



## Leadership Education for Adult Professionals General Education Advising Guidelines

### General Principles

- Course substitutions and waivers are approved by the academic faculty and dean that supervise the course's department and by the student's dean. There must always be a balance between helping students meet their educational goals and upholding the integrity of the degree. Course substitutions and waivers are made based on sound academic decisions and not the convenience of the student.
- These guidelines are based on the general requirements for all NU majors - specific majors and minors may have further or different restrictions and guidelines.
- Transfer credits must be considered at the time of entry to NU. Students desiring to transfer credits into NU after they are enrolled must receive prior, written permission from the academic advisor and dean who supervise the course. This is especially problematic for students desiring to bring courses from unaccredited institutions. *Refer to the Academic Catalog, Transfer Credit.*

### Advising Guidelines

#### 1. Humanities

##### a. ENGL 1013 Expository Writing

*A foundational writing course designed to acquaint the student with principles of effective composition demonstrated in paragraph and essay writing*

- 1) The prerequisite for Writing & Research, so its role in General Education is critical
- 2) Usually the introductory freshman English or writing college course, above the level of non-college level courses
- 3) Usually the 1<sup>st</sup> course in the freshman writing, two-course series
- 4) Above the "basic writing" course, which usually is high school level and often coded as "0xx."

##### b. ENGL 2603 Writing & Research

*A course in college-level research and term-paper writing; instruction in research methodology and evaluation of material and sources; instruction in at least one writing style guide.*

- 1) Must have produced a research paper (the course description is consulted to verify this inclusion)
- 2) Includes library research component
- 3) Generally the 2<sup>nd</sup> course in the freshman writing series
- 4) If a college only offers one writing course, count it as Expository Writing course

##### c. ENGL literature requirement

*A general literature course that overviews the various genres of literature providing the foundation for intensive studies in specific genres.*

- 1) Must be from the list of survey literature courses (Intro, American, British, or World)
- 2) Survey course, not focused on a particular genre or specific author or narrow time frame

##### d. COMM 12xx Fundamentals of Speech

*An introductory course in basic speech principles, including the basic types and appropriateness of speeches, sections of speeches, rhetorical techniques, evaluation of material, and delivery of speeches*

- 1) Includes the bridge course "Speaking Before Groups"
- 2) "Public Speaking Course" – learning types of speeches and delivering them to audiences
- 3) Introductory communication speaking skills speech course; Not a speech theory course
- 4) Not a course in intercultural, interpersonal, or computers

**e. Fine Arts**

*A course in basic aesthetics as presented in arts; a broad exposure to the arts is desired, but a course that focuses on one medium is satisfactory as long as the principles of aesthetics are included; does not include narrowly focused skills classes, such as private music lessons.*

- 1) Performing arts courses apply, as long as presented before groups – not private music lessons
- 2) Broad appreciation of arts that generally include the abstract principles of aesthetics, composition, history, balance, beauty
- 3) Not mechanical course, such as photography dark room-based course
- 4) Best met by appreciation courses, such as music, drama, and art appreciation courses

**f. Language Arts**

*A course that generally continues the student's study in communication through language, and as such would be an advanced-level writing or grammar course (i.e., Structure of English), an intermediate level speech course (requiring a prerequisite of Fundamentals of Speech), a second literature course, or a foreign language course.*

- 1) Focus is on higher criticism of language, mechanics, and usage
- 2) Above the entry-level course, such as fundamentals of speech
- 3) Is the entry-level course required as a prerequisite? If not, not applicable, if so, it does count
- 4) Higher numbered than the intro course
- 5) Any course in literature applicable
- 6) American Sign Language – applicable if from a regionally accredited college or verified by NU faculty
- 7) Advanced writing or advanced grammar
- 8) Organizational Comm from core can apply
- 9) Business Communication – usually not applicable since it is usually note taking, business letter forms, and telephone talking – not advanced communication course, not college-level
- 10) Foreign language, advanced writing or speaking course

**2. Science and Math**

*College-level courses in science and mathematics (above the Intermediate Algebra level)*

**a. Must have a quantitative reasoning course**

- 1) Introduction to Logic is the only non-MATH course that can apply
- 2) MATH above Intermediate Algebra
- 3) Statistics from the core will apply
- 4) Business Math usually does not satisfy because it is narrowly focused and its level is not above Intermediate Algebra
- 5) Technical Math course usually does not apply
- 6) Look for courses such as College Algebra, Precalculus, Calculus

**b. Science course with laboratory noted in the course description**

**c. SCIE/MATH elective**

- 1) Cannot use Intermediate Algebra – can only apply to General Electives
- 2) Must be college-level math course
- 3) Any science course will apply here
- 4) Nutrition course if it has scientific basis will apply
- 5) Business Math may not count because its level is not above Intermediate Algebra

### 3. Social Science

#### a. History

- 1) Any college-level HIST will apply, including general broad Church History IF coded as a HIST or CHIS, not a narrowly-focused limited exposure church history
- 2) not a theology course – must be a history course

#### b. Social Science Electives – 3 areas chosen from the allowed areas for 9 credits

*NOTE: 3 areas insures a broad exposure to the basic social science areas, thus two Psychology courses would only satisfy one area, and a Church History and a Political Science course only satisfies one area*

##### 1) Church History or Political Science (one or the other):

- a) includes government courses
- b) any church history as long as it is coded as church history
- c) A second HIST cannot apply here, unless cross-referenced as a CHIS course or political science course
- d) Political Science does not include paralegal or most legal studies courses since these are practical skills application courses with limited foundational information and lack broader studies including theory and history related studies

##### 2) Geography

- a) biblical geography applies, even if coded as a BIBL
- b) Human Geography applies, as long as it is coded as GEOG not anthropology

##### 3) Economics

- a) Macroeconomics or Microeconomics - one or the other
- b) not Introduction to Economics, although this course may be allowed via substitution
- c) BUSM 3573 Managerial Microeconomics from core will apply
- d) For BABM, Microeconomics counts as Managerial-Micro Economics in major

##### 4) Philosophy

- a) any Philosophy except Introduction to Logic

##### 5) Physical Education

- a) limit of 4 credits of physical activity courses (i.e., basketball, swimming)
- b) Military recruit training via DD214 applies for 4 PE credits
- c) health courses, including nutrition taught from a health framework
- d) First Aid courses, including CPR
- e) CPL if carrying valid CPR/First Aid card

##### 6) PSYC 1013 General Psychology – any Introduction to Psychology course; other Psychology courses will not apply

##### 7) SOCI 1113 Survey of Sociology – any intro to Sociology course; other sociology courses do not count unless they have broad exposure to sociology principles

- a) Introduction to Anthropology applies

#### 4. General Electives

##### a. Any college-level course in any subject

- b. Difficulty exists with highly technical courses from Technical Schools, Bible institutes, or that were earned several years in the past
- 1) Was there broad theory and principles presented in the course, or was the instruction focused on skills with limited applicability to other academic disciplines? (examples: fly-tying; dress-making; truck-driving)
  - 2) Was the course in a discipline or field that has undergone significant changes since the student took the course so that the principles and skills have extremely limited applicability to the field today? (examples: computer technology from many years ago; computerized metal lathes; typewriter maintenance)
  - 3) Has the definition of “college-level” changed since the student took the course to where the course is not considered college-level, even by the institution that offered the course? (examples: short-hand transcription; personal hygiene)
  - 4) Did the instructor of the course have sufficient training to insure that he/she knew what was considered college-level? (examples: Bible institute course taught by a person with undocumented academic or experiential qualifications; courses taught by instructors without a degree above what they are teaching)
- c. A limited number of courses that do not meet the standards listed in 4.b. are allowed under the category of “Restricted General Electives”
- 1) This limitation insures that the percent of the degree that utilizes these limited applicability courses is restricted and capped at 12% (equivalent to the “Grey” area used by Washington state colleges and universities)
  - 2) These must have some degree of applicability outside of the specific course topic
  - 3) These are limited to 15 semester credits
  - 4) These must be specifically approved by the Registrar

## 5. Biblical Studies – Bachelor of Art Business Management (BABM) Major

*NOTE: Students must have at least 15 credits of Bible/Theology to graduate - no exceptions are allowed. (The A/G endorsement is actually 18 credits, with BUSM 4563 Business Ethics counting as the other 3 credits. If the LEAP student transfers in a generic business ethics class, then they are required to take an additional 3 credits of BIBL/THEO.)*

*NOTE: All students must take at least one course in Bible or Theology from NU; it is intended that the course taken would include exposure to the doctrinal perspectives of the Assemblies of God and to the Hermeneutical approach supported by Northwest University's School of Ministry.*

### a. BIBL 1103 Old Testament History & Literature

- 1) (Includes *Global University's LIT 1203 Old Testament Literature*)
- 2) Survey of the Old Testament's historical timeline and the Testament's books and their themes
- 3) Major Old Testament genres covered
- 4) Basic structure and content of Old Testament covered
- 5) Essential Old Testament theological themes covered
- 6) If the student has taken several courses covering portions of the Old Testament, at least 50% of Old Testament must be covered, including the major genres

### b. BIBL 1203 New Testament History & Literature

- 1) (Includes *Global University's LIT 1303 New Testament Literature*)
- 2) Major New Testament genres covered
- 3) Basic structure and content of New Testament covered
- 4) Essential theological New Testament themes covered
- 5) If the student has taken several courses covering portions of the New Testament, at least 50% of New Testament must be covered, including the major genres

*NOTE: If a student has a general Bible Survey (such as *Exploring the Bible*), it counts for either Old Testament or New Testament History & Literature, and the student must take another BIBL elective to expand his/her knowledge in the less-covered Testament, NOT another survey. Students cannot receive credit for both an overall course, such as *Exploring the Bible* and a Testament Survey course – too much overlap of knowledge.*

### c. BIBL 2003 Bible Study & Interpretation

- 1) Any biblical interpretation course – Hermeneutics satisfies requirement
- 2) Not devotional level, but focusing on the science and methods of Biblical interpretation
- 3) Not merely a Bible Study course, or a Bible Reading study
- 4) Must be an identifiable course, not integrated into other Bible courses
- 5) If the college has two Bible study courses, this can be the first level, as long as the restrictions listed above are met (i.e., not a Bible study course)

### d. THEO 3533 Studies in Christian Thought

- 1) NU's Christian Thought will apply
- 2) Other college's Introduction to Theology will apply only if the student's General Electives are filled, and the course covers the basic theology topics

### e. BIBL 3523 Biblical Concepts of Leadership

- 1) If the student has additional BIBL or THEO credits available, they can apply to this requirement

## 6. Biblical Studies – Ministry Leadership (LMIN) Major

*NOTE: Students must have at least 39 credits of Bible/Theology to graduate - no exceptions are allowed*

*NOTE: All students must take at least one course in Bible or Theology from NU; it is intended that the course taken would include exposure to the doctrinal perspectives of the Assemblies of God and to the Hermeneutical approach supported by Northwest University's School of Ministry.*

### a. BIBL 1103 Old Testament History & Literature

- 1) (Includes *Global University's LIT 1203 Old Testament Literature*)
- 2) Survey of the Old Testament's historical timeline and the Testament's books and their themes
- 3) Major Old Testament genres covered
- 4) Basic structure and content of Old Testament covered
- 5) Essential Old Testament theological themes covered
- 6) If the student has taken several courses covering portions of the Old Testament, at least 50% of Old Testament must be covered, including the major genres

### b. BIBL 1203 New Testament History & Literature

- 1) (Includes *Global University's LIT 1303 New Testament Literature*)
- 2) Major New Testament genres covered
- 3) Basic structure and content of New Testament covered
- 4) Essential theological New Testament themes covered
- 5) If the student has taken several courses covering portions of the New Testament, at least 50% of New Testament must be covered, including the major genres

*NOTE: If a student has a general Bible Survey (such as *Exploring the Bible*), it counts for either Old Testament or New Testament History & Literature, and the student must take another BIBL elective to expand his/her knowledge in the less-covered Testament, NOT another survey. Students cannot receive credit for both an overall course, such as *Exploring the Bible* and a Testament Survey course – too much overlap of knowledge.*

### c. BIBL 2703 Biblical Exegesis

- 1) Not just any biblical interpretation course, but the critical interpretation of Biblical text
- 2) Must include introduction to biblical languages in order to use study tools, science of hermeneutics, exposure to textual criticism,
- 3) Usually the higher-level course if two or more courses in Biblical Interpretation are offered
- 4) Advanced above Bible Study and Interpretation course, which will not satisfy this requirement without specific substitution approval of the School of Ministry

### d. THEO 1213 Christian Thought

- 1) Other colleges' Introduction to Theology will apply
- 2) Must cover basic theology issues
- 3) Limited Systematic theology courses do not apply unless most basic issues are covered, since this course must provide the foundation for Systematic Theology I and II, and Pentecostal Doctrine courses.