support................. Site Assistant Coordinator.......................... Site Housing Supervisor (if applicable)..........</td>
<td>1.0 FTE 1.0 FTE 1.0 FTE 1.0 FTE *</td>
</tr>
<tr>
<td><strong>Stage 4:</strong> 41-60</td>
<td>Site Coordinator............................... Site Coordinator Support................. Site Assistant Coordinator.......................... Site Housing Supervisor (if applicable).......... NU Site Manager..............................</td>
<td>1.0 FTE 2.0 FTE 1.0 FTE * 0.5 FTE</td>
</tr>
<tr>
<td><strong>Stage 5:</strong> 61 – 75</td>
<td>Site Coordinator............................... Site Coordinator Support................. Site Assistant Coordinator.......................... Site Housing Supervisor (if applicable).......... NU Site Manager..............................</td>
<td>1.0 FTE 2.0 FTE 2.0 FTE 1.0 FTE * 1.0 FTE</td>
</tr>
<tr>
<td><strong>Stage 6:</strong> 76 - 100</td>
<td>Site Coordinator............................... Site Coordinator Support................. Site Assistant Coordinator.......................... Site Housing Supervisor (if applicable).......... NU Site Manager..............................</td>
<td>1.0 FTE 3.0 FTE 2.0 FTE 1.0 FTE * 1.0 FTE</td>
</tr>
</tbody>
</table>

* Variable, depending on the number of students in housing
<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Site Coordinator               | The Site Coordinator coordinates the site’s training program and is the primary contact person for university office staff, prospective and current students. Because of this critically important position, the University must affirm the site’s selection for the Coordinator position. Qualifications and Responsibilities:  
  • Bachelor’s degree expected; graduate degree preferred  
  • Represents the site to prospective students and faculty  
  • Represents the program internally to church and pastoral staff  
  • Responsible for coordination of admission and financial aid applications  
  • Responsible for coordination of academic environment, including instructional support processes and prospective local faculty initial communication  
  • Coordinates local ministry training |
| Site Coordinator Support       | Student support becomes very complex depending on the length of the program, number of transfer students, overall number of students, and site training options. Support is especially critical during the admission and registration processes.  
  • Supports the Coordinator in his/her clerical and reporting responsibilities |
| Site Assistant Coordinator     | As the program grows, the Assistant Coordinator becomes increasingly beneficial to maintain the program while the Coordinator recruits new students. For smaller programs, often the Assistant is responsible for supervising the site’s ministry training schedule or housing.  
  • Assists the Coordinator in student support |
| Site Ministry Practicum        | As the site grows and/or adds additional practicum training options, these critical aspects of training become very time consuming, especially involving the supervision and scheduling of training with various church staff  
  • Supervises the ministry practicum training |
| Site Housing Supervisor        | Although very beneficial, the addition of student housing increases the daily oversight responsibilities, involving a specified person to support the residence program  
  • Supervises the site’s residency program |
| University Site Manager        | Once a site reaches a particular size and complexity, the University supplies one or more individuals at the site to manage the academic and faculty aspects of the program. Sites at this stage usually require tracking multiple majors and cohorts. The Manager frees the Site Coordinator to focus on recruitment and student services. The Manager and Coordinator serve as a team with the Coordinator focusing on church-related responsibilities and the Manager focusing on university-related responsibilities.  
  • Master’s degree required; college teaching or administrative experience preferred  
  • Manages student admissions, academic advising, course scheduling, faculty assignments, student registration, and degree progress tracking related to the academic programs  
  • Enables the Coordinator to focus on recruitment and practicum responsibilities  
  • Teaches courses within academic field |
Northwest University provides the following offices, staff, and processes in support of the Church Partnership Program, and will continually evaluate the staffing needs in relationship to both individual site and overall CPP enrollment requirements for all sites.

- Executive Director of Extension Programming – *program planning and development*
- CPP office support – *ongoing program and personnel support*
- Financial Aid Counselors – *financial aid advising and awarding*
- Admissions Counselors – *admission processing and approving*
- Registration support – *course scheduling, assigning, and student registration*
- Advising support – *transcript analysis, degree progress tracking, graduation preparations*
- Provost and Academic Department support – *ongoing academic development*
- Fiscal support – *student payment and site fee disbursement processing and reporting*
- Course Management System coordination and support – *Discovery setup and maintenance*
- Information Services support – *technology support for staff and CMS*
- Educational Technology support – *student and faculty support and training*
- Marketing support – *brochure, marketing, and promotional support*
- Site personnel training and support – *coordination with and training of site personnel*
- Personnel hiring support – *Human Resources support*
- Faculty training support, both at the site and for online courses – *ongoing evaluation and training*
- Accreditation liaison and legal approvals – *accreditation, federal, state, and local ongoing approvals and reports*
- Institutional Effectiveness – *ongoing assessment and reporting to internal and external agencies*