




# ADULT DEGREE PROGRAM

2017-2018 BULLETIN



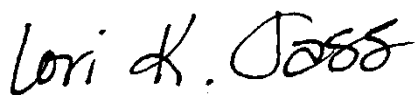
WARNER  
PACIFIC  
COLLEGE

ADP | ADULT DEGREE  
PROGRAM

Welcome to the Warner Pacific community! We are so glad that you have chosen to join us as you pursue your educational goals. It is *our* goal to provide you with an experience that will both challenge and encourage you as you develop deeper understandings and stronger skills. We look forward to celebrating your growth and accomplishments with you when you complete your program.

The *ADP Bulletin* is a supplement to the Warner Pacific College *Catalog*, and will be a helpful reference for you while you are enrolled in the Adult Degree Program (ADP). Both documents provide important information that you will need as a student at Warner. You may access the *Catalog* online. In cases where multiple policies exist, note that the *ADP Bulletin* is the definitive word for students in the Adult Degree Program. Should you have any questions or concerns, please feel free to contact ADP Records or your academic advisor. We want to make sure you have everything you need to succeed.

Again, welcome to Warner Pacific College! We're glad you're here!



Lori K. Jass, Ed.D.  
Associate Vice President for Academic Affairs

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# **ADULT DEGREE PROGRAM**

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## **HISTORY AND MISSION**

Founded in 1937 as Pacific Bible College in Spokane, Washington, a desire for a more central location in the Pacific Northwest led to a move to Portland in 1940. In 1959, the name of the institution changed to Warner Pacific College in honor of one of the early founders of the church as well as to reflect its growing liberal arts emphasis. Warner Pacific College offers a different way of thinking when it comes to education for adults. As a Christian liberal arts college, Warner Pacific starts with a foundation of integrity, ethics and values unlike many other adult programs in the market.

### **Mission:**

Warner Pacific is a Christ-centered, urban, liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

### **Core Themes:**

- Theme One: Cultivating a Christ-centered learning community
- Theme Two: Collaborating with and for our urban environment
- Theme Three: Fostering a liberal arts education
- Theme Four: Investing in the formation and success of students from diverse backgrounds

### **Purpose:**

Our purpose as a college is to develop persons as change agents characterized by integrity, personal and social transformation, a sense of mutual responsibility and a pursuit of personal excellence. The Adult Degree Program at Warner Pacific College ensures that the student's education has a positive impact on every aspect of life. Administration and faculty are at the center of a dedicated community whose focus is to help adult students achieve their personal and professional goals. Classes meet one course at a time, on the same night and at the same time and place to allow the student to plan in advance. A dedicated faculty delivers a curriculum that integrates theory and practice to ensure that the student's education has a positive impact on every aspect of his or her life – career, family, and community.

## **ACCREDITATION**

Warner Pacific College has been accredited by The Northwest Commission on Colleges and Universities since 1961.

Warner Pacific College evaluates credits from regionally accredited institutions for applicability toward Core Studies, major or elective requirements. In addition, Warner Pacific College evaluates coursework from schools and colleges, which are accredited by other agencies, provided the institution is listed in the Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE). Regionally accredited institutions

recognize each other's credits, however, it is up to each institution to determine how they receive and apply transfer credits towards their degrees.

### **PROVISO**

While every effort is made to ensure the accuracy of the information in this Bulletin, Warner Pacific College reserves the right to make changes at any time without prior notice. This Bulletin is not a contract between Warner Pacific College and current or prospective students. Additions to the curriculum are published twice annually in the master schedule. Degree requirements are effective according to the semester of matriculation to the institution, while policies and procedures may change from bulletin year to bulletin year.

### **PROGRAMS OFFERED**

- Associate of Arts in Organizational Dynamics
- Associate of Science in Accounting
- Bachelor of Business Administration
- Bachelor of Health Care Administration
- Bachelor of Science in Accounting
- Bachelor of Science in Human Development
- Master of Arts in Human Services
  - Administrative Studies Emphasis
  - Family Studies Emphasis
  - Family Studies Administration Studies Emphasis
- Master of Arts in Teaching
- Master of Business Administration
- Master of Education
- Master of Science in Management
  - Organizational Leadership Emphasis

### **CAMPUS LOCATIONS**

The Warner Pacific College Adult Degree Program currently offers programs at multiple sites: WPC Mt. Tabor campus, WPC 205 Centre campus, west Portland, Vancouver, WA; Longview, WA; and online.

# **ADMISSIONS POLICIES AND PROCEDURES**

## **ADMISSION**

The Adult Degree Program at Warner Pacific College selects candidates for admission who value a Christ-centered liberal arts education and provide evidence of academic achievement, aptitude, and the ability to benefit from, and contribute to, the opportunities offered at the college.

## **CLASSROOM VISIT**

The Adult Degree Program's approach allows students to work full-time and go to school full-time while providing the opportunity for each activity to complement the other. A student's work experience is utilized within the classroom environment and what is learned in the classroom could be applied in the workplace the next day. Prospective students are invited to visit classes by special arrangement with Enrollment staff.

## **WHEN AND HOW TO APPLY**

Applications are accepted at any time, with cohort start dates projected throughout the calendar year. Students should apply at least two months from their expected start date (calendars are available from Enrollment Representatives).

To obtain application materials and information, contact the ADP Enrollment Office by phone, 503-517-1550. Completed materials may be mailed to:

2600 SE 98<sup>th</sup> Avenue, Ste. 200  
Portland, OR 97266  
Fax: 503-517-1551  
Email: ADP@warnerpacific.edu

## **ADMISSION REQUIREMENTS – UNDERGRADUATE**

The following are required to complete the application process:

- Completed Warner Pacific College application for admission
- Signed Acceptable Use Policy (AUP) form
- Application fee
- Official transcripts from **all** higher education institutions attended.
  - If transferring in fewer than six semester credits, official high school transcripts are required. Applicants who were *home-schooled* are required to provide a transcript or the equivalent, signed by the parent or guardian of a home-schooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home-school setting.
  - Unofficial transcripts may be used for initial evaluation purposes; however, official transcripts must be received by the end of the second course. Students who fail to submit official transcripts will be administratively withdrawn.
- Minimum GPA of 2.0 on previous college coursework.



- Applicants who have a cumulative entering grade point average below a 2.0, and who have been out of any post-secondary school for a period of at least three years, will be considered for admission with academic forgiveness.
- Academic forgiveness may be granted one time. Contact the Associate Registrar for specific policy provisions.
- Successful applicants entering the associate program will have at least **one year** of full-time work experience; successful applicants entering the bachelor programs will have at least **two years** of full-time work experience and be currently employed, or if temporarily unemployed, able to verify access to a work/organizational environment.
- English proficiency: students whose native language is not English may be required to demonstrate English proficiency. The TOEFL (70+) or IELTS (6.0+) or other appropriate instruments may be used for this purpose. Graduation from a US high school meets this requirement or, if entering the bachelor program, a two-year degree from an approved U.S. two-year college may be used for this purpose.
- Applicants who do not meet minimum admission requirements will be referred to the Admissions Review Committee for evaluation.

### **ADDITIONAL ADMISSION REQUIREMENTS - UNDERGRADUATE**

Listed below are additional requirements needed to enter specific programs:

All Associate degree programs

- High School Graduation (Diploma or GED)

All Baccalaureate programs

- Minimum of 48 semester (72 quarter) college-level credits from an accredited college or university or from CLEP, ACE, or other standard evaluation. WPC limits non-traditional credits (CLEP, ACE, etc.) to a maximum of 30 credits.

Bachelor of Science in Accounting program

- Successfully completed first year accounting series or its equivalency within the five-year period with a “C-” or higher prior to entering the bachelor program.

### **INTERNATIONAL STUDENT ADMISSION – UNDERGRADUATE**

The following are required to complete the application process:

- Completed Warner Pacific College International Student application for admission
- Signed Acceptable Use Policy (AUP) form
- Application fee
- Official secondary school transcript sent directly from the school or test scores from the General Educational Development Test (GED) are required for all applicants to the freshman class and to transfer students who have earned fewer than 12 semester college credits.
- Official transcript of all college and university grades and coursework. All coursework completed outside of the United States should be sent directly from the institution to a

recognized credit evaluation service. Warner Pacific College recommends the use of the following evaluation service provider for coursework completed outside the United States:

World Education Service (WES)  
Bowling Green Station, PO Box 5087  
New York, NY 10274-5087  
Telephone: 212-966-6311  
Web: [www.wes.org](http://www.wes.org) Email: [info@wes.org](mailto:info@wes.org)

- Minimum GPA of 2.0 on previous college coursework.
  - Applicants who have a cumulative entering grade point average below a 2.0, and who have been out of any post-secondary school for a period of at least three years, will be considered for admission with academic forgiveness.
  - Academic forgiveness may be granted one time. Contact the Associate Registrar for specific policy provisions.
- Successful applicants entering the associate program will have at least **one year** of full-time work experience; successful applicants entering the bachelor programs will have at least **two years** of full-time work experience and be currently employed, or if temporarily unemployed, able to verify access to a work/organizational environment.
- Non-native English speakers may be required to submit an official score report of the Test of English as a Foreign Language (TOEFL). Information on this test can be obtained at the following website: [www.toefl.org](http://www.toefl.org) or at TOEFL Services, PO Box 6151, Princeton, NJ USA 08541-6151.
- Evidence of adequate financial support by submission of official/notarized bank statements, demonstrating they have the funds to cover the cost of the program.

#### **ADMISSION DECISION – UNDERGRADUATE**

Each candidate for admission is reviewed individually with careful consideration given to academic records, and the ability to benefit from and contribute to the opportunities offered at the college. Warner Pacific College complies with federal and state requirements for non-discrimination on the basis of handicap, sex, race, color, national or ethnic origin in admission and access to its programs and activities. Warner Pacific College reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the applicant or the institution. When a candidate has completed the application process, one of the following decisions will be made:

1. *Admit with Good Standing*  
Applicant met all criteria and was admitted in good standing.
2. *Admit with Provisions*  
Applicant did not meet all criteria, but will enter the program with clear understanding and deadlines to meet all criteria within a defined timeframe. The student is considered

to be a degree-seeking student. Provisionally admitted students who do not meet all the criteria by the stated deadline will be administratively withdrawn from the College

- Common reasons for undergraduate students to be admitted provisionally include:
  - Missing official transcripts
    - Once matriculated, students must submit official transcripts from all schools previously attended by the end of the second course, or risk administrative withdrawals from all remaining courses
  - Low Admit GPA
    - Applicant did not meet required GPA requirement, but will enter the college on academic probation for the first three courses. Students on academic probation must earn at least a “C-” in each of the first three courses in order to continue on into the next course. If successful in the first three courses, the student will be in good standing.

### 3. *Denied Admission*

Applicant is denied admission to Warner Pacific College by the Admissions Review Committee. An applicant denied admission has the right to appeal such a decision in writing to the Admissions Review Committee, provided the applicant can present relevant additional information indicating ability and motivation to achieve academic success.

## **ADMISSION REQUIREMENTS – GRADUATE**

Warner Pacific College offers the following master degrees: M.A. in Human Services, M.A. in Teaching, Master of Education, and M.S. in Management.

### Master of Arts in Human Services (MAHS) – Admission Requirements

- Completed Application for Admission
- Signed Acceptable Use Policy (AUP) form
- Baccalaureate degree from a regionally accredited college or university
- Official transcripts from all higher education institutions attended
- Minimum cumulative GPA of 3.0 or higher
  - If applicant’s admission GPA is under 3.0, applicant may supply a letter explaining any mitigating circumstances that affected their undergraduate GPA
- Two professional or academic letters of recommendation (non-family members)
- Group Interview
- Applicants who do not meet minimum admission requirements will be referred to the Admissions Review Committee for evaluation.

### Master of Arts in Teaching (MAT) – Admission Requirements

- Completed Application for Admission
- Signed Acceptable Use Policy (AUP) form
- Baccalaureate degree from a regionally accredited college or university

- Official transcripts from all higher education institutions attended
- Minimum cumulative GPA of 3.0 or higher
  - If applicant's admission GPA is under 3.0, applicant may supply a letter explaining any mitigating circumstances that affected their undergraduate GPA
- Three professional or academic recommendations
- Ten-hour observation experience in a school and a 100-word written description of experience (written by applicant)
- Academic Paper on current issue in any field of study
- Fingerprints submitted to TSPC (must be cleared before placement for student teaching), must submit documentation that indicates this item has been completed
- Interview with program faculty
- Documentation showing successful completion of state examinations for the desired authorization(s) and content area(s) (see below).
- Applicants who do not meet minimum admission requirements will be referred to the Admissions Review Committee for evaluation.

**Examinations:** Prior to beginning the MAT program, all applicants must have successfully passed the appropriate examinations

- Early Childhood (EC) and Elementary (EL) applicants must have passed ORELA-NES, subtests I and II
- Middle Level (ML), High School (HS) and K-12 Music or Physical Education applicants must have passed the NES exams in their subject area prior to beginning the MAT program. The subjects supported by the MAT program include:
  - Advanced Math
  - Biology
  - English Language Arts
  - Math
  - Music
  - Physical Education
  - Health
  - Social Studies
- Civil Rights Exam

#### Master of Business Administration (MBA) – Admission Requirements

- Completed application for admission
- Signed Acceptable Use Policy (AUP) form
- Baccalaureate degree from a regionally accredited college or university
- Official transcripts from all higher education institutions attended
- Minimum cumulative GPA of 3.0 or higher
  - If applicant's admission GPA is under 3.0, applicant may supply a letter explaining any mitigating circumstances that affected their undergraduate GPA
- Two professional letters of reference (non-family members)
- Interview
- Resume
- Three writing samples

- Topic 1: Describe the role of diversity, creativity and innovation in the modern organization. Provide definitions of each of these terms and then apply those definitions to the organization you currently serve, or one with which you are familiar. Describe how the organization applied the concepts and whether it helped or hindered its success. Provide citations and references using APA standards. Essay should be double-spaced and consist of 600 words.
- Topic 2: Choose between two options and write a 600 word, double-spaced essay using APA standards
  - Select any person from any period whose leadership skills and accomplishments you **MOST admire** and describe the traits, characteristics, skills or accomplishments that you believe made the person successful. How do you try to emulate these characteristics in your professional practice?
  - Select any person from any period whose leadership skills and accomplishments you **LEAST admire** and describe the traits, characteristics, skills or accomplishments that contribute to your negative evaluation of this person. How does his/her example inform your professional practice?
- Topic 3: Choose between the two options described below and write a 600 word, double-spaced essay using APA standards
  - Describe a situation from your professional work/academic experience when you were asked to transform chaos and/or turn a dysfunctional work group into a collaborative, high-performing team. What process did you use to evaluate the situation or the individuals involved, and what decisions did you make that transformed the situation? Please describe the results and what you learned from the experience.
  - Evaluate and discuss your work ethic. Describe one of your most challenging situations from your professional work/academic experience, the barriers that appeared to block success, and what steps you took to turn failure into success. Assess the three major lessons you learned from this experience.

#### Master of Business Administration (MBA) Bridge Program – Admission Requirements

- Completed application for admission
- Confirmation of completed M.S.M. or M.S.M.O.L. degree at Warner Pacific College
- Signed Acceptable Use Policy (AUP) form
- Interview
  - Applicants who completed their graduate work earlier than five years will be required to demonstrate work experience within a business, either for-profit or not-for-profit, indicating the likelihood of having the necessary professional experience to be successful in an MBA program prior to the interview.

- One writing sample
  - Topic: Describe the role of diversity, creativity and innovation in the modern organization. Provide definitions of each of these terms and then apply those definitions to the organization you currently serve, or one with which you are familiar. Describe how the organization applied the concepts and whether it helped or hindered its success. Provide citations and references using APA standards. Essay should be double-spaced and consist of 600 words.

#### Master of Education (MED) – Admission Requirements

- Completed application for admission
- Signed Acceptable Use Policy (AUP) form
- Baccalaureate degree from a regionally accredited college of university
- Official transcripts from all higher education institutions attended
- Minimum cumulative GPA of 3.0 or higher
  - If applicant's admission GPA is under 3.0, applicant may supply a letter explaining any mitigating circumstances that affected their undergraduate GPA
- Two letters of recommendation
- State-issued teaching certificate
- At least one year of teaching experience
- Applicants who do not meet minimum admission requirements will be referred to the Admissions Review Committee for evaluation.

#### Master of Science in Management (MSM) – Admission Requirements

- Completed Application for Admission
- Signed Acceptable Use Policy (AUP) form
- Baccalaureate degree from a regionally accredited college/university
- Official transcripts from all higher education institutions attended
- Minimum cumulative GPA of 3.0 or higher
  - If applicant's admission GPA is under 3.0, applicant may supply a letter explaining any mitigating circumstances that affected their undergraduate GPA
- Two professional or academic letters of Recommendation (non-family members)
- Essay on how degree fits in with career goals
- Applicants who do not meet minimum admission requirements will be referred to the Admissions Review Committee for evaluation.

#### **INTERNATIONAL STUDENT ADMISSION – GRADUATE**

The following are required to complete the application process:

- Completed Warner Pacific College International Student application for admission
- Signed Acceptable Use Policy (AUP) form
- Application fee
- Official transcript of all college and university grades and coursework. All coursework completed outside of the United States should be sent directly from the institution to a recognized credit evaluation service. Warner Pacific College recommends the use of the

following evaluation service provider for coursework completed outside the United States:

World Education Service (WES)  
Bowling Green Station, PO Box 5087  
New York, NY 10274-5087  
Telephone: 212-966-6311  
Web: [www.wes.org](http://www.wes.org) Email: [info@wes.org](mailto:info@wes.org)

- Minimum cumulative GPA of 3.0 on previous college coursework.
- Non-native English speakers may be required to submit an official score report of the Test of English as a Foreign Language (TOEFL). Information on this test can be obtained at the following website: [www.toefl.org](http://www.toefl.org) or at TOEFL Services, PO Box 6151, Princeton, NJ USA 08541-6151.
- Evidence of adequate financial support by submission of official/notarized bank statements, demonstrating they have the funds to cover the cost of the program.

#### **ADMISSION DECISION – GRADUATE**

Each candidate for admission is reviewed individually with careful consideration given to academic records, test scores, application essay(s), professional references and the ability to benefit from and contribute to the opportunities offered at the College. Warner Pacific College complies with federal and state requirements for non-discrimination on the basis of handicap, sex, race, color, national or ethnic origin in admission and access to its programs and activities. Warner Pacific College reserves the right to deny admission to any applicant when that decision is determined to be in the best interest of the applicant or the institution.

When a candidate has completed the application process, one of the following decisions will be made:

1. *Admit with Good Standing*

Applicant met all criteria and was admitted in good standing.

2. *Admit with Provisions*

Applicant did not meet all criteria, but will enter the program with clear understanding and deadlines to meet all criteria within a certain timeframe. The student is considered to be a degree-seeking student. Provisionally admitted students who do not meet all the criteria by the stated deadline will be administratively withdrawn from the College.

- Common reasons for graduate students to be admitted provisionally include:
  - Missing official transcripts
    - Once matriculated, student must submit official transcripts from all schools previously attended by the end of the second course, or risk administrative withdrawal from all remaining courses
  - Low Admit GPA

- Applicants who do not meet the minimum GPA requirement provide a written statement explaining the circumstances surrounding their undergraduate work. The Admission Review Committee along with the appropriate department chair reviews the applicant's file, and if appropriate, the student is admitted. Student is informed that to remain in good standing, that they must keep a GPA of 3.0 or higher
  - Missing admission documents
    - The appropriate department chair will approve the student to be admitted and will provide due dates for the respective missing documents.

### 3. *Denied Admission*

Applicant was denied admission by the appropriate graduate program director. An applicant denied admission has the right to appeal such a decision in writing to the Admissions Review Committee, provided the applicant can present relevant additional information indicating ability and motivation to achieve academic success.

## **STUDENT RE-ADMISSION**

Former Warner Pacific College Students who have withdrawn from the college or have failed to maintain continuous enrollment may apply for re-admission.

Re-admitted students are required to complete the degree requirements specified in the current bulletin at the time of re-entry. Any Core Studies requirements specific to class standing must be completed at the level at which they originally entered Warner Pacific.

The following are required to complete the application for the re-admission process:

- Completed application for re-admission
- Signed Acceptable Use Policy (AUP) form
- Application fee
- Official transcript from each college and university attended in the interim sent directly from the institution to the Office of Enrollment
- Personal statement describing the reason for leaving Warner Pacific, and the reason for the desire to return

## **NON-DEGREE SEEKING STUDENT ADMISSION**

Students who are not seeking a degree or are enrolled in another institution and wish to take a course from Warner Pacific College may apply as a non-degree seeking student. Students who wish to maintain non-degree seeking student status may accumulate up to 15 credits at Warner Pacific College.

The following are required to complete the application process:

- Completed non-degree seeking student application for admission
- Signed Acceptable Use Policy (AUP) form



- Evidence that the minimum academic requirements for admission to the program have been met

At any time, the non-degree seeking student may apply for acceptance as a degree-seeking student. The non-degree seeking to degree-seeking applicant may not be admitted using unofficial transcripts. Please see the appropriate section of the bulletin for more details.

Students intending to earn a degree from Warner Pacific College must apply and be accepted into a degree seeking program before enrolling in their sixth course.

### **NOTIFICATION**

Candidates for admission who have completed the application process will receive written notification of their admission status, including:

- Evaluation of credits earned prior to admission and how they apply toward Warner Pacific Core Studies requirements;
- Information on how to read and understand the credit evaluation;
- Information on who to contact regarding a documented disability;
- Warner Pacific College Health and Immunization Form (must be completed prior to registration).

## **CREDITS OUTSIDE OF ADP COHORT STUDY**

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The following will be reviewed for acceptability toward the 124 semester credits required for the bachelor degree:

- Coursework completed at a college or university with regional, national, professional, or specialized accreditation, or with candidacy status.
- Credits earned through credit by examination: CLEP, DSST, etc.
- AARTS and SMART transcribed credits.
- ACE-military credit recommendations.
- CCRS (formerly ACE/PONSI) professional credit recommendations.
- Documented learning (Certificate) that occurs outside the college classroom that has been evaluated by ACE, or has been evaluated by the Associate Registrar and has been determined to be comparable to an ACE-evaluated course.
- Documented prior learning (PLE Essay) that meets Warner Pacific College documentation requirements and the Council for Adult and Experiential Learning's (CAEL's) ten qualitative standards.

### **TRANSFER CREDIT**

#### **Accredited Colleges and Universities**

Warner Pacific evaluates credits from regionally accredited colleges and universities for applicability toward Core Studies, major or elective requirements. In addition, Warner Pacific College evaluates coursework from schools and colleges, which are accredited by other agencies, provided the institution is listed in Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE). No more than 40 semester credits may be accepted from vocational-technical fields of study, and these credits will be considered as electives. For Core Studies consideration, credits earned from non-regionally accredited institutions and which receive a grade of "C-" or higher, are evaluated on a course-by-course basis by faculty in the appropriate academic department.

Lower division courses count as lower-division credit (i.e., 100 or 200 level). Upper division and graduate courses taken at a baccalaureate institution may be used to satisfy upper division (i.e., 300 or 400 level) requirements. Lower-division credit may not satisfy upper-division requirements. In all cases, courses must be transferred from an appropriately accredited institution. A grade of "D" cannot be transferred to satisfy any upper division course in the major or the composition course requirement. In the transcript evaluation process, quarter credits are converted to semester credits.

The formula used is one quarter credit = 0.67 semester credit. Credit for college-level work from accredited community or junior colleges is allowed to a cumulative maximum of 82 semester credits. There is no maximum on the number of credits from accredited four-year institutions that will transfer into the college; however, students must meet the specified minimum residency requirement for bachelor level programs and a minimum 30-credit residency requirement for the associate level programs. Completion of the Adult Degree Program cohort study fulfills the college residency requirement. Upper division graduation requirements are met through the Adult Degree Program bachelor degree cohort study.

### **Block Transfer**

The college accepts the Associate of Arts Transfer Degree (AAOT) from Oregon community colleges and the Direct Transfer Agreement (DTA) from Clark College in Vancouver, Washington as having fulfilled all Core Studies requirements, with the exception of one course in Communications (EN 200A), one course in Humanities (HUM 310A), which is part of the ADP bachelor degree cohort study, and two courses in Religion, one of which (REL 320A) is part of the ADP bachelor degree cohort study. Students with two-year degrees are not exempt from the mathematics competency requirements of the college as described in the Core Studies requirements. In addition, Warner Pacific College honors articulated agreements with specified colleges. Students should consult with an academic advisor.

Other accredited college associate degrees in Warner Pacific program-compatible majors are transferable and qualify a student for junior status; these will be evaluated for applicability toward Core Studies, major, or electives. (Contact the ADP Records Office for more information.) If a student wishes to transfer an associate degree, the degree must be completed prior to entry at Warner Pacific College.

### **Non-Academic Credit Limit**

Students may receive limited credit for coursework in nonacademic areas, including vocational coursework, up to 40 semester credits, unless the courses are part of an approved two-year degree in which case more than 40 credits may be accepted.

### **ALTERNATIVE CREDIT**

Several alternative credit programs are available to the Warner Pacific student of exceptional ability. Non-graded credits will be limited to a maximum of 30 credits. A student wishing to take advantage of learning acquired through independent reading and study, job experience, or exams, should consult an academic advisor.

### **Prior Learning Experience**

Prior Learning Experience (PLE) credit will be awarded for liberal arts college-level learning acquired from non-traditional sources, such as work experience, professional training, military training, etc.. There are three ways that students can demonstrate they have achieved college-level learning through prior experience: a) by successful completion of proficiency examinations, b) by submission of professional certification obtained through non-college instruction, and c) by writing papers, which document learning that has occurred through life experience. Such credit awards are made under protocol designed to ensure reliable and valid measures of learning outcomes are or have been applied. All policies and procedures will follow guidelines set by the Council for Adult and Experiential Learning (CAEL) and the Northwest Commission on Colleges and Universities.

### **Military**

Credit may be awarded for some types of military services and certificated courses on the college level as listed in, or comparable to, guidelines provided by the American Council on Education (ACE). Transfer credit may be granted for ACE credit recommendations for basic military training, military schools and courses, occupations specialties (MOS – Army; NER – Navy), and

Army, Navy, Air Force, Reserves, and National Guard commissioned officer training when appropriate documentation is presented and the general transfer policies are met.. A summary assessment policy on ACE military credit recommendations follows:

Official AARTS, SMART, or CCAF transcript or military forms DD214 or DD295 must be received before military training can be evaluated.

Military credits awarded by a transferring institution must be re-evaluated. If a student has less than an honorable discharge, no military credit may be awarded.

### **Assessment of Documented Prior Learning**

Documented prior learning through a prior learning experience (PLE) Essay is assessed after enrollment in the Adult Degree Program. The PLE Essay option is available to students who successfully complete a college composition course, and a one-credit online course titled Exploring Prior Learning Experience (CLS 200A), to be scheduled outside of the cohort study. This course includes the opportunity to explore prior learning as well as learn about how to prepare, document, and write a PLE essay.

Before registering for CLS 200A, students should consult with their academic advisor to determine if PLE credit should be part of their academic degree plan. The PLE Essay is one of several non-traditional methods available to students who need elective credits outside of ADP cohort study, for graduation. PLE may not be used to satisfy any courses within the ADP cohort study.

Students are eligible to submit PLE essays after completing CLS 200A until five months prior to their intended commencement date. An evaluation fee (see tuition and fees) is due at the time the essay is submitted.

The student must write a narrative, which demonstrates learning outcomes equivalent to a college-level course through the application of Kolb's Model of Experiential Learning. The learning experience must also be verified through documentation, as specified in examples provided in CLS 200A. Credit may be awarded after the essay is evaluated by a trained faculty evaluator in the appropriate academic department. The Council for Adult and Experiential Learning's (CAEL) ten qualitative standards are followed. PLE credit will be transcribed when the evaluation of a PLE essay is completed and an award of credit is indicated by the faculty evaluator.

Prior Learning Experience credits are transcribed similar to the following examples:

REL 220	PLE: Spiritual Formation	3 credits
SS 350	PLE: Overseas Study	3 credits
CMPT 179	PLE: Word Processing	3 credits

### **Agency-Sponsored Learning (Certificates)**

Transfer credit may be granted for professional training programs, courses, licenses, and certifications that have been evaluated by, or are comparable to, the American Council on Education's College Credit Recommendation Service (ACE/CCRS ).

Students who have completed courses at organizations that are participating in the ACE/CCRS program may obtain a transcript from ACE's Registry of Credit Recommendations.

Credit may be granted if the subject matter meets the Adult Degree Program's transfer policies, if the submitted documentation officially verifies successful course completion, and if the information matches, or is comparable to, the ACE Guide's course exhibit.

### **Credit by Examination**

Students are eligible to take exams throughout their program until one month prior to their intended commencement ceremony.

### College-Level Examination Program (CLEP)

The College Level Examination Program evaluates what a student has learned through non-traditional or independent study (i.e., study for which the student has not received college credit) and determines whether the student has acquired college-level knowledge in a given subject area. CLEP gives the student the opportunity to demonstrate that knowledge by taking an examination for possible credit. These are standardized, multiple-choice tests, one of which also contains an essay portion. Warner Pacific recognizes the American Council on Education guidelines for scoring CLEP tests. Students must abide by CLEP retake exam policy.

### DSST Standardized Subject Tests

Originally developed for the voluntary education programs of the U.S. Armed Forces, the DSST standardized subject tests are now available for civilian use to evaluate what students have learned through non-traditional or independent study (i.e., study for which the student has not received college credit). Warner Pacific College uses the ACE-recommended guidelines to determine passing scores and number of credits awarded for DSST. Students must abide by DSST retake exam policy.

### Proficiency Examination

Students may "challenge" some WPC courses by demonstrating proficiency in the identified subject or skill. Students must pay a test fee before sitting for a proficiency exam. Students should confer with the academic advisor. The appropriate academic Department Chair must approve the student's request prior taking the exam. Exams are graded. Students who successfully pass the exam will earn the academic credit appropriate for the course.

# **ADP ACADEMIC POLICIES AND PROCEDURES**

Warner Pacific College abides by the Family Educational Rights and Privacy Act of 1974, Sec. 438, PUB. L990-247, as amended, which sets forth requirements for the protection of students' rights to privacy in their educational records and gives them the right to inspect such records to seek correction of errors. This statement serves as notice to all students of their rights under the law.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Warner Pacific College adheres to a policy of protecting student rights to restrict release of personal information within their college records. The privacy and confidentiality of all college records shall be preserved. Official student academic records, supporting documents and other records shall be maintained only by members of the Warner Pacific College staff employed for that purpose. Access to his/her records is guaranteed to every student. The Registrar or a designee will advise a student of procedures for handling a request for correcting errors in the records.

Disclosure of a student's records to faculty or administrative officers shall be for internal educational purposes, routine administrative and statistical purposes, or legitimate inquiries made by instructors in order to guide the student in a specific academic area.

Non-directory information from a student's records will not be released to anyone outside the institution except with the prior written consent of the student or upon presentation of a court order or subpoena. This includes grades and class assignments. Confidential Release forms requiring the student's signature are available in ADP Records.

Grade reports are available to students through the MyWP portal ([mywp.warnerpacific.edu](http://mywp.warnerpacific.edu)), as soon as instructors post grades to the system, usually two weeks after a course ends. Students who have questions about their grade records or any of the registration procedures should inquire at ADP Records. To maintain confidentiality of student records, only authorized persons presenting identification may review a student's file. Information pertaining to grades or student records, except for directory information, will not be released over the telephone.

## **Directory Information**

The college considers the following items to be student directory information and verifiable to anyone upon request:

- name
- photograph
- date of birth
- campus e-mail address
- educational institutions previously attended
- current city of residence
- status as full or part-time student
- dates of attendance
- major field of study

- degrees and awards received
- participation in recognized activities and sports

Records NOT released include anything personally identifiable such as:

- address
- telephone number
- Social Security Number
- grades
- schedule
- GPA

Students who do not wish to have directory information released by the college must file that request with ADP Records. Such requests will be maintained for the duration of the student's enrollment at Warner Pacific College.

### **ADDRESS/PHONE/NAME CHANGE**

Students making an address or phone change may do so using the MyWP portal ([mywp.warnerpacific.edu](http://mywp.warnerpacific.edu)) or by providing printed documentation to ADP Records. Name changes must be done through ADP Records and require appropriate documentation.

### **CHANGES IN REGISTRATION**

All change requests to a student's schedule (adding or dropping courses) must be submitted in writing to the Academic Advising Department. Adding or dropping a course may impact financial aid, and should be done in consultation with a financial aid counselor.

#### **Adding Courses**

Students wishing to add courses to their schedule should contact their academic advisor. Classes should be added at least 25 days before the course begins to assure receipt of all course documents through normal channels. In all cases homework assignments are due in workshop one of each course and it is the student's responsibility to complete all assignments on time. .

#### **Dropping Courses**

Students wishing to drop select courses from their registration should submit a drop form to their academic advisor. Drop forms are available on the college website, on the Student Resources tab in MyWP, or from the academic advisor.

Dropping an individual course may also be a part of an approved Leave of Absence. In order for a Leave of Absence to be valid, the request must be made prior to the last night of attendance and approved by a member of the financial aid department. Please see the Leave of Absence section in this bulletin for more information.

The date of determination on the form is the date that the student provided written confirmation of the drop. This date is used in determining if any tuition refund is due. If the course is dropped before the course starts, then a full refund is earned. If a course is dropped after it

begins, a refund may be received on a sliding scale. See the Adult Degree Program Refund Policy for further information.

Students may withdraw from a course with no record on the transcript (called a “drop”) when they withdraw properly before the deadline (see table below). Once the initial “drop deadline” passes, a student may still properly withdraw from the course but a “W” will be entered on the student’s transcript.

<b>Course Length</b>	<b>Drop Deadline – No “W” on Transcript</b>	<b>Withdrawal Deadline – “W” on Transcript</b>
<b>Two Weeks</b>	Before Course Begins	Before Class Session 2
<b>Four Weeks</b>	Before Course Begins	Before Class Session 3
<b>Five Weeks</b>	Before Class Session 2	Before Class Session 4
<b>Six Weeks</b>	Before Class Session 3	Before Class Session 4
<b>Seven Weeks</b>	Before Class Session 3	Before Class Session 5
<b>Eight Weeks</b>	Before Class Session 3	Before Class Session 6
<b>Weekend AANA</b>	Before 1 <sup>st</sup> Saturday	Before 2 <sup>nd</sup> Friday

### **COURSE CANCELLATION**

Warner Pacific College is committed to providing each student with a healthy learning environment in the classroom. Class sizes are carefully monitored to ensure each student has the opportunity for active engagement and interaction. Should it become necessary to cancel a course due to low enrollment, an academic advisor will notify the affected students to identify acceptable alternatives.

### **“NO SHOW” POLICY**

Students who fail to begin a course for which they are registered will be withdrawn from that course and charged a “No Show” fee. Students who miss the first workshop but follow established processes to drop the course before the second workshop will be charged a \$50 “No Show” fee. Students who miss workshops one and two will be automatically dropped from the course and charged a \$100 “No Show” fee.

If the student does not return for the next registered course and does not have contact with the academic advisor, the student will be withdrawn from the college under the Vanished Student Policy.

### **APPROVED LEAVE OF ABSENCE (LOA)**

A Leave of Absence is a planned temporary break in attendance, and therefore must meet certain conditions. If the conditions are not met, the student is considered withdrawn and a return of Title IV funds (financial aid funds) calculation must be performed. Students may begin the process to request a Leave of Absence by contacting their academic advisor or financial aid counselor.



In order to qualify for an approved LOA, the student must meet with a financial aid counselor, and adhere to the following requirements:

- Requests for a LOA must be submitted in writing, signed and dated by the student, specify the reason for the leave request, and signed for approval by a representative of the financial aid department
- Requests for a LOA must be made prior to the final session of attendance, unless unforeseen circumstances prevent the student from doing so
- There must be reasonable expectation the student will return from the LOA
- The LOA together with *any additional* LOAs must not exceed a total of 150 days including weekends and scheduled breaks within the LOA in any 12-month period
- Prior to granting the LOA, the school must explain to a Title IV loan recipient student, the effects a failure to return to enrollment may have on the student's loan grace period and repayment terms. The leave is not considered approved until after counseling has been completed and the student has submitted a signed and dated "Request for Leave of Absence" form

If an LOA does not meet the conditions listed above, and the student is not in attendance for more than 28 days, the student is considered withdrawn from the school, and the school is required to perform a return of funds calculation to the federal government.

### **PROGRAM WITHDRAWAL**

A student who finds it necessary to withdraw from the program must contact the assigned academic advisor in writing. The date of written notification will determine the exit date. See section on ADP Refund Policy to understand the financial impact of withdrawal.

In addition to the federal requirements published in the Warner Pacific catalog, the following procedures apply in the case of a student withdrawing from an ADP course and/or the Program:

- Students who drop or withdraw from a class after it has begun must submit a drop form. Failure to do so may result in a Return of Title IV Funds calculation.
- Students who are out of attendance for more than 28 days, based on the last attendance date, will have a Return of Title IV Funds calculation performed.
- Any unearned funds will be returned to the lender, or in the case of grant money, to the government.
- Any returned funds can be re-expected to disburse for the current academic year if the student returns to class within 180 days from the last date of attendance and remains enrolled for at least the number of credits for which the aid was originally awarded.
- Any earned funds that remain as a credit on the student account, may be paid to the student directly or returned to the lender.

Students enrolled in the non-term program who wish to temporarily withdraw from the program must successfully complete all the credits in the current payment period as of the date of withdrawal in order to qualify for additional federal aid. When a temporarily withdrawn student returns to Warner Pacific College within 180 days, any funds that have been sent back can be requested again, and the student must complete the credits that aid was intended to cover before

new funds can be disbursed. Students, who return after being out over 180 days, will return under a new aid award year.

Please refer back to individual academic program for information regarding recency of credits.

### **ADMINISTRATIVE PROGRAM WITHDRAWAL**

Students may be administratively withdrawn from the program for the following reasons:

- Academic misconduct
- Student misconduct
- Non-attendance
- Persistent absences in multiple courses
- Non-payment of tuition or fees
- Failure to remove a condition of exception for regular admission
- Failure to return from a leave of absence
- Failure to return from an individual course withdrawal
- Student misconduct within collegial relationships (e.g.: in class, with other students, with faculty, in online forums)

Warner Pacific College reserves the right to deny admission, continued enrollment, or readmission to any applicant or student whose personal history and background indicate that his or her presence at Warner Pacific would endanger the health, safety, welfare, or property of the members of the academic community or interfere with the orderly and effective performance of the college's functions. Appeals should be addressed to the Associate Vice President for Academic Affairs.

When a student stops attending classes, fails to complete a withdrawal form, and fails to communicate or respond to communication from academic advisors, faculty, and/or staff, the student is considered to be vanished and will be administratively withdrawn from the program. The administrative withdrawal will take place after the student has been out of attendance for 28 days or if the student does not return to class on the expected date of return and does not make contact with the academic advisor, whichever occurs first. The student's grade and tuition charges will be calculated appropriately, per the date of the administrative withdrawal.

### **PROGRAM RE-ENTRY**

Students wishing to return to Warner Pacific after an absence will work with an academic advisor or enrollment representative who will guide them through the re-entry process (audit, readmission, petition, degree planning, etc.). Students must be in good standing academically and financially at Warner Pacific College, and cleared of any registration holds prior to re-entry.

Re-entry into a cohort will be based, in part, on available space in the appropriate class. Readmitted students are required to complete the degree requirements specified in the current ADP Bulletin at the time of re-entry. Any Core Studies requirements specific to class standing must be completed at the level in which the student originally entered Warner Pacific.

Students wishing to re-enter the program are assessed any tuition and fees in effect at the time of re-entry. Students who retake a class, for which they have previously received textbooks, are

responsible for any curricular changes made during their absence, including new textbooks and materials. Re-entering students will be advised concerning any curriculum changes and recency issues and will be enrolled in the appropriate course sequence. Prior to re-entry, all official transcripts from other institutions attended must be on file with ADP Records.

Previously returned federal student aid funds may not be immediately available upon re-entry. Please see the Financial Aid Office for details. Any charges not covered by financial aid must be paid according to Student Account Services policies.

## **ENROLLMENT STATUS**

### *Non-Term Program*

Students enrolled in courses through the Adult Degree Program non-term format are considered to be at full-time status while enrolled. Students with a break over 28 days without an approved Leave of Absence in place are reported as withdrawn from the College.

Students wishing to participate in courses concurrently must be in good academic standing and be financially clear with Student Account Services and the Financial Aid Office.

### *Non-Standard Term Program*

The following statuses apply to students enrolled in the non-standard term Adult Degree Program:

- To be considered full-time, undergraduate students must be enrolled in a minimum of 12 credits per semester. Graduate students must be enrolled in a minimum of six credits per semester.
- To be considered part-time, undergraduate students must be enrolled as a degree-seeking student, and be enrolled in a minimum of six credits and a maximum of 11 credits per semester. Graduate students must be enrolled as a degree-seeking student and be enrolled in a minimum of three credits and a maximum of five credits per semester.

Students may not register for more than 18 credits in any given semester.

Students wishing to participate in courses concurrently must be in good academic standing and be financially clear with Student Account Services and the Financial Aid Office.

## **CLASS STANDING**

All students who have applied for admission to the college and are working on a degree program are assigned class status:

<b>Class Standing</b>	<b>Credits/Degree Earned</b>
Freshman	0 – 23.99 semester credits earned
Sophomore	24 – 47.99 semester credits earned
Junior	48 – 85.99 semester credits earned
Senior	86+ semester credits earned
Post-Baccalaureate	Earned 1 <sup>st</sup> accredited baccalaureate degree and pursuing a second degree, advanced licensure or certification
Graduate	Earned an accredited baccalaureate degree and have been accepted into one of the graduate programs

# **ACADEMIC PERFORMANCE**

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## **ATTENDANCE POLICY AND PARTICIPATION GUIDELINES**

### **Weekly Schedule**

*On-Ground Courses:* Courses meet weekly, with preparation required to the first session of each course. (Preparation may involve reading and writing assignments due at the start of the first session.) The course ends immediately following the final session.

*Online Courses:* The online class week begins on Monday (Day 1, 12:01 a.m.) and ends on Sunday (Day 7, 11:59 p.m.). Therefore, if an assignment is due on Day 4, it must be posted no later than 11:59 p.m. on Thursday of that week.

### **Attendance Policy**

Faithful attendance in an accelerated degree program is integral to student success. This educational model includes much more than just an expert or academician distributing his/her knowledge to a class of students. The instructor serves as a facilitator of learning, and small group relationships are developed so that collaboration, participation, and teamwork are key ingredients in the learning process. Unless the course syllabi indicate otherwise, the following attendance policies are in effect.

#### On-Ground Attendance

Attendance at class meetings and participation in Learning Team meetings is required; however, for courses lasting five weeks or longer, students may miss up to four hours of class time and still pass the course. Students who miss more than four hours of class time will not be eligible to receive a passing grade for the course. If the course duration is four weeks or less, students may miss only two hours of class time and still be eligible to receive a passing grade for the course. See also the “No Show” policy.

In extreme circumstances (extended illness, surgery, family crisis, etc.), a leave of absence may be granted (see Leave of Absence Policy). The student should contact the academic advisor as soon as he or she becomes aware of a potential need for a leave of absence.

#### Online Attendance

To be considered in attendance in an online course, a student must post in a discussion forum on at least two separate days during the week. Students who do not meet this minimum attendance requirement will be reported as absent for that week. Students are, with extenuating circumstances, allowed to miss up to three days of posting in online forums and still pass the class. Students who miss more than three days of posting in a course (e.g., two days in one week, and more than one day in any other week) will not be eligible to pass the course. See also the “No Show” policy.

In extreme circumstances (extended illness, surgery, family crisis, etc.), a leave of absence may be granted (see Leave of Absence Policy). The student should contact the academic advisor as soon as he or she becomes aware of a potential need for a leave of absence.

## **Participation Guidelines**

*On-Ground Courses:* Participation is assessed by the instructor and may be a factor in assigning a student's final grade. Participation typically requires active engagement in weekly classroom and learning team activities and discussions.

*Online Courses:* Full participation in an online course requires regular engagement with the course, and typically requires the student to log in to the course site at least five of seven days each week. Students are required to post at least three substantive posts on at least two separate days to be considered actively engaged in the course.

## **Grading**

Absences from class or Learning Team meetings will be considered by the instructor in grading. Grade points may also be reduced for students who exhibit a pattern of excessive tardiness, or are non-participative in class or in Learning Teams. The percentage deducted is either notated in the syllabus or is at the discretion of the instructor. Participation points for in-class activities are deducted for ALL absences and tardiness.

Participation standards are set by the faculty member for the course. There may be an assigned percentage of the total grade for participation depending upon the design of the course and the need for active classroom discussion.

## **LEARNING TEAMS**

Foundational to the educational philosophy and practice of the Adult Degree Program at Warner Pacific College is the acknowledgement that there is a difference between traditional-age college students and those students who have been in the workforce for a time before attending college. Adult students are self-directed, often financially independent, and typically oriented toward professional development. Warner Pacific is committed to providing adult learners with an education that is both philosophically and theoretically challenging and transformative while being practically/professionally useful and engaging. Toward that end, Warner Pacific has made a deliberate choice to make learning within community a centerpiece of the educational process.

There are two primary ways that the Adult Degree Program nurtures community learning: through program cohorts and, within courses, through projects built around team interaction. Students who enter a degree program will take most of their courses with the same group of students. This provides students with an opportunity to connect deeply to others who share their vocational aspirations, and to learn from others who bring their diverse knowledge and skills into the classroom. Graduates report that their cohort colleagues were instrumental in both their success in and their enjoyment of the educational process.

In addition to program cohorts, most courses within the curriculum have projects that are assigned to learning teams. Learning teams are usually comprised of 3-5 students and are specifically focused on the completion of a project that addresses one or more course outcomes. Project learning teams are provided with guiding documents that help them with project planning, self-evaluation, and team evaluation. Evaluation of learning team projects is based upon both the quality of the project itself as well as the teamwork and collaboration used in the

production of the project. Students are invited to grade both themselves and their teammates at the end of each project, both for purposes of accountability, and also to help students focus on developing teamwork skills that will greatly enhance their work in professional settings.

Learning teams are assigned at the beginning of each course and are expected to connect during Week One of every course. The means of contact throughout the course may vary, but ongoing contact with the learning team should be considered an extension of the classroom experience. Therefore, outside of designated class time, learning teams are expected to connect based on their team's preference. Some examples include:

- Before or after class or during breaks on class nights (for face-to-face classes)
- A separate place and time during the week
- Telephone conference
- Group forums on Moodle
- Email exchanges
- Skype, Google Hangout or other virtual meeting place

Learning teams may use facilities at Centre 205, or the Otto F. Linn Library or Tabor Grind Coffee Shop at the Tabor Campus during regular business hours.

The Adult Degree Program realizes that students have different learning styles and time schedules, and that it is sometimes challenging to adapt to the needs of team members. In these challenges, students are asked to work together to positively engage and encourage each other to achieve both successful completion of team assignments, as well as to develop negotiation and problem-solving skills. Students who fully engage with their program cohort and learning teams often report deep satisfaction with both their skill development and the professional and personal network that develops through learning community engagement.

## **GRADING EXPECTATIONS AND RUBRICS**

### **Assessment Criteria**

94-100%	A
90-93%	A-
87-89%	B+
84-86%	B
80-83%	B-
77-79%	C+
74-76%	C
70-73%	C-
67-69%	D+
64-66%	D
60-63%	D-
59% or below	F

### **Grading Policies**

The quality of academic work is measured in terms of letter grades and numerical grade points. Plus or minus grades may be specified on the transcript but will not affect calculation of the

grade point average.

Grade	Description	Grade Points
A/A-	Superior	4.0
B+/B/B-	Excellent	3.0
C+/C/C-	Satisfactory/Average	2.0
D+/D/D-	Minimum Competence	1.0
F	Failure	0.0
P*	Pass	0.0
NP*	No Pass	0.0
R*	Registrar received no grade	0.0
W*	Withdraw	0.0
X*	No Basis for Grade	0.0
Au*	Audit	0.0

\* Non-punitive grade

The faculty member will take into consideration the following criteria when assigning a letter grade for the course:

- Individual homework
- Learning Team homework
- Individual presentation(s)
- Learning Team presentation(s)
- Quizzes and examinations
- Learning Team evaluation(s)
- Other stated requirements, such as reports, term papers, book reports, and notebooks, as assigned by the faculty member

These factors represent the degree of mastery of the course. The specific course requirements are established by the faculty member, along with the weights of each factor for the course. These will be distributed in class session one. Student must earn a C- or higher in required courses within their major and minor and in composition courses (EN 103A and EN 200A).

### **Late Work Policy**

The Adult Degree Program at Warner Pacific College is an accelerated program, built upon adult-learning principles. Due the accelerated and elevated nature of the work, it is critically important that students maintain pace with course assignments. For that reason, late work is typically not accepted. Students are expected to complete all assignments as scheduled, as detailed in the syllabus and/or course site.

- The instructor will determine whether late work for the course will be accepted and will appropriately communicate that to the students.
- An assignment is deemed late if submitted after the deadline for that assignment as specified in the syllabus or course site (as applicable).

- Late work, if allowed, will only be accepted for up to one week following the due date of the assignment and will be reduced by at least 20%.

### **Course Assignments**

The instructor reserves the right to change an assignment or assignment due date if doing so contributes to the achievement of course objectives and outcomes. Students will be notified in advance of any such changes.

### **Pass / No Pass Grades**

Courses at Warner Pacific College may be taken for a Pass/No Pass (P/NP) under the following stipulations:

- To earn a “P” the student must complete the requirements of the course with at least the equivalent of a “C” letter grade (“B” letter grade for graduate students).
- Courses in the student’s major or minor may not be P/NP
- Other courses which may not be taken for a P/NP include composition courses used for core (EN 103A, EN 200A), and BI 151A. (Any exceptions to this list must be approved by the department offering the course.)
- Students may elect to take a maximum of 12 credits P/NP to apply toward the bachelor degree (a maximum of 6 credits may be applied toward the associate degree).
- Students choosing to exercise the P/NP option in a course must process a P/NP form. This form must be completed and on file in ADP Records before the withdrawal deadline of the course to exercise this option. (Form is available online, through the academic advisor, or in ADP Records).
- Once the P/NP option has been elected, it is not possible to request a letter grade at a later date.

Any exceptions to the above policy must be approved by the Academic Policies Committee. Students may elect the P/NP option up until the withdrawal deadline of the course.

### **Submission of Grades and Grade Reports**

Instructors are required to submit final course grades for each course no later than two weeks after the last class of the course. Students will be able to access their grades through MyWP immediately after submission by the instructor. Once recorded, grades can be changed by the instructor only in the case of clerical or computational error.

### **CREDIT HOUR DEFINITION**

The term “credit hour” represents an amount of work corresponding to the learning outcomes of a course rather than a specific amount of time. Given this explanation, there is recognition of a relationship between time spent on task and measurable student achievement.

In the traditional 15 week semester program, a credit hour is generally represented by one hour each week of classroom instruction or direct faculty interaction and two hours of outside course work (representing 45 hours spent on course work per credit). In courses that are shorter in duration, similar or equivalent student learning outcomes must be achieved regardless of length of course or actual direct contact hours. This applies to accelerated courses, online courses, internships, practica, and laboratory work.



Academic expectations to ensure satisfactory learning outcomes in the Adult Degree Program include:

1. Course content - Each course syllabus is created by a qualified faculty member with appropriate academic credentials and expertise in the course content area. The syllabus must include the following components:
  - a. Course description
  - b. Course outcomes
  - c. Learning activities and assignments
  - d. Objectives
  - e. Grading rubrics
  - f. Critical ADP policies
  - g. Materials inventory
  - h. ADA statement
  - i. Introductory note to students
  - j. Individual workshop expectations
2. Course length and expectations - Typically each course meets for 5 to 8 weeks depending on the course content and level (undergrad vs. grad) from 6:00 to 10:00pm, one night per week for the duration of the course. Schedules for weekend and online courses vary. Students are expected to come to class prepared; required preparation is outlined in the syllabus which is distributed prior to the first night of the course. Professors are expected to use the class time to build on the preparation done by students. Students should expect to spend 10-20 hours outside of class each week preparing for class and completing required course assignments. This includes work with Learning Teams.
3. Assessment - Assessing student learning and program outcomes is essential to the academic quality and integrity of any program. Assessment should occur at multiple levels.
  - a. Student assignments - included in the course syllabus are student assignments and grading rubrics for those assignments. Through the use of these grading rubrics faculty should be able to adequately assess the learning of individual students in relationship to the expected learning outcomes.
  - b. Program outcomes - each program has stated program outcomes that are assessed through the institution's annual assessment process. These assessments might include external assessment measures such as standardized testing which allows the institution to evaluate the learning of students based on nationally normed data.
  - c. Core Studies assessment - for undergraduate programs, students will also be assessed based on the development that has occurred through the general education core. These assessments relate directly to the Core Themes identified as the essential components of the mission of the institution. Assessment at this level will be conducted through the curriculum committee and the office of institutional research.

### **ACADEMIC APPEALS AND PETITIONS**

Appeals and petitions fall into three general categories: 1) appeals of grades; 2) petitions regarding application of general academic policies; and 3) petitions regarding application of

ADP policies. Depending upon the nature of the appeal, it may be reviewed by the college's Academic Policies Committee, the ADP Academic Policies Committee, or the Associate Vice President for Academic Affairs. In all cases, the appeals process begins with the student contacting his or her academic advisor, who will direct the student to the appropriate procedure. See section on Grade Appeals for additional information on the grade appeals process.

### **Grade Appeals**

Resolution of grade appeals should be handled at the lowest possible level. When disputing a grade, the student must first discuss the situation with the faculty member involved. This discussion must be initiated within 30 days of the posting of the disputed grade. Should discussion with the faculty member not resolve the issue and the student desires to appeal, the following procedure must be followed:

1. The student should consult with his/her academic advisor who can assist with the formal appeal. To proceed with an appeal, the student must submit a written statement describing the situation to the Chair of the department in which the course is housed. The statement must include specific information regarding the dispute, a description of the student's attempt to resolve the dispute with the faculty member, and the desired outcome. In the event that the grade dispute is with a Department Chair, the written statement is addressed directly to the Associate Vice President for Academic Affairs (AVP), as described in Step 3 below. This step must be taken within **30 days** of the conversation with the faculty member noted above.
2. The Department Chair will consult with the student and the faculty member in an effort to clarify and resolve the issue to the mutual satisfaction of both. The faculty member may be asked to submit documentation for the assignment of the disputed grade to the Department Chair. If the dispute is not resolved to the mutual satisfaction of the student and the faculty member, the Department Chair will issue a decision within **two weeks** of the meeting(s). Appeals arising between May 15<sup>th</sup> and August 15<sup>th</sup> may take longer to be addressed.
3. The student or the faculty member may appeal the Department Chair's decision to the AVP. A formal written appeal must be given to the AVP within **two weeks** of the issuance of the Department Chair's decision. The AVP will consult with the Department Chair, who will submit all information collected in the previous steps. The AVP may make a judgment at that point or request additional consultations with the student, faculty member and the Department Chair in order to further clarify and seek a mutually agreeable solution. Within **two weeks** of receiving the formal appeal, the AVP will communicate a decision to the student, the faculty member and the Department Chair.
4. Either the student or the faculty member may appeal the AVP's decision. Further appeal goes to the Academic Policies Committee of the college. The committee will review all of the material collected in each step, as well as the decisions rendered by the Department Chair and the AVP. The committee will hold a hearing on the appeal in which parties to the dispute will be granted an opportunity to present their cases and answer questions from the committee. After deliberation, the committee will render a decision within **two weeks**. The decision of the committee is final. No further appeal is available. The committee's decision will be conveyed in writing to the student, the faculty member, the

Department Chair, and the AVP. Copies of the decision will also be on file in the Office of Academic Affairs and in the student's official academic record.

### **Petitions Regarding Application of Academic Policy**

Petitions relating to academic concerns must be in writing. All petitions must include the signature of the student's advisor. This signature does not necessarily mean that the advisor agrees with or supports the petition, but that the advisor is aware of the petitioner's request. Petitions are submitted to the Associate Registrar for ADP. Typical petitions deal with retroactive withdrawals, attendance issues, concurrent enrollment, waiver of requirements, etc.

## **ACADEMIC HONORS**

### **Dean's List**

A Dean's List is published each semester in recognition of undergraduate students completing 12 or more letter grade credits and receiving a minimum grade point average (GPA) of 3.5 in all courses attempted that semester. Credits taken P/NP are eliminated from this calculation. Thus, a person taking 12 credits of which three are P/NP, would not be eligible for Dean's List consideration.

Master degree candidates are not considered for the Dean's List.

### **Graduating with Honors**

Bachelor degree candidates with qualifying GPAs who have completed at least 43 semester credits at Warner Pacific College receive confirmation of honors at graduation. The cumulative GPA appears on the student's transcript at the time of graduation and is used to calculate the GPA for graduation. The cumulative GPA is based on all courses attempted (both at Warner Pacific College and transfer) which are applicable toward graduation at Warner Pacific College. Although academic forgiveness may have enabled the student to be admitted to the program, for the purpose of the graduation GPA and honors, forgiven grades accepted in transfer will be included in the final calculation.

Honors at graduation and class rank are determined solely on the cumulative GPA earned:

Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.84
Summa Cum Laude	3.85-4.00

Associate and Master degree candidates are not eligible for academic honors at graduation.

# ACADEMIC INTEGRITY

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Warner Pacific College seeks to support and promote qualities of academic honesty and personal integrity. Serious offenses against the college community include cheating, plagiarism, and all forms of academic dishonesty. Any student who knowingly assists another student in dishonest behavior is equally responsible.

1. Academic violations and dishonesty are defined as the deception to others about one's own work or about the work of another. Examples of academic violations include, but are not limited to, the following:
2. Submitting another's work as one's own or allowing another to submit one's work as though it were his or her own.
3. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism). All work submitted by a learner must represent his or her original work. Outside sources used as references should reveal the name and source and the extent to which the source is used.
4. The use of a textbook or notes during an examination without permission of the faculty member
5. The receiving or giving of unauthorized help on assignments
6. Submitting for credit a borrowed or purchased paper.
7. Unauthorized multiple submissions of papers.
8. Defacing or unauthorized removal of course materials or equipment from the classrooms, offices, or library
9. Signing the roll for someone who is not present in class.
10. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done
11. Tampering with or destroying the work of others
12. Lying about academic matters
13. Falsifying college records, forms or other documents
14. Unauthorized access of computer systems or files
15. Violating copyright of any form of media

All incidents of willful dishonesty or plagiarism will be reported in writing to the Associate Vice President for Academic Affairs (AVP). Possible actions that may be taken by a faculty member who suspects a student of academic dishonesty (after conversation with the student in order to determine the student's awareness of the problem) are listed below. In order to protect both student and faculty involved, the AVP must be present during any action taken beyond the oral reprimand/counseling stage:

1. An oral reprimand; counseling with the student toward the aim of making the student aware of the gravity of the offense and preventing future occurrences. May also include a requirement that the work be repeated or a substitute examination taken.

2. Assignment of a failing grade or a reduction of the grade earned on the specific work in question.
3. A reduction in the course grade.

If a satisfactory resolution is not reached after these actions have been taken, either faculty or student may refer the matter to the ADP-Academic Policies Committee for resolution, which will address the issue using the regularly established procedures for academic appeals.

If either faculty or student is not satisfied with the action of the ADP-Academic Policies Committee, in conformity with standard procedure an appeal may be made to the President.

At the discretion of the AVP, repeat offenses may result in suspension or administrative dismissal from the college.

All of the above procedures must be carried out in accordance with the Warner Pacific College Education Records Policy in compliance with the Family Education Rights and Privacy Act (Public Law 93-380).

## **SATISFACTORY PROGRESS**

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A student is expected to make satisfactory progress toward a degree by maintaining a minimum 2.0 GPA in WPC program coursework (3.0 in master degree programs), and by earning a “C-” or higher in all major and minor requirements leading toward a baccalaureate degree. Satisfactory progress in the graduate program requires the completion of all coursework with a grade of “B-” or higher.

### **Academic Standing**

An undergraduate student will be placed on "Academic Warning" when a grade lower than “C-” is earned and/or when a student’s WPC cumulative GPA falls below 2.0. It is suggested that a student on "Academic Warning" meet with the academic advisor within one week of the warning to formulate a plan for improving academic performance. A student in a graduate program will be placed on “Academic Warning” when a grade lower than “B-” is earned and/or when a student’s cumulative GPA falls below 3.0.

Students on Academic Warning are limited to taking only one ADP course at a time.

If a student in a bachelor degree program earns below a “C-” grade in a major upper division course requirement or in EN 200A, the course must be repeated. Students who need to repeat a course should consult with a financial aid counselor, since financial aid may be impacted. Disbursement of financial aid funds, after the initial disbursement, will be delayed until all credits in the prior payment period have been completed and grades have been recorded.

At the end of the next WPC program course, the Associate Registrar will conduct a status review. If the undergraduate student’s cumulative GPA is above 2.0 and the course has been successfully completed with a “C-” or higher, the student's "Academic Warning" will be dropped. If the cumulative GPA remains below 2.0 or if the student fails to earn at least a “C-” in the next program course, the student will be placed on "Academic Probation.” Master degree students will be reviewed similarly: if the course has been successfully repeated with a “B-” or higher and/or if the cumulative GPA is above 3.0, the student’s Academic Warning will be dropped.

Failure to maintain satisfactory progress may affect a student's eligibility for financial aid and continuance in the program. In summary, the three stages of unsatisfactory progress are as follows:

Warning – Occurs when an undergraduate student fails to earn at least a “C-” (“B-” for graduate students) in any course

Warning status is removed when the undergraduate student earns at least a “C-” (“B-” for graduate students) in the next WPC course and raises his/her cumulative GPA to a 2.0 or above (3.0 or above for graduate students).

Probation – Occurs:

- when an undergraduate student on Academic Warning fails to earn at least a “C-” (“B-” for graduate students) in the next WPC program course

- during the first three courses for students admitted with academic forgiveness. Probationary status is removed when the undergraduate student earns a grade of at least “C-” (“B-” for graduate students), and the cumulative GPA rises above 2.0 (3.0 for graduate students); or when the student admitted on academic forgiveness completes the first three courses with a GPA of 2.0 or higher.

In all cases, the student will meet with his or her academic advisor to discuss the student's continuation in the program. The student and academic advisor will design a written plan with goals and timelines for improvement, which, if not met, may result in academic dismissal from the program.

Academic Dismissal – may occur when:

- an undergraduate student on Academic Probation fails to earn at least a “C-” (“B-” for graduate students) in a third consecutive WPC program course
- a student admitted under the Academic Forgiveness Policy fails to earn at least a C- in any of the first three courses in the program.

Academically dismissed students will be notified in writing after course grades have been submitted by the instructor. Should the student wish to request reconsideration of the dismissal, a written petition must be submitted to the student’s academic advisor within one week of the date on the letter of dismissal. The petition will be reviewed by the ADP Academic Policies Committee, and a written decision will be sent to the student. Petition forms may be obtained from the academic advising department.

### **Appeals for Readmission**

Those academically dismissed students who do not petition for reconsideration, or whose petitions are denied may appeal for readmission after a period of three months from the date of disqualification. At that time, a petition should be submitted to the Adult Degree Program Academic Policies Committee explaining:

- the reasons for the academic deficiencies
- the manner in which the intervening time has been spent
- how the student intends to improve academic performance if readmitted
- why the student should be given favorable consideration for readmission

Readmission candidates must be in good financial standing at Warner Pacific College and must be clear of any Warner Pacific College registration holds. Petition forms may be obtained from the academic advising department.

### **Returning from Academic Dismissal**

Students returning from academic dismissal will be readmitted on probation and must meet all academic standards and adhere to all limitations and requirements for probationary status as described above.

# **GRADUATION PROCESSES**

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## **APPLICATION FOR GRADUATION**

When students are approximately one year from graduation, they begin the application for graduation process with the assistance of the academic advisor. The Application for Graduation and Program Evaluation Review (available in the ADP Records Office or Advising) must be filed with the Registrar no later than six months before the student intends to graduate (June 15 for the December Commencement, February 15 for the August Commencement, or November 15 for the May Commencement). The Registrar and academic advisor will review the Application for Graduation to ensure that all requirements for graduation will be met and to notify students in writing of deficiencies. Students must confirm the completion of major requirements with the academic advisor.

The student will graduate under the requirement listed in the bulletin in effect at the time of program matriculation. Students who do not maintain continuous enrollment will graduate under the requirements listed in the bulletin in effect at the time of re-admission. Any outstanding degree requirements must be completed within five years of exiting the college. If the requirements are not completed within that time frame, the student must re-apply for admission, and complete the bulletin requirements at the time of re-admission.

## **PARTICIPATION IN COMMENCEMENT**

Three commencement ceremonies are held each year: Spring (May), Summer (August), and Mid-Winter (December). Students wishing to walk in a ceremony prior to completing degree requirements or satisfying financial obligations to the college, may petition the Academic Policies Committee in writing at least one month prior to that ceremony.

Because graduation is the culmination of one's academic career and provides an opportunity for the recognition of academic achievement, all graduating students are encouraged to plan their schedules in order to participate in graduation ceremonies. Students who elect to not participate in the commencement will receive their diplomas after the graduation ceremony date.



# **DEGREES**

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## **ASSOCIATE DEGREES**

Associate degrees offered by the Adult Degree Program include the Associate of Arts (A.A.) in Organizational Dynamics and an Associate of Science (A.S.) in Accounting.

## **BACHELOR DEGREES**

Bachelor degrees offered by the Adult Degree Program include the Bachelor of Business Administration (B.BA), Bachelor of Health Care Administration (B.HCA), Bachelor of Science (B.S.) in Accounting, and a Bachelor of Science (B.S.) in Human Development.

## **GRADUATE DEGREES**

Graduate degrees offered by the Adult Degree Program include the Master of Arts (M.A.) in Human Services with Family Studies or General emphases, Master of Arts (M.A.) in Teaching, Master of Business Administration (MBA), Master of Education (M.Ed.), and Master of Science (M.S.) in Management with an Organizational Leadership emphasis.

## **CORE STUDIES**

According to its Mission Statement, Warner Pacific College is a Christ-centered, urban, liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world. The Core Curriculum at Warner Pacific College supports this Mission Statement by providing students with a broad-based education in an urban Christian context. Below are definitions of the challenges students face and the objectives that students will be able to achieve upon completing the Core Curriculum at Warner Pacific College.

### **Student Outcomes for the Core Studies Curriculum**

In order to gain a foundation that will encourage them to address Core Studies expectations, students at Warner Pacific College will take required courses, which will give them the opportunity to demonstrate the following convictions, knowledge, and skills.

#### **Convictions**

The mission of Warner Pacific College rests on the Christian belief that integrity and respect are inherent qualities of the moral life. This life includes an awareness of God, of oneself and one's purpose, and one's actions toward others and the environment, growing out of WPC's foundation in Christian scriptures. The moral life seeks to bridge the disconnect between belief and practices, to maintain a personal ethic consistently, to recognize the greater good in the midst of conflicting voices, and to heal divisions in society.

Warner Pacific College graduates will be able to:

1. Articulate their own spiritual journey as related to an understanding of God and a connection with others.
2. Demonstrate an ethical and respectful worldview that promotes stewardship and service.
3. Articulate the value of diverse voices and perspectives.

## **Knowledge**

A liberal arts education requires that students approach learning in a variety of ways and contexts. Embracing a large spectrum of disciplines and areas of study is part of the core studies experience. The Warner Pacific College Core Studies curriculum is designed to provide students with foundational experiences to support the following broad, integrative knowledge goals.

Warner Pacific College graduates will be able to:

1. Explain the basic tenets of the Christian faith.
2. Articulate the nature and value of the liberal arts.
3. Explain the value of historical context.
4. Explain the cultural impact of global interdependency.
5. Articulate how human behavior impacts social organization and cultural patterns.
6. Utilize scientific inquiry to understand the natural world.
7. Identify the opportunities and challenges of urban life.
8. Articulate the holistic benefits of a healthy lifestyle.
9. Identify the value of creative and artistic expression.

## **Skills**

Warner Pacific College equips students with the skills to embark on their academic and professional careers. Through written and verbal discourse, students will bring the voice of an individual worldview into collaborative action. They will have the opportunity to integrate the knowledge they have gained to engage with technological, social, cultural, and academic challenges within a liberal arts context.

Warner Pacific College graduates will be able to:

1. Demonstrate critical thinking to evaluate the quality of texts, arguments, and other informational sources.
2. Demonstrate strategies required to create and execute a plan.
3. Model civil discourse through purposeful dialogue and presentations.
4. Produce written communication relevant to specific audiences.
5. Apply problem solving techniques when participating in and leading groups.
6. Demonstrate scientific, quantitative, and analytical reasoning.
7. Utilize current technology in the major field of study.

The Core Studies outcomes are designed to be demonstrated by students completing their entire program at Warner Pacific College, students that transfer a significant amount of coursework from other accredited institutions may not demonstrate these competencies to the same degree.

ADP bachelor degree candidates must complete all Core Studies requirements. These are the general education requirements that may be earned through college coursework, standardized tests or PLE Essays. A course is defined as consisting of a minimum of two semester credits or the equivalent quarter credits with the exception of courses in the area of participatory fine arts

or health and fitness where fewer than two semester credits may meet the course definition requirement for Core Studies. The Core Studies course requirements are:

- COMMUNICATIONS** Three courses as follows: two courses in College Composition, one within ADP (EN 200A), both to be completed with a grade of “C-” or higher; the third communications course may be any composition, speech, communication (verbal/non-verbal), business and technical writing, creative writing or journalism course
- HUMANITIES** Four courses from History, Humanities, Philosophy, Literature, or Foreign Language. FR/SO: HUM 310A, HUM 211A, and two courses from two different categories; JR/SR: HUM 310A, and three courses from two different categories
- RELIGION** FR/SO: Three courses, two within ADP (BI 151A and REL 320A). JR/SR: Two courses, one within ADP (REL 320A).
- MATH** One college-level course (college algebra or higher)
- NATURAL SCIENCES** One course from biological or physical sciences
- SOCIAL SCIENCE** Two courses from two different categories – Psychology, Social Sciences, Anthropology, Political Science, Sociology, Human Development, or Economics
- FINE ARTS** One cultural/historical course or two participatory courses
- HEALTH AND FITNESS** One course in Personal Health or Nutrition or two PE activity courses

### **RESIDENCY REQUIREMENT**

Satisfactory completion of the Adult Degree Program coursework will meet Warner Pacific residency requirements. Residency requirements vary, depending upon program length. Below are the residency requirements for each baccalaureate program:

- BBA: 43 credits
- BHCA: 43 credits
- BSAC: 49 credits
- BSHD: 43 credits

Bachelor degree students may transfer in identical courses within the major, but will be required to work with their academic advisors to identify and complete additional courses at Warner Pacific to meet the residency requirements of their intended degree programs.

## **DEGREE REQUIREMENTS**

At Warner Pacific College, students' progress toward meeting their academic goals has the highest priority. The policies, procedures, and standards described in this bulletin provide the guidelines for achieving those goals. The college makes every effort to assist students in planning course schedules in order to meet academic and graduation requirements. However, the final responsibility for meeting the requirements rests with the individual student.

Students can track progress toward their degree requirements by accessing Program Evaluation through MyWP (<http://warnerpacific.edu>).

### **Requirements for the Associate Degrees**

Students completing an associate degree must have met the following requirements.

1. Sixty-three semester credits; 30 credits must be completed in residence. (PSY-110A, BUS/SOC-100A and REL/PHIL-291A must be completed in residence.)
2. Completion of specific courses and requirements for the desired degree as set forth in the Bulletin.
3. Cumulative grade point average (GPA) at graduation of at least 2.0.

### **Requirements for the Baccalaureate Degrees**

Students completing the baccalaureate degree must have met the following requirements.

1. Minimum of 124 semester credits
2. Minimum of 40 semester credits of upper division (300-400) level study (satisfied through ADP cohort coursework)
3. Completion of core requirements, major requirements, and residency requirements as listed in the Bulletin.
4. Cumulative grade point average (GPA) of at least 2.0
5. A grade of "C-" or higher in all required courses in the major and EN 200A
6. If a minor is declared, a grade of "C-" or higher in all courses required for the declared minor.

A student seeking to earn a bachelor degree from the Adult Degree Program must complete the required cohort study as prescribed in the program. Identical courses completed within the past five years will count toward the cohort program; the student still needs to fulfill the residency requirements of their individual program. The individual student's schedule and financial aid packaging must be factored into the approval process for substituted coursework. The first course in the sequence, EN 200A: English Composition; HUM 310A: Ethics, Faith, Living, and Learning; and, REL 320A: Spirituality, Character and Service must be taken in residence at Warner Pacific.

Students will graduate under the requirements listed in the Bulletin in effect at the time of program matriculation. Students, who move from one-degree program to another, will be subject to the requirements in the Bulletin in effect at the time the new program begins. Similarly, students who leave the program for over a year, but subsequently return to the program and complete study, will graduate under the Bulletin in effect at the time of re-entry.

### **Requirements for the Second Bachelor Degree**

Students holding a bachelor degree from a regionally accredited college or university may earn a second degree at Warner Pacific upon completing an additional minimum of 30 semester credits, subject to these conditions:

- All credit must be earned subsequent to the granting of the first degree.
- For the former Warner student who has completed at least 30 semester credits in residence, at least 20 of the 30 credits must be earned at Warner Pacific. For the new student, all 30 semester credits must be in residence.
- At least 15 of the 30 semester credits must be upper division courses.
- Satisfy all specific requirements for the second major.

## **Requirements for the Graduate Degrees**

### Master of Arts in Human Services

Students must meet the following requirements to earn a Master of Arts in Human Services through the Adult Degree Program:

1. Complete a minimum of 39 credits, 33 credits in residence
2. Complete the approved Master of Arts in Human Services program coursework
3. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than “C-”
4. Successfully complete the field practicum and integrative project

### Master of Arts in Teaching

Students must meet the following requirements to earn a Master of Arts in Teaching degree through the Adult Degree Program:

1. Complete a minimum of 35 credits, 29 credits in residence
2. Complete the approved Master of Arts in Teaching program coursework
3. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than “C-”
4. Successfully complete a minimum of 15 weeks of student teaching with two work samples

### Master of Business Administration

Students must meet the following requirements to earn a Master of Business Administration through the Adult Degree Program:

1. Complete the approved Master of Business Administration program course work (42 credits, 36 credits in residence)
2. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than a “C-”

### Master of Business Administration – Bridge Program

Students must meet the following requirements to earn a Master of Business Administration through the Adult Degree Program:

1. Complete the approved Master of Business Administration – Bridge program course work (15 credits) at Warner Pacific

2. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than a “B-”
3. Return MSMOL or MSM diploma to the Records Office

### Master of Education

Students must meet the following requirements to earn a Master of Education through the Adult Degree Program:

1. Complete a minimum of 31 credits, 25 credits in residence
2. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than “C-”
3. Successful presentation of Capstone project
4. Submit a copy of the Capstone Presentation to the Director of the MED Program

### Master of Science in Management

Students must meet the following requirements to earn a Master of Science degree in Management through the Adult Degree Program:

1. Complete the approved Master of Science in Management program course work, 28 credits in residence
2. Achieve a minimum cumulative grade point average of 3.0 with no individual course grade lower than “C-”

A student seeking to earn a graduate degree from the Adult Degree Program must complete the required cohort study as prescribed in the program. Identical courses completed within the correct time frame may count toward the cohort program; but the student still needs to fulfill the residency requirements of their individual program. The individual student’s schedule and financial aid packaging must be factored into the approval process for substituted coursework.

Students will graduate under the requirements listed in the Bulletin in effect at the time of program matriculation. Students who leave the program for over a year, but subsequently return to the program and complete study, will graduate under the Bulletin in effect at the time of re-entry.

# PROGRAMS OF STUDY

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## ASSOCIATE OF ARTS IN ORGANIZATIONAL DYNAMICS

The Associate of Arts in Organizational Dynamics is a degree concentrating on the liberal arts with an emphasis on rapidly changing environments of organizations. The degree is suitable for transfer into bachelor degree programs and meets the needs of students who desire a general two-year degree.

### Cohort Study Curriculum

21 COURSES/ 63 SEMESTER CREDITS

Residency requirement: 30 credits

(All courses are 3 credits and 5 weeks in length)

PSY 110A	Principles of Adult Learning
BUS/SOC 100A	Team Dynamics
CMPT 100A	Computer/Information Literacy
EN 102A	Written Communication I
COMM 200A	Interpersonal Communications
BUS/PS 200A	Foundations of the American Legal System
BUS 102A	Introduction to Business
EN 103A	Written Communication II
PSY 100A	Foundational Elements of Psychology
BUS 112A	Principles of Budgeting and Accounting
BUS/SS 220A	Human Resource Development
BUS 261A	Organizational Writing & Presentations
EN 120A	Introduction to Literature
BI 151A	The Bible as Literature
HIS 200A	Introduction to History
MA 104A	Math Concepts and Applications
FA 200A	Introduction to the Arts
HUM 211A	Humanities Colloquy: War and Peace
PHS 100A	Environmental Studies
HHK 151A	Health and Fitness for Adults
REL/PHIL 291A	Religious and Philosophical Foundations of Ethical Practice

Upon successful completion of the Associate of Arts in Organizational Dynamics, graduates will demonstrate:

1. The ability to integrate knowledge and decision making within the larger framework of the organization and social and cultural contexts.
2. The ability to apply creativity, innovation, and change.
3. The ability to develop leadership and interpersonal skills.
4. The ability to communicate in the functional areas of business.
5. The human virtues of integrity, humility, compassion, and perseverance.
6. An increased capacity for conceptualization, strategic thinking, and problem solving.
7. The ability to act on one's values and ethics as foundational to good management and leadership.

Student outcomes are also measured in light of the college's core themes.

### **ASSOCIATE OF SCIENCE IN ACCOUNTING**

The Associate of Science in Accounting prepares students for entry-level positions in bookkeeping, accounting, and auditing. The curriculum provides a solid foundation in the liberal arts, business, and accounting. The degree is suitable for transfer into bachelor degree programs and meets the needs of students who desire a general two-year degree.

The Associate of Science in Accounting degree will satisfy all the pre-requisites for the Bachelor of Science in Accounting program.

#### **Cohort Study Curriculum**

21 COURSES/ 63 SEMESTER CREDITS

Residency requirement: 30 credits

All courses are 3 credits and 5 weeks in length.

PSY 110A	Principles of Adult Learning
BUS 210A	Accounting Fundamentals
BUS/SOC 100A	Team Dynamics
BUS 223A	Microsoft Office
BUS 211A	Financial Accounting (pre-requisite: BUS 210A)
BUS 212A	Managerial Accounting (pre-requisite: BUS 211A)
BUS 224A	Computer Accounting Applications (pre-requisite: BUS 212A)
BUS 102A	Introduction to Business
EN 103A	Written Communication II
BUS 225A	Payroll Accounting (pre-requisite: BUS 212A)
BUS 226A	Federal Taxation (pre-requisite: BUS 225A)
BUS 261A	Organizational Writing and Presentations
EN 120A	Introduction to Literature
BI 151A	The Bible as Literature
HIS 200A	Introduction to History
MA 104A	Math Concepts and Applications
FA 200A	Introduction to the Arts
HUM 211A	Humanities Colloquy: War & Peace
PHS 100A	Environmental Studies
HHK 151A	Health and Fitness for Adults
REL/PHIL 291A	Religious & Philosophical Foundations of Ethical Practice

Upon successful completion of the Associate of Science in Accounting, graduates will demonstrate:

1. Describe the general role of accounting in business in relation to its use by managers, investors, businesses, and regulatory agencies.



2. List Generally Accepted Accounting Principles (GAAP) and recall how GAAP is established.
3. Utilize the steps in the accounting cycle to prepare financial statements from raw financial data.
4. Complete accounting analyses and explain how this information is used to assist in making managerial decisions and controlling the financial aspects of business operations.
5. Recognize the ethical framework for accountants adopted by professional accounting organizations, such as the American Institute of Certified Public Accountants (AICPA) and the Institute of Management Accountants (IMA).
6. Discuss basic business and economic terms and concepts.
7. Employ office productivity applications to create business and accounting related reports and presentations.
8. Understand the changing business climate and the importance of ethical standards in business and one's personal life.
9. Students are expected to be able to communicate in business, regulatory agencies and to the multicultural environment that is present in today's business culture.
10. After completing this program students will have the relevant real-world skills with knowledge and technology to successfully work in any business environment in a multitude of different positions and responsibilities.

## **BACHELOR OF BUSINESS ADMINISTRATION**

The Business Administration major balances theoretical instruction with practical, hands-on experiences. Warner Pacific Business graduates have gone on to careers in accounting, marketing and management, as well as various graduate programs.

### **Cohort Study Curriculum**

14 COURSES / 43 SEMESTER CREDITS

Degree Residency: 43 semester credits

Requirements for the major: 34 credits: 28 credits in residence, 34 credits upper division

All courses are three credits and five weeks in length unless noted otherwise.

BUS 301A	Management and Leadership: From Theory to Practice	
EN 200A	College Composition	
BUS/PSY 321 A	Organizational Behavior and Design	
BUS 401A	Quantitative Analysis for Business	
BUS 306A	Economics for Managers	
HUM 310A	Ethics, Faith, Living and Learning	
BUS 461A	Corporate Finance	
BUS 313A	Accounting for Managers	
BUS 340A	Marketing for Managers	
REL 320A	Spirituality, Character and Service	
BUS 303A	Business and Employment Law	
BUS 445A	Global Business	
BUS 453A	Operations Management	
BUS 450A	Business Policies	4 credits / 6 weeks

Upon successful completion of the major in Business Administration, graduates will demonstrate:

1. Critical thinking and initiative.
2. Effective leadership and team oriented capabilities.
3. Effective written and oral communication.
4. The ability to recognize ethical issues as they relate to organizations and their social responsibility.
5. A basic knowledge of the functional areas of business, to include management, business law, organizational leadership, quantitative reasoning, economics, accounting, operations management, corporate finance, marketing, and strategic planning.
6. Knowledge about the use of information and technologies, and be able to apply basic tools to solve business problems.
7. The ability to analyze and interpret basic quantitative information.
8. The ability to apply critical thinking skills to basic business situations.
9. The ability to synthesize and apply knowledge gained from specific business courses and real-world experiences from an organizational perspective. Includes business policies, practica, internships, and experiential learning.

Student outcomes are also measured in light of the college's core themes.

## **BACHELOR OF HEALTH CARE ADMINISTRATION**

The Health Care Administration program integrates the theoretical foundation of health care administration with practical application. The curriculum is designed to promote the development of high moral character in students as they prepare to utilize ethical decision-making practices in positions of leadership and management in health care organizations.

### **Cohort Study Curriculum**

17 COURSES/ 49 SEMESTER CREDITS

Degree Residency: 43 semester credits

Requirements for the major: 40 credits: 30 credits in residence, 37 credits upper division

All courses are three credits and five weeks unless noted otherwise.

HCA 300A	Health Care Leadership
HCA 271A	The Context and Language of Health Care
EN 200A	College Composition
HCA 310A	Health Care Organizational Behavior and Design
REL 320A	Spirituality, Character and Service
HCA 306A	Health Economics and Policy
HCA 301A	Health Care Organization and Delivery
HCA 302A	Principles of Managed Care
HUM 310A	Ethics, Faith, Living and Learning
HCA 401A	Quantitative Analysis for Health Care Professionals
HCA 402A	Finances, Budgeting for Health Care Organization
HCA 403A	Public Policy, the Law and Ethics in Health Care
HCA 404A	Introduction to Public Health Administration
HCA 303A	Alternative Health Care
HCA 412A	Health Care Ethics

HCA 450A	Critical Issues in Health Care	
HCA 494A	Senior Portfolio	1 credit / 2 weeks

Upon successful completion of the major in Health Care Administration, graduates will demonstrate:

1. Mastery of the basic concepts, theories, models and vocabulary associated with transformation: achievement orientation, analytical thinking, community orientation, financial skills, information seeking, innovative thinking, and strategic orientation.
2. Mastery of the basic concepts, theories, models and vocabulary associated with execution: accountability, change leadership, collaboration, communication skills, impact and influence, initiative, information technology management, organizational awareness, performance measurement, process management and organizational design, and project management.
3. Mastery of the basic concepts, theories, models and vocabulary associated with people: human resource management, interpersonal understanding, professionalism, relationship building, self-confidence, self-development, talent development, and team leadership.

Student outcomes are also measured in light of the college's core themes.

## **BACHELOR OF SCIENCE IN ACCOUNTING**

The accounting major combines hands on experience with theoretical instruction and equips students for careers in accounting or serves as the first step toward CPA certification. The program concentrates on generally accepted accounting practices and principles, federal tax laws as they relate to individuals and organizations, the importance of accounting controls, and the function of auditing. Emphasis will also be placed on understanding ethics in a world view context and the employment of ethical decision-making in organizations. The student will develop skills and understand the process of assessing, evaluating, and making decisions about the operational and financial management of business and organizations.

### **Cohort Study Curriculum**

18 COURSES / 55 SEMESTER CREDITS

Degree Residency: 46 semester credits

Requirements for the major: 46 credits: 40 credits in residence, 46 credits upper division

All courses are three credits and five weeks unless noted otherwise.

*Students must successfully pass a first year accounting course series with at least a "C-" within the five-year period prior to beginning the BSAC cohort program.*

BUS 301A	Management and Leadership, from Theory to Practice	
EN 200A	College Composition	
BUS 306A	Economics for Managers	
BUS 311A	Intermediate Accounting I (pre-req: BUS 212A)	6 weeks
BUS 312A	Intermediate Accounting II (pre-req: BUS 311A)	6 weeks
BUS 314A	Cost Accounting (pre-req: BUS 312A)	6 weeks
BUS 332A	Auditing (pre-req: BUS 312A)	6 weeks

BUS 335A	Business Data Analysis	
BUS 401A	Quantitative Analysis for Business	
BUS 461A	Corporate Finance	
HUM 310A	Ethics, Faith, Living & Learning	
BUS 331A	Non-Profit Accounting (pre-req: BUS 312A)	6 weeks
BUS 411A	Advanced Accounting (pre-req: BUS 312A)	6 weeks
BUS 412A	Individual Taxation (pre-req: BUS 312A)	6 weeks
BUS 413A	Business Taxation (pre-req: BUS 312A)	6 weeks
BUS 445A	Global Business	
REL 320A	Spirituality, Character & Service	
BUS 450A	Business Policies	4 credits / 6 weeks

Upon successful completion of the major in Accounting, graduates will demonstrate:

1. Mastery of the basic functional competencies of decision-making, risk analysis, measurement, reporting, research, and leveraging technology to enhance functional competencies.
2. Mastery of the basic personal competencies of professional demeanor, problem solving and decision making, interaction, leadership, communication, project management, and leveraging technology to enhance personal competencies.
3. Mastery of the broad business perspective competencies of strategic and critical thinking, industry and sector perspective, international and global perspective, resource management, legal and regulatory perspective, marketing and client forces, and leveraging technology to enhance business competencies.

Student outcomes are also measured in light of the college's core themes.

## **BACHELOR OF SCIENCE IN HUMAN DEVELOPMENT**

The Human Development major provides a background in human development. Students are prepared for a variety of vocational opportunities in human services and church ministry, as well as studies in graduate programs within the social sciences.

### **Cohort Study Curriculum**

14 COURSES / 43 SEMESTER CREDITS

Degree Residency: 43 semester credits

Requirements for the major: 34 credits: 28 credits in residence, 34 credits upper division

All courses are three credits and five weeks unless noted otherwise.

SS 300A	Leadership & Diversity
SS 352A	Cultural Studies
EN 200A	College Composition
SS 380A	Conflict Resolution
HD 310A	Foundations of Human Development
SS 391A	Research Design and Applied Statistics
HD 311A	Prenatal/Early Childhood Development
HD 312A	Mid-Child/Adolescent Development
HD 313A	Adult Development

HUM 310A	Ethics, Faith, Living and Learning	
HD 320A	Human Sexuality	
REL 320A	Spirituality, Character and Service	
EDPSY 420A	Learning Theory	
PSY 430A	Counseling Theory	4 credits / 6 weeks

Upon successful completion of the major in Human Development, graduates will be able to:

1. Demonstrate awareness of the basic concepts, theories, models, and vocabulary necessary to understand human development across the lifespan.
2. Give expression to a historical view of human development and the current status related to that history.
3. Be able to critically evaluate social science research, integrating the following: the scientific method, various research designs, and the construction of researchable questions.
4. Experience “hands on” learning and contextual networking in human development professions.
5. Identify the major issues of lifespan human development and observe how these influence both self and other.
6. Analyze differences between structures and practices of various world views as they relate to human development.
7. Comprehend and explore the implications of ethical challenges in human development professions.
8. Demonstrate information literacy by applying appropriate internet and library resources in the development of research papers, presentations, etc.
9. Discuss the complexities of national origin, ethnicity, gender, sexual orientation, disabilities, and cultural relations and how these social divides challenge people as they seek to live and work respectfully with all persons.
10. Synthesize concepts learned into a holistic view of persons and their interacting systems.

## Minors

Current Warner Pacific students may choose to declare a minor as part of their degree programs. All requirements for the minor must be completed in residence. Students are not required to choose a minor for graduation.

Minors offer students an opportunity to focus their electives on an academic area of study, but without the depth and breadth of a major. Students with sophomore standing or above may take minor courses. A grade of “C-” or higher must be achieved in all courses required for the minor.

## ACCOUNTING

7 COURSES / 21 SEMESTER CREDITS

Courses are three credits and five weeks in length unless noted otherwise.

BUS 210A	Accounting Fundamentals
BUS 211A	Financial Accounting (pre-req: BUS 210A)
BUS 212A	Managerial Accounting (pre-req: BUS 211A)

- BUS 311A Intermediate Accounting I (pre-req: BUS 212A; 10 weeks)
- BUS 312A Intermediate Accounting II (pre-req: BUS 311A; 10 weeks)
- BUS 314A Cost Accounting (pre-req: BUS 312A; 10 weeks)
- BUS 412A Individual Taxation (pre-req: BUS 312A; 10 weeks)

### **BUSINESS ADMINISTRATION**

6 COURSES / 18 SEMESTER CREDITS

Courses are three credits and five weeks in length.

Available to BSHD majors only

- BUS 301A Management and Leadership: From Theory to Practice
- BUS 306A Economics for Managers
- BUS 461A Corporate Finance
- BUS 313A Accounting for Managers
- BUS 340A Marketing for Managers
- BUS 303A Business and Employment Law

### **HUMAN RESOURCE MANAGEMENT**

6 COURSES/ 18 SEMESTER CREDITS/ 30 WEEKS

Courses are three credits and five weeks in length.

- BUS 322A The Role of Human Resources
- BUS 323A Staffing: Selection and Placement
- BUS 324A Employee and Labor Relations
- BUS 325A Wage and Salary / Benefits Administration
- BUS 326A Safety and Health
- BUS 327A Employee Development

### **SALES AND MARKETING**

6 COURSES/ 18 SEMESTER CREDITS/ 30 WEEKS

Courses are three credits and five weeks in length.

- BUS 308A Business Ethics
- BUS 244A Fundamentals of Selling
- BUS 245A Managing Sales Relationships
- BUS 345A Psychology of Sales
- BUS 246A Negotiating Skills in Business
- BUS 346A Sales Management

### **MASTER OF ARTS IN HUMAN SERVICES, ADMINISTRATIVE STUDIES EMPHASIS**

The Master of Arts in Human Services program develops persons to become knowledgeable, competent, self-reflective, skillful practitioners in the delivery of services. With high ethical standards and cultural sensitivity, graduates will become agents for positive change in people's

lives, relationships, and communities. At the core of the curriculum is an emphasis on experiential learning and field experience.

### **Cohort Study Curriculum**

13 COURSES/ 39 SEMESTER CREDITS

Courses are 3 credits and 6 weeks in length unless noted otherwise

#### *Human Services Core Courses:*

HS 501A	Persons in Context: Systems Thinking Across Society
HS 502A	Spirituality and the Practice of Human Services: An Integrative View
HS 503A	Human Services: Research and Practice
HS 504A	Case Management: Knowledge & Skills for Human Service Professionals
HS 505A	Stewardship and Resource Management for Families & Organizations
HS 506A	Professional Ethics: Character, Quality & Social Justice
HS 507A	Education and Prevention Strategies: Planning, Creating & Implementing
HS 508A	Public Policy & Advocacy: Legal Issues, Policies, Laws & Well-Being
HS 509A	Lifespan Human Development: Typical, Vulnerable & At Risk Populations

#### *Administrative Studies Courses:*

HS 601A	Human Services Administration: Knowledge and Applications
HS 602A	Fund Raising and Grant Seeking: Concepts & Skills
HS 605A	Field Practicum (18 weeks)
HS 606A	Integrative Seminar (18 weeks)

### **Extension Process for Master Thesis and/or Practicum**

Students who need more time to complete their final project (HS 606A) or their practicum (HS 605A) may request one additional eight week extension from the appropriate instructor. The extension request must be approved before the course ends. Appropriate fees apply.

### **Statute of Limitation for Degree Completion**

All academic work for the Master of Arts degree must be completed within five years from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

Upon successful completion of the Master of Arts in Human Services (Administrative Studies emphasis), graduates will be able to:

1. Demonstrate self-knowledge in terms of one's strengths and/or tendencies and self-regulation as a human service professional.
2. Exhibit knowledge of the historical, philosophical, and theoretical underpinnings of the human services professions.
3. Discuss human services theory and practice principles as they relate to advocacy and social change

4. Describe the interaction of human systems: individual, interpersonal, group, family, organizational, community, and societal.
5. Integrate understandings and practices of spirituality within the discipline of human services.
6. Explain methods, statistics, research, and the application of technology in the field of human services.
7. Use skills of speaking, listening, and motivating as human service professionals.
8. Apply concepts of resource management to various levels of society.
9. Relate ethical standards of the human services profession to service delivery.
10. Utilize sound educational theory to prepare and implement educational and prevention programs.
11. Evaluate public policies as they pertain to the delivery of human services in many arenas of human life.
12. Summarize the human developmental life cycle for vulnerable, at-risk, and typical populations.
13. Recognize best practices in human services administration.
14. Implement sound theories in fund raising and grant seeking.
15. Reflect on professional self, clarifying values and strategizing self-care.
16. Synthesize knowledge, theory, skills, and professional behaviors and apply these to experience in the field.
17. Support educational knowledge, attitudes, and skills as demonstrated in a Human Services Project.

### **MASTER OF ARTS IN HUMAN SERVICES, FAMILY STUDIES EMPHASIS**

The Master of Arts in Human Services program develops persons to become knowledgeable, competent, self-reflective, skillful practitioners in the delivery of services. With high ethical standards and cultural sensitivity, graduates will become agents for positive change in people's lives, relationships, and communities. At the core of the curriculum is an emphasis on experiential learning and field experience.

#### **Cohort Study Curriculum**

13 COURSES/ 39 SEMESTER CREDITS

Courses are 3 credits and 6 weeks in length unless noted otherwise.

#### *Human Services Core Courses:*

HS 501A	Persons in Context: Systems Thinking Across Society
HS 502A	Spirituality and the Practice of Human Services: An Integrative View
HS 503A	Human Services: Research and Practice
HS 504A	Case Management: Knowledge & Skills for Human Service Professionals
HS 505A	Stewardship and Resource Management for Families & Organizations
HS 506A	Professional Ethics: Character, Quality & Social Justice
HS 507A	Education and Prevention Strategies: Planning, Creating & Implementing
HS 508A	Public Policy & Advocacy: Legal Issues, Policies, Laws & Well-Being
HS 509A	Lifespan Human Development: Typical, Vulnerable & At Risk Populations

#### *Family Studies Emphasis Courses:*



HS 603A	Sexuality for Human Services Professionals: Value-Respectful Understanding of Self and Others
HS 604A	Parent Education & Guidance: Models, Principles, Strategies
HS 605A	Field Practicum (18 weeks)
HS 606A	Integrative Seminar (18 weeks)

### **Extension Process for Master Thesis and/or Practicum**

Students who need more time to complete their final project (HS 606A) or their practicum (HS 605A) may request one additional eight week extension from the appropriate instructor. The extension request must be approved before the course ends. Appropriate fees apply.

### **Statute of Limitation for Degree Completion**

All academic work for the Master of Arts degree must be completed within five years from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

Upon successful completion of the Master of Arts in Human Services with an emphasis in Family Studies, graduates will be able to:

1. Demonstrate self-knowledge in terms on one's strengths and/or tendencies and self-regulation as a human services professional.
2. Exhibit knowledge of the historical, philosophical, and theoretical underpinnings of the human services professions.
3. Discuss human services theory and practice principles as they relate to advocacy and social change.
4. Describe the interaction of human systems: individual, interpersonal, group, family, organizational, community, and societal.
5. Integrate understandings and practices of spirituality within the discipline of human services.
6. Explain methods, statistics, research, and the application of technology in the field of human services.
7. Use skills of speaking, listening, and motivating as human service professionals.
8. Apply concepts of resource management to various levels of society.
9. Relate ethical standards of the human services profession to service delivery.
10. Utilize sound educational theory to prepare and implement educational and prevention programs.
11. Evaluate public policies as they pertain to the delivery of human services in many arenas of human life.
12. Summarize the human developmental life cycle for vulnerable, at-risk, and typical populations.
13. Address human sexuality from a value-respectful position.
14. Evaluate the effectiveness and appropriateness of various parenting strategies.
15. Reflect on professional self, clarifying values and strategizing self-care.

16. Synthesize knowledge, theory, skills, and professional behaviors and apply these to experience in the field.
17. Support educational knowledge, attitudes, and skills as demonstrated in a Family Life Education Project.

## **MASTER OF ARTS IN HUMAN SERVICES, FAMILY STUDIES ADMINISTRATION EMPHASIS**

The Master of Arts in Human Services program develops persons to become knowledgeable, competent, self-reflective, skillful practitioners in the delivery of services. With high ethical standards and cultural sensitivity, graduates will become agents for positive change in people's lives, relationships, and communities. At the core of the curriculum is an emphasis on experiential learning and field experience.

### **Cohort Study Curriculum**

15 COURSES/ 45 SEMESTER CREDITS

Courses are 3 credits and 6 weeks in length unless noted otherwise

#### *Human Services Core Courses:*

HS 501A	Persons in Context: Systems Thinking Across Society
HS 502A	Spirituality and the Practice of Human Services: An Integrative View
HS 503A	Human Services: Research and Practice
HS 504A	Case Management: Knowledge & Skills for Human Service Professionals
HS 505A	Stewardship and Resource Management for Families & Organizations
HS 506A	Professional Ethics: Character, Quality & Social Justice
HS 507A	Education and Prevention Strategies: Planning, Creating & Implementing
HS 508A	Public Policy & Advocacy: Legal Issues, Policies, Laws & Well-Being
HS 509A	Lifespan Human Development: Typical, Vulnerable & At Risk Populations

#### *Family Studies Administration Emphasis Courses:*

HS 601A	Human Services Administration: Knowledge and Applications
HS 602A	Fund Raising and Grant Seeking: Concepts & Skills
HS 603A	Sexuality for Human Services Professionals: Value-Respectful Understanding of Self and Others
HS 604A	Parent Education & Guidance: Models, Principles, Strategies
HS 605A	Field Practicum (18 weeks)
HS 606A	Integrative Seminar (18 weeks)

### **Extension Process for Master Thesis and/or Practicum**

Students who need more time to complete their final project (HS 606A) or their practicum (HS 605A) may request one additional eight week extension from the appropriate instructor. The extension request must be approved before the course ends. Appropriate fees apply.

### **Statute of Limitation for Degree Completion**

All academic work for the Master of Arts degree must be completed within five years from the student's program start date. If the student is unable to finish the degree program in the time

allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

Upon successful completion of the Master of Arts in Human Services (General emphasis), graduates will be able to:

1. Demonstrate self-knowledge in terms of one's strengths and/or tendencies and self-regulation as a human service professional.
2. Exhibit knowledge of the historical, philosophical, and theoretical underpinnings of the human services professions.
3. Discuss human services theory and practice principles as they relate to advocacy and social change
4. Describe the interaction of human systems: individual, interpersonal, group, family, organizational, community, and societal.
5. Integrate understandings and practices of spirituality within the discipline of human services.
6. Explain methods, statistics, research, and the application of technology in the field of human services.
7. Use skills of speaking, listening, and motivating as human service professionals.
8. Apply concepts of resource management to various levels of society.
9. Relate ethical standards of the human services profession to service delivery.
10. Utilize sound educational theory to prepare and implement educational and prevention programs.
11. Evaluate public policies as they pertain to the delivery of human services in many arenas of human life.
12. Summarize the human developmental life cycle for vulnerable, at-risk, and typical populations.
13. Recognize best practices in human services administration.
14. Implement sound theories in fund raising and grant seeking.
15. Reflect on professional self, clarifying values and strategizing self-care.
16. Synthesize knowledge, theory, skills, and professional behaviors and apply these to experience in the field.
17. Support educational knowledge, attitudes, and skills as demonstrated in a Human Services Project.

## **MASTER OF ARTS IN TEACHING**

The Master of Arts in Teaching (MAT) is designed to meet the needs of students with a bachelor degree who wish to become classroom teachers. The program will provide education on current instructional practices as well as an understanding of the complexities of the teaching profession. Candidates who complete the MAT will be eligible for a Preliminary Teaching License in one or more of the following endorsements: Early Childhood (EC), Elementary (EL), Middle-Level (ML), and/or High School (HS). Candidates must also declare a content endorsement area. Warner Pacific supports the following content/endorsements: Advanced Math, Biology, English Language Arts, Music, Multiple Subjects (EC/EL), Health, Physical Education, and Social Studies.

MAT students must have successfully completed pre-requisite courses in human development and learning theory prior to beginning the methods (ED 571A-ED 577A) and student teaching (ED 690A-ED-692A) courses.

### **Cohort Study Curriculum**

13 COURSES/ 35 SEMESTER CREDITS

(Students take seven core courses and then split into one of two tracks: Early Childhood/Elementary or Middle Level/High School, in order to assist them in focusing on their intended level of teaching).

#### *Education Core Courses:*

ED 551A	Foundations of Education	1 credit / 2 weeks
ED 535A	Curriculum Planning and Instruction	3 credits / 7 weeks
ED 596A	Assessment and Evaluation	3 credits / 7 weeks
ED 573A	ESOL Instruction for Classroom Teachers	2 credits / 5 weeks
ED 661A	Educational Research	3 credits / 7 weeks
ED 555A	Urban Education and Diverse/Exceptional Learners	3 credits / 7 weeks
ED 515A	Classroom Management	2 credits / 5 weeks
ED 690A	Student Teaching I with Seminar	3 credits / 5 weeks
ED 691A	Student Teaching IIa with Seminar	4 credits / 5 weeks
ED 692A	Student Teaching IIb with Seminar	3 credits / 5 weeks

#### *ECE/Elementary Courses*

ED 571A	Art/Physical Education/ Music in PK-8 Classroom	2 credits / 5 weeks
ED 572A	Teaching Math and Science in the PK-8 Classroom	3 credits / 7 weeks
ED 574A	Teaching Literacy & Social Studies in the PK-8 Clsrm	3 credits / 7 weeks

#### *Middle/High Education Courses*

ED 575A	Literacy in the Content Area	3 credits / 7 weeks
ED 576A	Instructional Methods for the Middle and High School	3 credits / 7 weeks
ED 577A	Educational Trends in Middle and High School	2 credits / 5 weeks

A student seeking to earn the Master of Arts in Teaching must complete the required cohort study as prescribed in the program. In cases where identical courses were completed in the past five years, the substitution of up to two courses may be requested. The request to substitute/transfer coursework must be made in writing prior to beginning the program. The individual student's schedule and financial aid packaging must be factored into the approval process for substituted coursework. Students must complete ED 551A, ED 515A, ED 690A, ED 691A, and ED 692A in residence at Warner Pacific.

### **Student Teaching**

Students must have completed all other MAT coursework with a cumulative GPA of at least 3.0 before student teaching. Assignments and supervision will be coordinated by the Warner Pacific Education Department. The Placement Coordinator will attempt to accommodate student needs and preferences, but the availability of placements in any given school or semester cannot be guaranteed.

## **Teacher Licensure**

At the time of licensure, MAT students must meet all requirements and regulations of the Teacher Standards and Practices Commission (TSPC) in order to be licensed to teach in Oregon.

## **Statute of Limitation for Degree Completion**

All academic work for the MAT degree must be completed within 30 months from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance. Additional coursework may be required when the student is re-admitted to assure that the student's program meets current TSPC requirements.

Upon successful completion of the Master of Arts in Teaching, graduates will demonstrate:

1. Candidates are effective practitioners, exhibiting the knowledge, skills, ability, and professional dispositions required for the Oregon Preliminary Teaching License, as provided in Oregon Administrative Rule 584-200-0005, and the Interstate Teacher Assessment and Support Consortium (InTASC) standards.
2. Candidates model the values, ethics and character of a Christian educator in a diverse and changing world.
3. Candidates meet the high standards of the Warner Pacific College teacher preparation program in coursework, clinical experiences, and work products, leading to the cognitive, linguistic, social, emotional, and physical achievement of the students they will teach.

## **MASTER OF BUSINESS ADMINISTRATION**

The Master of Business Administration (MBA) will prepare organizational leaders from diverse backgrounds by developing their business skills so that they may help their organizations effectively and efficiently operate.

### **Cohort Study Curriculum**

14 COURSES / 42 SEMESTER CREDITS

Courses are 3 credits each and 6 weeks in length

BUS 500A	Foundations for Successful Graduate Studies
BUS 501A	Leadership, Diversity and High Performance Teams
BUS 502A	Leading, Learning, and Communicating in a Technical Society
BUS 505A	Organizational Systems and Change Management
BUS 600A	Organizational Ethics, Values and the Law

**Note:** After completing the first five courses, student performance will be reviewed by the MBA admissions committee. If it appears that a student may have be a better fit for the M.S. in Management degree program rather than the MBA program, the committee will recommend that the student transfer to the M.S. in Management.

BUS 503A	Corporate Finance
BUS 603A	Strategies for Local and Emerging Economics
BUS 604A	Innovation, Creativity and Competitiveness
BUS 606A	Managerial Accounting and Financial Strategies
BUS 607A	Strategies for Marketing Success
BUS 608A	Creative Leadership for Efficient Operations
BUS 609A	Innovation Decision Making in Business
BUS 610A	Leading in a Global Environment
BUS 614A	Strategy/Capstone

A student seeking to earn the Master of Business Administration must complete the required cohort study as prescribed in the program. In cases where identical courses were completed in the past five years, a substitution of up to two courses may be requested. The request to substitute/transfer coursework must be made in writing prior to beginning the program. The individual student's schedule and financial aid packaging must be factored into the approval process for substituted coursework. Students must complete BUS 500A and BUS 614A in residence at Warner Pacific.

#### **Extension Process for Master Thesis**

Students who need more time to complete their final project may request one additional six week extension from their BUS 614A instructor. The extension request must be approved before BUS 614A ends. Appropriate fees apply.

#### **Statute of Limitation for Degree Completion**

All academic work for the Master of Business Administration degree must be completed within six years from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

Upon successful completion of the Master of Business Administration, graduates will demonstrate:

1. Demonstrate the ability to gather, analyze, synthesize, and evaluate relevant data to solve business problems
2. Create effective business documents and presentations
3. Demonstrate effective team working skills
4. Demonstrate effective communication skills
5. Evaluate how leadership traits and behaviors affect key stakeholders
6. Create business strategies that empower others to achieve positive social change
7. Analyze the role of diversity in creating strong organizational culture
8. Analyze the local and global impact of organizational decisions

Student outcomes are also measured in light of the college's core themes.

#### **MASTER OF BUSINESS ADMINISTRATION – BRIDGE PROGRAM**

The Master of Business Administration (MBA) will prepare organizational leaders from diverse backgrounds by developing their business skills so that they may help their organizations effectively and efficiently operate.

### **Cohort Study Curriculum**

5 COURSES / 15 SEMESTER CREDITS

Courses are 3 credits each and 6 weeks in length

BUS 603A	Strategies for Local and Emerging Economies
BUS 606A	Managerial Accounting and Financial Strategies
BUS 607A	Strategies for Marketing Success
BUS 608A	Creative Leadership for Efficient Operations
BUS 609A	Innovative Decision Making in Business

All courses must be taken in residence

### **Statute of Limitation for Degree Completion**

All academic work for the Master of Business Administration (MBA) degree must be completed within three years from the student's program start date. If they do not complete the program during that time-frame they will be able to keep their original degree but will not earn the MBA.

Upon successful completion of the Master of Business Administration, graduates will demonstrate:

1. Demonstrate the ability to gather, analyze, synthesize, and evaluate relevant data to solve business problems
2. Create effective business documents and presentations
3. Demonstrate effective team working skills
4. Demonstrate effective communication skills
5. Evaluate how leadership traits and behaviors affect key stakeholders
6. Create business strategies that empower others to achieve positive social change
7. Analyze the role of diversity in creating strong organizational culture
8. Analyze the local and global impact of organizational decisions

Student outcomes are also measured in light of the college's core themes.

### **MASTER OF EDUCATION**

The Master of Education (MED) is intended for licensed teachers seeking courses and experiences for professional growth and/or credits for continued renewal of their license. Faculty members strive to guide students from where they are currently toward where they want to be professionally. The coursework is a mix of teaching pedagogy, research, reflection about classroom practice, and current topics in education.

### **Cohort Study Curriculum**

## 13 COURSES/ 31 SEMESTER CREDITS

### Core

ED 564A	Ethics in Education	2 credits / 5 weeks
ED 510A	Teaching to Diversity in Today's Classrooms	3 credits / 7 weeks
ED 540A	Utilizing Instructional Media	3 credits / 7 weeks
ED 560A	Research for Teachers	2 credits / 5 weeks
ED 660A	Research Design	3 credits / 7 weeks
ED 595A	Capstone Experience	2 credits / 5 weeks

### Reading Interventionist Endorsement

ED 670A	Foundations of Language and Literacy	3 credits / 7 weeks
ED 651A	Best Practices in Literacy Instruction & Curriculum	3 credits / 7 weeks
ED 676A	Literacy Instruction for ELL Students	2 credits / 5 weeks
ED 671A	Literacy Instruction for Special Needs Students	2 credits / 5 weeks
ED 620A	Principles of Reading Assessment, Diagnosis & Intervention	2 credits / 5 weeks
ED 689A	Leadership in Literacy Programs	2 credits / 5 weeks
ED 592A	Reading/Literacy Practicum	2 credits / 5 weeks

A student seeking to earn the Master of Education must complete the required cohort study as prescribed in the program. In cases where identical coursework was completed in the past five years, a substitution of up to two courses may be requested. The request to substitute/transfer coursework must be made in writing prior to beginning the program. The individual student's schedule and financial aid packaging must be factored into the approval process for substituted coursework. Students must complete ED 595A in residence at Warner Pacific.

### **Extension Process for Master Thesis**

Students who need more time to complete their final project may request one additional six-week extension from their ED 595A instructor. The extension request must be approved before ED 595A ends. Appropriate fees apply.

### **Statute of Limitation for Degree Completion**

All academic work for the MED degree must be completed within six years from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

### **MASTER OF SCIENCE IN MANAGEMENT, EMPHASIS: ORGANIZATIONAL LEADERSHIP**

The Master of Science in Management, emphasis in Organizational Leadership (MOL) degree program focuses on the theories, models, research findings, and best practices found in the interdisciplinary, organizational leadership studies field. Although classical leadership theories, models, and case studies are examined, the emphasis of the degree is practical and applied in nature, building cognitive, behavioral, spiritual, interpersonal, and strategic leadership skills that



are applicable to the real-world, issues-based experiences of those working adults enrolled in the program.

### **Cohort Study Curriculum**

12 COURSES/ 36 SEMESTER CREDITS

Courses are 3 credits and 6 weeks in length

MOL 500A	Foundations for Successful Graduate Studies
MOL 501A	Leadership, Diversity and High Performance Teams
MOL 502A	Leading, Learning and Communicating in a Technical Society
MOL 503A	Financial Environments of Organizations
MOL 505A	Organizational Systems and Change Management
MOL 508A	Project Management
MOL 509A	Social Entrepreneurship and Sustainable Business
MOL 600A	Organizational Ethics, Values, and the Law
MOL 604A	Legal and Regulatory Environment of Business
MOL 610A	Coaching, Mentoring, and Conflict Resolution
MOL 611A	Problem Solving and Decision Making
MOL 612A	Integrated Organizational Leadership Project

A student seeking to earn the Master of Science in Management must complete the required cohort study as prescribed in the program. In cases where identical courses were completed in the past five years, a substitution of up to two courses may be requested. The request to substitute/transfer coursework must be made in writing prior to beginning the program. The individual student's schedule and financial aid packaging must be factored into the approval process for substituted coursework. Students must complete MOL 500A and MOL 612A in residence at Warner Pacific.

### **Extension Process for Master Thesis**

Students who need more time to complete their final project may request one additional six-week extension from their MOL 612A instructor. The extension request must be approved before MOL 612A ends. Appropriate fees apply.

### **Statute of Limitation for Degree Completion**

All academic work for the Master of Science degree must be completed within six years from the student's program start date. If the student is unable to finish the degree program in the time allotted, the student must reapply for admission, at which time all previously earned credits will be re-evaluated for current relevance. The student will also be subject to any degree requirement changes that apply to the Bulletin in effect at the time of re-admittance.

Upon successful completion of the Master of Science in Management with emphasis in Organizational Leadership, graduates will demonstrate:

1. The ability to articulate the principles of organizational dynamics relating to systems, culture, and environment.
2. Effective communication skills and an understanding of organizational communication processes.

3. The ability to compare and contrast leadership theories, models, and styles.
4. Insight into personal leadership style.
5. The ability to identify the dynamics of globalization and the implication for organizational strategy and operations.
6. A working knowledge of decision-making, finance, and interpersonal and group dynamics.
7. The analytical and research skills necessary to identify organizational problems and to formulate solutions for those problems.
8. An understanding of ethics and Christian values and their applications for organizations.

Student outcomes are also measured in light of the college's core themes.

## **COURSE DESCRIPTIONS**

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### **BI 151A**

#### **The Bible as Literature**

**(3 credits)**

This course involves the study of the Bible as literature and Scripture. Attention is given to the canon and transmission of the English Bible, major literary genres, Scriptural themes, and the performance of Scripture. May not be taken for Pass/No Pass. Meets Religion Core requirement. (This course does not meet the Literature requirement for Core Studies.)

### **BUS/SOC 100A**

#### **Team Dynamics**

**(3 credits)**

A “hands on” course, designed to increase the student’s knowledge of and applicable skills in the area of team or small group (fewer than 20) dynamics. Topics covered include communication, ethics, diversity, decision-making, conflict resolution, and leadership. Emphasis is placed on improving the effectiveness of all team/small group experiences, regardless of the student’s specific role within the team.

### **BUS 112A**

#### **Principles of Budgeting and Accounting**

**(3 credits)**

The course focus is on the basic principles of the accounting cycle for service and merchandising companies/organizations including budgeting vocabulary, finance, record keeping, cash management, cash budgeting, capital budgeting and financial statements.

### **BUS 102A**

#### **Introduction to Business**

**(3 credits)**

A survey course which introduces concepts of productivity, the business cycle, market functioning, and achieving maximum well-being from the marginal social benefits and cost perspectives. An overview of the business world as it permeates all aspects of our lives is part of the course. The Christian perspective and responsibility toward others in the business world is discussed throughout the course.

### **BUS/PS 150A**

#### **Management Fundamentals**

**(3 credits)**

This is an introductory course that covers the fundamental concepts of management. By investigating these essential principles, the student will begin to build a solid foundation for understanding management theory. Major topics will include the evolution and scope of business management, planning, decision-making, organizing, leading, and controlling.

### **BUS/PS 200A**

#### **Foundations of the American Legal System**

**(3 credits)**

Course intent is a consideration of key concepts and terms in the study of the American legal system. Focus is on the historical and political context of major U.S. Supreme Court decisions, constitutional provisions and the shared responsibilities of the legislative, executive and judicial branches of government, functions of courts and attorneys, and philosophy and nature of law.

**BUS 206A****Accounting Mechanics****(1 credit)**

A review of the basic concepts of beginning accounting principles. It reviews the accounting cycle from analyzing and recording transactions to the preparation of financial statements.

**BUS 210A****Accounting Fundamentals****(3 credits)**

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, present value, and long term liabilities. The course emphasizes the construction of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation.

**BUS 211A****Financial Accounting****(3 credits)**

This course revisits topics covered in Introductory Financial Accounting (Accounting 210), with a focus on the asset side of the balance sheet: Cash, accounts and notes receivable, inventory, marketable securities, equity investments, PPE, and intangibles. The course also covers revenue and expense recognition issues, and generally accepted accounting principles that affect the format and presentation of the financial statements. Concepts covered also includes liabilities and equities, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, employee stock options, pensions, leases, deferred tax, and derivative securities. Related topics covered include computation of diluted earnings per share, disclosure issues, earnings management, and basic financial statement analysis of cash flows. Prerequisite: BUS 201A.

**BUS 212A****Managerial Accounting****(3 credits)**

The first part of the course presents alternative methods of preparing managerial accounting information, and the remainder of the course examines how these methods are used by companies. Managerial accounting is a company's internal language, and is used for decision-making, production management, product design and pricing and for motivating and evaluating employees. Unless you understand managerial accounting, you cannot have a thorough understanding of a company's internal operations. What you learn in this course will help you understand the operations of your future employer (and enable you to be more successful at your job), and help you understand other companies you encounter in your role as competitor, consultant, or investor. Prerequisite: BUS 211A.

**BUS/SS 220A****Human Resource Development****(3 credits)**

This course provides perspectives on important traditional, current, and emerging practices to help the student develop a practical, realistic, and modern view of human resource development and management. Students study the functions of the line executive or supervisor as well as human resource director functions in today's business or human services environment.

**BUS 223A****Introduction to Microsoft Office****(3 credits)**

This course focuses on Microsoft Office Suite capabilities and concepts. The course will use the version of Office currently most prevalent in business environments including Word, PowerPoint, Excel and Access. Topics will include design, construction and documentation of research papers, presentations, and spreadsheets including citations, tables, charts, and external data references. Basic database topics will include fields, records and tables, queries, reporting, and accessing large data sources.

**BUS 224A****Computer Accounting Applications****(3 credits)**

This course introduces processing accounting transactions using Intuit QuickBooks. QuickBooks is one of the most popular accounting packages used today by smaller businesses. Although the focus of this course is learning to apply QuickBooks, students are expected to apply the principles of accounting learned in BUS 210A and BUS 211A. Throughout this course basic accounting terms, concepts, and principles will be reviewed. Prerequisite: BUS 212A.

**BUS 225A****Payroll Accounting****(3 credits)**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms and journal and general ledger transactions. Emphasis is on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; analyzing payroll data, journalizing and posting transactions. Upon completion, students are expected to be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. Prerequisites: BUS 212A.

**BUS 226A****Federal Taxation Basic Principles****(3 credits)**

This course is a study of federal income tax law practice with primary emphasis on application to individual taxpayers. Familiarization with tax forms and their preparation is emphasized. The course also briefly summarizes of partnership and corporate taxation. Prerequisite: BUS 225A.

**BUS 244A****Fundamentals of Selling****(3 credits)**

This course provides a comprehensive approach to the fundamentals of selling, focusing on effective strategies throughout the sales cycle, including: identifying customer needs; developing relationships; product presentations and qualifying sales; and closing and servicing a sale. Students apply these concepts through preparation of sales proposals and presentations that sell.

**BUS 245A****Managing Sales Relationships****(3 credits)**

This course is an introduction to the aspects of professional sales relations that affect sales productivity. Participants are introduced to various patterns for analyzing the dynamics of the personal selling process and customer services, which determine the dynamics of sales relationships.

**BUS 246A****Negotiating Skills in Business****(3 credits)**

This course focuses on effective negotiations. Although negotiations are a part of everyday life, this course primarily deals with business negotiations, including employee and labor relations, sales, marketing, mergers and acquisitions, and other business topics.

**BUS 261A****Organizational Writing and Presentations****(3 credits)**

An overview of organizational communication. Emphasis is placed on the types of messages conveyed to both internal and external audiences and the methods by which they are presented. Topics covered include knowing the audience, writing and presenting positive/informative, negative, and persuasive messages, resumes interviews, and preparing/presenting a formal research recommendation report as part of a team.

**BUS 301A****Management and Leadership: From Theory to Practice****(3 credits)**

This course is designed to empower students to prepare for a leadership and management position by investigating the principles of planning, organizing, leading, and controlling. The student will be able to describe and apply skills required for successful organizational leadership by comprehending and applying theory, research, case studies, class exercises, and practical experience to the workplace. The student will also examine contemporary issues that leader/managers face, such as customer focus, globalism, diversity, ethics, information technology, entrepreneurship, work teams, service economy, and small business management. The goal of this course is to define how leaders, working with people, accomplish goals within an ethical environment.

**BUS 303A****Business and Employment Law****(3 credits)**

This course is designed to enable learners to prepare for leadership and management positions, in both the private and public sectors, by improving their competencies in the areas of employer and employee legal rights in the workplace. By comprehending and applying basic legal concepts and decisions, case studies, class exercises, and practical experiences to the workplace, learners will be much better able to lead and manage their employees and to function as employees themselves. Students will explore and discuss relevant concepts and practical applications, producing specific learning outcomes. A strong ethics component is integrated into the course as students confront various types of ethical choices and challenges facing today's leaders and managers.

**BUS 306A****Economics for Managers****(3 credits)**

The course focus is on the practical application of the following basic economic principles: opportunity cost, demand and supply, elasticity, costs and benefits of decisions, supplier behavior, costs of the firm, types of firms, profit and loss. The main emphasis of the applications will be on how these principles influence business decisions.

**BUS 308A**

**Business Ethics** (3 credits)

Business Ethics is a course in applied ethics that critically examines the world of business and human values. A brief survey of the foundations of ethics gives way to the study of human conduct in a business context. The course discusses theoretical models, with application to specific cases drawn from the practice of business.

**BUS 311A, 312A**

**Intermediate Accounting I, II** (3, 3 credits)

Comparative study of generally accepted accounting principles from theoretical foundations to current practices. Prerequisite for BUS 311A: BUS 212A; 311A: 312A.

**BUS 313A**

**Accounting for Managers** (3 credits)

This course emphasizes the major principles and practices of financial accounting, including the accounting cycle and preparation of financial statements. Further emphasis will be placed on analysis and interpretation of those statements leading to an understanding of their use as a managerial tool. The goal of this course is to demonstrate to the adult learner how an organization applies financial accounting to provide practical, timely and accurate information to its users.

**BUS 314A**

**Cost Accounting** (3 credits)

Basic principles of cost measurement and reporting for managerial planning, policy, and control. Prerequisite: BUS 312A.

**BUS/PSY 321A**

**Organizational Behavior and Design** (3 credits)

This course explores the elements of organizational theory. By investigating principles dealing with an organization's purpose, structural design, culture, and politics, the student will gain an understanding of the unique nature of organizational theory. This course will assimilate contemporary thinking with traditional ideas and theories in an interesting manner, while demonstrating to the student the pragmatic applicability of this topic. The goal of this course is to define how an individual and organization are integrated.

**BUS 322A**

**The Role of Human Resources** (3 credits)

This course is a study of the many roles the human resources (HR) function fulfills in organizations. The course focuses on integrating HR practices with overall organizational philosophies, strategies, objectives, and practices in pursuit of organizational effectiveness.

**BUS 323A**

**Staffing: Selection and Placement** (3 credits)

This course identifies the essential practices and functions of staff selection and placement, including identifying staffing needs, recruiting externally and internally, assessing applicants, making selection and placement decisions, and managing the staffing system. In addition, students examine human resources' responsibility for ensuring that employee selection practices

meet the organization's long-term strategic plans for staffing requirements. Also addressed are issues related to compliance with labor laws and regulations.

### **BUS 324A**

#### **Employee and Labor Relations (3 credits)**

This overview course provides human resources professionals with information on the laws and regulations that affect labor and employee relations, discipline, discharge, and grievance/dispute resolution. Students learn the procedures for responding to charges of discrimination and wrongful discharge.

### **BUS 325A**

#### **Wage and Salary/Benefits Administration (3 credits)**

This course introduces students to organizational approaches to compensation, including base pay, incentive pay, and benefits that assist the organization in attracting, retaining, and motivating employees. Students will examine compensation plan objectives; plan design considerations; the link between pay and performance; legal requirements and constraints on pay programs; and the interplay among financial, communication, and administrative concerns. This course emphasizes a holistic, "total compensation" approach that focuses on the effectiveness of the entire pay structure in aiding the organization's efforts to attain its goals. Individual components of the compensation system are examined, with an emphasis on how they are integrated into the total compensation system.

### **BUS 326A**

#### **Safety and Health (3 credits)**

This course introduces students to the basics of safety management, approaching safety management from the perspective of the manager who has had no other formal safety training. Besides focusing on the relationship of safety management to the sciences (behavioral science, physiology, epidemiology, and ergonomics), it alerts students to the legal responsibilities for safety and associated liabilities. Furthermore, it introduces students to the Occupational Safety and Health Administration (OSHA) and ways in which safety managers might be required to interact with this federal agency. In addition, the course deals with workers' compensation, the legal requirements of supervisors for safety, and the impact of management systems on safety performance, while alerting students to the many ethical and moral dilemmas in safety management.

### **BUS 327A**

#### **Employee Development (3 credits)**

This course focuses on the philosophy and critical organizational practices required for building and sustaining an organizational culture supportive of a learning environment. It provides opportunities to students to explore needs analysis, instructional design, strategic training, educational technology, evaluation methodologies, and career management issues. The role of the human resources professional as an advocate for performance improvement and workforce development is the primary focus area of this course.

### **BUS 331A**

#### **Non-Profit Accounting (3 credits)**



Study of accounting for governmental bodies and non-profit organizations requiring accounting by “funds”. Prerequisite BUS 312A.

**BUS 332A**

**Auditing (3 credits)**

Covers auditing theory, procedures, controls and tests. Preparation of letters, footnotes, responsibilities to the profession, the government and the organization. Prerequisite BUS 312A.

**BUS 335A**

**Business Data Analysis (3 credits)**

This course provides an introduction to the field of business analytics, which has been defined as the extensive use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to drive decisions and actions. The development and use of data warehouses and data marts to support business analytics is discussed. The use of key performance indicators, dashboards and scorecards for performance management and opportunity assessment are addressed. Text and web mining are discussed, and the application of selected data mining techniques to business decision making situations is illustrated. Students actively participate in the delivery of this course through case and project presentations. Prerequisite: BUS 332A.

**BUS 340A**

**Marketing for Managers (3 credits)**

This course concentrates on the fundamentals of marketing emphasizing segmenting and targeting customers, researching the market, market image, uniqueness in marketing, developing the marketing business plan including distribution, location, price structure and promotion.

**BUS 345A**

**Psychology of Sales (3 credits)**

This course focuses on the key component of the sales effort—"the close." Emphasis is given to consumer objectives, consumer behavior, demonstration strategies and closing techniques.

**BUS 346A**

**Sales Management (3 credits)**

This course is designed to prepare prospective sales managers for the challenging roles they will face in a corporate sales setting. It deals with the critical impact management has on the sales of a product or service, as well as the effective team-building strategies and leadership skills needed in these key positions within an organization.

**BUS 401A**

**Quantitative Analysis for Business (3 credits)**

The emphasis is using statistics in business situations concentrating on behavioral research. Students will review descriptive statistics sampling, estimation, and hypothesis testing. Computer applications are integrated into course study.

**BUS 411A**

**Advanced Accounting (3 credits)**

Accounting for business combinations. An intensive examination of inter-company relationships pertaining to consolidation theory, techniques, and reporting. Prerequisite BUS 312A.

**BUS 412A**

**Individual Taxation (3 credits)**

A study of federal and Oregon tax laws as they relate to individuals. Prerequisite BUS 312A.

**BUS 413A**

**Business Taxation (3 credits)**

A study of federal and Oregon tax laws as they relate to partnerships and corporations. Prerequisite BUS 312A.

**BUS 445A**

**Global Business (3 credits)**

A study of the strategic perspectives of international business, including coordinating, standardizing and marketing products, identifying national barriers and opportunities, analysis of entry strategy, and analysis of the political environment.

**BUS 450A**

**Business Policies (4 credits)**

A capstone course that helps integrate the approaches, techniques and philosophies learned in functional area courses, and provides the theory and practice of top-level, organization-wide administration. Emphasis is placed on developing an ethical environment in which to work.

**BUS 453A**

**Operations Management (3 credits)**

A study of the operations management function, which is responsible for the planning, organizing and controlling of resources in both the manufacturing and service industries. These problems are studied from the managerial, administrative and employee perspective. Emphasis is placed on manufacturing policy, the design of productive systems, operations planning and controls, operations strategy and technology management.

**BUS 461A**

**Corporate Finance (3 credits)**

An introductory course in corporate finance. Focuses on the fundamental concepts, techniques and practices of financial management. Emphasis is placed on the basic concepts of managerial finance, important financial concepts (time value of money, risk and return, bond and stock valuation), long-term investment decisions, as well as long-term and short-term financial decisions.

**BUS/MOL 500A**

**Foundations for Successful Graduate Studies (3 credits)**

This course will orient students to the expectations of graduate studies. It will review various graduate study practices regarding research practices, graduate level writing, as well as team dynamics that will prepare the student for success in both the MBA and MSM-OL programs.

**BUS/MOL 501A****Leadership, Diversity and High Performance Teams (3 credits)**

Drawn from behavioral and social sciences, this course examines leadership theories, research, and models. It will also explore new paradigms of leadership that will help teams perform at higher levels through diversity and inclusion, while challenging shortsighted leaders to higher team performance through better communication, exchanges between leaders and followers, training and evaluating leaders in the 21<sup>st</sup> century.

**BUS/MOL 502A****Leading, Learning and Communicating in a Technical Society (3 credits)**

This course provides an in-depth look at how technology tools and the Internet are impacting the way organizations and individuals lead, communicate, collaborate, share knowledge, and build ever-expanding communities of learning. The course also addresses the issues of leading organizations through the process as new technologies are implemented and people strive to adapt.

**BUS 503A****Corporate Finance (3 credits)**

This course focuses on the financial management of both publicly held and private corporations. Students will explore conceptual frameworks associated with corporate decision-making and will apply these concepts to various cases. Topics such as time/value of money, risk and return, capital asset management, and many others will be covered.

**BUS/MOL 505A****Organizational Systems and Change Management (3 credits)**

This course examines the relationship of systems thinking and change management. Any type of change event in organizations can be a messy experience. Therefore, understanding how systems thinking and change management correlate will help students experience and lead change events where they work. Through the lens of systems thinking, students will explore major theories, models, and best practices associated with change and learning organizations.

**BUS/MOL 600A****Organizational Ethics, Values, and the Law (3 credits)**

This course provides an overview of the ethical, legal, and value-based environments in which organizations operate. Course readings and activities encourage the development of a perspective that includes respect for and understanding of the role of values, ethics and diverse legal and regulatory systems in shaping leadership style and organizational performance. Given the increasing globalization of business, issues include also an examination of culture and diversity factors.

**BUS 603A****Strategies for Local and Emerging Economies (3 credits)**

This course addresses leadership strategies for doing business in local and emerging Economies. Students will explore developed, emerging, and local economic expression to understand the similarities and differences. Students will develop strategies associated with each expression.

**BUS 604A****Innovation, Creativity and Competitiveness (3 credits)**

Creativity and innovation are integral to an organization's ability to survive and thrive in today's competitive marketplace. This course provides students with an understanding of how creativity and innovation can create new opportunities for organizations. Students will also learn the practical applications involved in fostering creativity and innovation in the workplace.

**BUS 606A****Managerial Accounting and Financial Strategies (3 credits)**

This course deals with the concepts of managerial accounting and financial management. This course will focus on the decisions required as a manager to deal with cost and financial strategies associated with running a business.

**BUS 607A****Strategies for Marketing Success (3 credits)**

This course explores various strategies associated with Marketing. Students will analyze and create strategies for services and products that will simulate a current, dynamic, marketing environment, while developing needed skills for creating successful marketing campaigns.

**BUS 608A****Creative Leadership for Efficient Operations (3 credits)**

This course explores leadership and managerial issues occurring in the operation of various industries. Students will become familiar with the problems and issues facing managers, various conceptual models, and analytical techniques that are used for confronting those problems. Students will learn the importance of creative and innovative methods required for dealing with modern operational performance.

**BUS 609A****Innovation Decision Making in Business (3 credits)**

Using statistical thinking as a foundation, this course will provide students with knowledge, skills, and abilities that will help them understand how data can be used to make good business decisions and improving processes. Students will use statistical concepts and tools to improve a process they are familiar with.

**BUS 610A****Leading Multicultural Organizations (3 credits)**

Many of the key opportunities and challenges for multi-national companies focus on people from different cultures working together. This course teaches students how to make strategic use of intercultural strategies to help organizations improve market performance, employee engagement, customer loyalty, while focusing on the triple bottom-line. The course develops students' knowledge of and skills to improve organizational performance through cultural intelligence, human diversity, and leading and managing intercultural organizations.

**BUS 614A****Strategy/Capstone (3 credits)**

The Capstone Experience is the comprehensive application of the MBA curriculum in a strategic context. Students will work with a faculty advisor, to frame and analyze an issue posed by the organization the student works for, or is familiar with, in terms of strategic business perspective.

### **CLS 200A**

#### **Exploring Prior Learning Experience (1 credit)**

This course presents an overview of alternative credit systems available at Warner Pacific, with emphasis on introducing students to the prior learning experience (PLE) essay, and reviewing other alternative credit systems, including CLEP and DSST tests, WP Proficiency Exams, and agency-sponsored learning. Pre-requisite: college composition and recommendation by academic advisor.

### **CMPT 100A**

#### **Computer/Information Literacy (3 credits)**

This course focuses on using, enhancing, and integrating computer use and information literacy. It also investigates issues surrounding the use of electronic resources and software. The curriculum is designed to encourage growth and learning experiences for students at a variety of entry levels.

### **COMM 200A**

#### **Interpersonal Communication (3 credits)**

Communication and relationship education, with focus on speaking and listening skills, and upon conflict management and resolution in a variety of relationships in the home, school, church, and on the job. Each of the relationship skills will be examined in light of the Christian faith.

### **COMM/HCA 271A**

#### **The Context and Language of Health Care (3 credits)**

This course provides an understanding of the underlying philosophy of health care and introduces key organization, professional terms, and constructs crucial to successfully managing in the health care environment. Topics include clinical diagnostic and therapeutic elements of the delivery system, an introduction to health care financing, government regulation, and evolving organizational delivery.

### **ED 500A**

#### **Implementing Best Practices (3 credits)**

An advanced course of professional study for teachers that looks realistically and in depth at integrating Best Practices in contemporary classrooms. Current brain research and child development, and the use of developmental knowledge to create supportive learning environments may be examined through classroom observations, research, reading, reflection, and seminar discussions.

### **ED 510A**

#### **Teaching to Diversity in Today's Classroom (3 credits)**

This course is designed to teach educators how to promote all learners' intellectual, social, emotional and moral growth within a classroom that respects, appreciates, and celebrates humanity in all of its diversity. Learning styles will also be addressed.

**ED 515A****Classroom Management****(2 credits)**

This course will address the skills needed to manage various classroom settings, handle student behaviors, and communicate with families. It will promote the development of a theoretical framework for educational practices that encourage all classroom students' intellectual, personal and moral development, develop processes for research-based effective classroom procedures and routines, and organize and manage all aspects of a classroom.

**ED 520A****Current Issues in Education****(3 credits)**

This course is an introduction to a range of philosophies, personalities, legislation and pedagogical issues in the field of education. Students will grow in their professional knowledge about a variety of issues impacting education today and methods for an impact on instruction. Students will be involved in reflection, research, reading/writing/speaking about current educational issues.

**ED 530A****Advanced Teaching Methods****(3 credits)**

This course provides students with research-supported, effective ways to design and deliver content that make efficient use of instructional time. Emphasis is on efficient use of instructional time, lesson design, assessment tools and relevant and current research supporting selected teaching methods.

**ED 535A****Curriculum Planning and Instruction****(3 credits)**

This course engages students in the design, development and presentation of effective learning experiences in the classroom. Students will learn and practice research-based, differentiated curriculum design, strategies for instruction, and assessment of learning. Attention is given to Oregon standards and curriculum.

**ED 540A****Utilizing Instructional Media****(3 credits)**

Materials, devices, techniques and settings are presented in an overview of the field of instructional technology. Lab experiences are provided in the operation of instructional hardware.

**ED 550A****Curriculum Design****(2 credits)**

This course will focus on designing curriculum units and instructional plans for a standards-based curriculum while utilizing research-based best practices for teaching and learning. There will also be an emphasis on the development and implementation of an integrated interdisciplinary unit for specific teaching assignments that utilize concept-based curriculum strategies and instructional techniques to "teach beyond the facts". In addition, there may be some group investigations and responses to various contemporary curriculum issues that challenge today's teachers.

**ED 551A****Foundations of Education****(1 credit)**

This course explores teaching as a career choice and includes an overview of the historical, philosophical, and sociological foundations of education. It includes current issues, practices, roles of school personnel and federal and state laws related to education.

**ED 555A****Urban Education and Diverse/Exceptional Learners****(3 credits)**

This course is designed to celebrate a variety of learner characteristics, backgrounds, values, and contributions to the educational environment and to develop models and teaching methods to increase achievement of all students. This course will also address the challenges of and teacher responsibilities toward students with special needs, English language difficulty, and other barriers to school success.

**ED 560A****Research for Teachers****(2 credits)**

This course familiarizes teachers with the professional literature that supports and validates how they teach. Participants will locate and critique professional journal articles and/or research studies about methods they use or values they hold. Teachers will begin to refine the habit of teaching from a research-supported base of knowledge. A final exhibition will present a summary of results and identify implications for teaching. The course will enable students to consider the impact research can have on their teaching practice.

**ED 564A****Ethics in Education****(3 credits)**

A study of the educator's role in relation to student and societal values. Includes theories related to moral development and application.

**ED 571A****Art/PE/Music Methods in the PK-8 Classroom****(2 credits)**

This is a survey course that will investigate the curriculum and instruction of art, music, and physical education in the PK-8 Classroom. Particular emphasis will be given to current literature and research. Topics to be covered include: lesson planning, scope and sequence, grade level content appropriate for art, music and physical education, time management, technology, state and national standards.

**ED 572A****Teaching Math and Science Methods in the PK-8 Classroom****(3 credits)**

This course will investigate the curriculum and instruction of math and science in the PK-8 classroom. Particular emphasis will be given to current literature and research. Topics to be covered include lesson planning, scope and sequence, grade level math and science content, time management, technology, and state/national content standards.

**ED 573A****ESOL and Literacy Instruction Methods for Classroom Teachers****(2 credits)**

This course examines current curriculum models, materials, teaching approaches and techniques that maximize the academic achievement of English language learners. It strategies related to planning, implementing, and managing instruction that enable student proficiency levels to access the core curriculum and develop language skills.

**ED 574A**

**Teaching Literacy and Social Studies Methods in the PK-8 Classroom (3 credits)**

This course will investigate the curriculum and instruction of literacy in the PK-8 classroom. Particular emphasis will be given to current literature and research. Topics to be covered include: lesson planning, scope and sequence, grade level literacy content, time management, technology, state and national content standards. The course will also investigate the curriculum and instruction of social studies PK – 8 classrooms.

**ED 575A**

**Literacy Methods in the Content Area (3 credits)**

This course will review current theory and teaching practices on reading and written communication for students in middle and high school classrooms. This course will integrate pedagogical knowledge with literacy development theory for secondary, K-12 physical education (PE), and K-12 music education majors. It will include presentations of effective literacy descriptions, research, and application strategies for integrating literacy throughout the curriculum and for diverse learners.

**ED 576A**

**Instructional Methods for the Middle and High School (3 credits)**

This class concentrates on curriculum design, strategies for instruction, methods and materials and assessment of learning in middle and high school content area classes and K-12 PE and K-12 music classes. Attention is given to curriculum as it relates to the Oregon Core Curriculum State Standards. Writing of a unit work sample, teaching one lesson from the unit, and evaluating the teaching are included. Working with students in content classes will be discussed. Evaluation and classroom management strategies will be explored.

**ED 577A**

**Educational Trends in Middle and High School (2 credits)**

This class will look at the history, theory, and philosophy of the middle and high school learning environment, as well as the changes that are taking place in both middle and high school. Current status of, in the field, literature sources, and work of leading scholars will be examined.

**ED 592A**

**Reading/Literacy Practicum (2 credits)**

This course is a 100-hour field practicum required for the Oregon Reading Endorsement. It includes delivery of instruction, assessments, and interventions; and evaluation of practice. Offered as P/NP.

**ED 595A**

**Capstone Experience (2 credits)**



Activities in this course are for closure to a student's graduate course work. Participants will create artifacts that indicate growth in areas of dispositions, knowledge and skills over the master degree courses completed.

### **ED 596A**

#### **Assessment & Evaluation**

**(3 credits)**

This course presents the current methods of assessment and evaluating. During this course the learner will develop attitudes and skills necessary to provide sound classroom assessment experiences that yield accurate, usable information for students, parents, and school personnel. Topics will include: summative and formative evaluation, validity, reliability, legal issues, techniques of data gathering and the Oregon Common Core Curriculum. Students will learn how to evaluate data results. There will be ten hours of observation relating to the content of this class.

### **ED 600A**

#### **Teacher as a Mentor**

**(3 credits)**

Classroom teachers have long known that along with curriculum demands, classroom management, large class sizes, and parent concerns are hidden concerns of a teacher as counselor. This course will explore the fine line that exists between instruction and that of being a counselor. Attention will be paid to the state and district policies, laws, and codes of ethics that affect teachers in responding to, and reporting various physical and mental conditions of their students.

### **ED 620A**

#### **Principles of Reading Assessment, Diagnosis, and Intervention**

**(2 credits)**

This course prepares teachers to evaluate the reading skills of individual students and to interpret and communicate the results to stakeholders. Teachers will also learn to diagnose reading problems and plan appropriate interventions based on data.

### **ED 651A**

#### **Best Practices in Literacy Instruction and Curriculum**

**(3 credits)**

This course explores the best instructional methods and strategies from which to choose in meeting the reading needs of struggling, special-needs, and second-language students. It also identifies criteria for developing standards-based reading curricula.

### **ED 660A**

#### **Research Design**

**(3 credits)**

This class will assist students in developing the disposition and ability to engage in teacher research as a way to develop their own practice. It builds upon learning in Research for Teachers such as knowing how to search professional research libraries. Teacher inquiry can help teachers improve instruction and gain insight into their profession and the nature of learning. Data gathering instruments and procedures will be created and piloted. Process for reflecting on research study results, concluding and tying results to existing professional literature will be practiced. The research proposal written in this course is a systematic plan to improve instinctive reflection teachers already engage in as they strive to improve their impact on student learning.

**ED 661A****Education Research****(3 credits)**

This course is designed to introduce students to the basic techniques of conducting and analyzing educational research. Emphasis will be given to concepts, procedures, vocabulary of quantitative research and the involvement of the PK-12 learner. Students will develop and plan an action research project.

**ED 670A****Foundations of Language and Literacy****(3 credits)**

This course provides foundational knowledge in the psychology, sociology, linguistics, research, and major components of reading and writing processes and instruction

**ED 671A****Literacy Instruction for Special Needs Students****(2 credits)**

This course provides an overview of issues, characteristics, and definitions of special needs children. This course examines planning instruction, providing services, developing community relations, and utilizing resources.

**ED 676A****Literacy Instruction for ELL Students****(2 credits)**

This 2-credit course is designed to prepare effective and reflective teachers in language and literacy instruction for students who are English Language Learners (ELL). In this course, participants will explore multiple perspectives, practices and methodological approaches to literacy instruction, which is research-based and proven effective to promote literacy development of ELL students.

**ED 689A****Leadership in Literacy Programs****(2 credits)**

This course examines diagnostic and remedial reading programs, reading systems, and reading centers, and the criteria for evaluating, developing, and managing them. Record-keeping and reporting processes will also be discussed.

**ED 690A****Student Teaching I with Seminar****(3 credits)**

Student teaching is a clinical experience in a supervised setting. The learner must be in the classroom. Assignments and supervision will be coordinated by the Education Department. This course requires the development of an edTPA and integrated unit. This is a supervised practicum (observation). The seminar will meet weekly to debrief and help with the development of the edTPA. Students must have completed all other M.A.T. coursework with a cumulative GPA of at least 3.0 before student teaching. Offered on a Pass/No Pass basis.

**ED 691A****Student Teaching IIa with Seminar****(3 credits)**

Student teaching is a clinical experience in a supervised setting. The assignment will be in the candidate's primary level of endorsement. The edTPA will be developed with the guidance of the mentor teacher and the college supervisor. The seminar will meet weekly to debrief and help

with the development of the edTPA. Assignments and supervision will be coordinated by the Education Department. Students must have completed all other M.A.T. coursework with a cumulative GPA of at least 3.0 before student teaching. Offered on a Pass/No Pass basis. Prerequisite: ED 690A.

### **ED 692A**

#### **Student Teaching IIB with Seminar**

**(4 credits)**

The assignment for this clinical experience will be a continuation of the previous five week placement. Candidates will be in the same classroom and complete all requirements for their primary level of authorization. The candidate will complete the edTPA, following the directions in the edTPA Manual. The edTPA will be developed with the guidance of the mentor teacher and the college supervisor. The seminar will meet weekly to debrief and help with the development of the edTPA. Student teacher placements and supervision will be coordinated by the main campus Education Department. Offered on a Pass- No Pass basis. Prerequisite: ED 691A.

### **EDPSY 420A**

#### **Learning Theory**

**(3 credits)**

Classical and contemporary theories of human learning and instruction applied to a variety of education and social service situations. Attention will be given to cultural and sub-cultural styles and settings. Reflecting on various professional contexts and work environments will parallel the development of theories. Self-concept, cognitive and effective potential, social learning, and learning hierarchies are addressed.

### **EN 102A**

#### **Written Communication I**

**(3 credits)**

This course offers intensive review and application of fundamental grammar, mechanical conventions, and organizational patterns of English composition required in academic and business writing. Its intent is to enable the student to produce grammatical, cohesive expository writing: to combine and punctuate sentences correctly; to produce essays utilizing rhetorical forms such as process description, definition, comparison and contrast, cause and effect, and summary and persuasion; to create clear thesis statements, appropriate examples and explanations, and strong introductions and conclusions; to engage in group research and to incorporate secondary sources into the student's writing.

### **EN 103A**

#### **Written Communication II**

**(3 credits)**

This course is a study of the production of an effective and appropriately written research paper utilizing organizational patterns of English composition required in academic writing. While it offers a brief review and application of sentence combining and punctuation, its primary intent is to enable the student to produce an original eight-page research paper defining a controversial social or professional issue, examining its causes, effects, and development, offering a solution to that problem, critically evaluating that solution, and persuading others to adopt that solution through discussion of its advantages. The course will emphasize critical reading of textbook and source articles, proper APA format of paper, citations, and bibliography, clear support of thesis, proper incorporation of outside sources, preparation of outlines, and development of an authoritative and objective academic voice in the student's writing. Intensive focus on editing of

students' own writing and the writing of others will help students to internalize editing and revising as a basic and essential part of the writing process. EN 103A is required as part of Core Studies and must be completed with a grade of C- or higher.

### **EN 120A**

#### **Introduction to Literature**

**(3 credits)**

An examination of representative works of literary genres significant in human experience (narrative, drama, poetry) and important in the shaping of literary tradition, focusing on skills necessary for reading serious literature for pleasure and enrichment. Frequent assignments in critical writing.

### **EN 200A**

#### **College Composition**

**(3 credits)**

This course is designed to develop critical and reflective thinking. Students develop a conceptual model of argument by analyzing different kinds of persuasive texts and building their own written arguments. Students will demonstrate their ability to access specialized sources, do advanced research, and develop a major academic paper. EN 200A is required as part of Core Studies and must be completed with a grade of C- or higher.

### **FA 200A**

#### **Introduction to the Arts**

**(3 credits)**

Designed to introduce the student to the visual and spatial arts, theater, music and architecture by considering subjects, functions, mediums, means of organization, elements and styles of each. Also enables the student to understand the basic assumptions about the arts and encourages the student to arrive at and communicate his/her own artistic judgments based on study, familiarity and experience.

### **HCA/COMM 271A**

#### **The Context and Language of Health Care**

**(3 credits)**

This course provides an understanding of the underlying philosophy of health care and introduces key organization, professional terms, and constructs crucial to successfully managing in the health care environment. Topics include clinical diagnostic and therapeutic elements of the delivery system, an introduction to health care financing, government regulation, and evolving organizational delivery.

### **HCA 300A**

#### **Health Care Leadership**

**(3 credits)**

The healthcare field is continually evolving. The healthcare industry needs leaders who are adaptable, proactive, and innovative especially in the face of what the future healthcare will need. This course is a comprehensive view of leadership competencies necessary for today's healthcare that is designed to empower students to prepare for leadership and supervisory positions, regardless of their healthcare industry.

### **HCA 301A**

#### **Health Care Organization and Delivery**

**(3 credits)**

This course provides an overview of the traditional health care system. The organization of clinics and hospitals are explored. Long-term care organizations as well as the businesses that

relate to health care are examined. This course will include an experiential component exposing students to issues faced in the workplace.

### **HCA 302A**

#### **Principles of Managed Care**

**(3 credits)**

This course provides both an overview of the evolution of managed care in the US and a description of current managed care systems. The fundamental components of all managed care organizations are examined. Infrastructures are studied and the roles of the various participants are explained.

### **HCA 303A**

#### **Alternative Health Care**

**(3 credits)**

This course provides an overview of major Complementary and Alternative Medical (CAM) care resources and their management systems. Exploration of local alternative healing practices and institutions will be incorporated.

### **HCA 306A**

#### **Health Economics and Policy**

**(3 credits)**

Healthcare is changing, as are the rules govern its practices at the community, state, and national level. This course is designed to delve deeper into the evolving healthcare system through the broad context of social, political and economic impacts. This course will evaluate the application of basic economic principles in the system of healthcare to appraise implementation of public policy considerations. Specifically, this course will look at the supply and demand considerations in healthcare, how elasticity is measured, costs and benefits of healthcare decisions, as well as how to evaluate profits and loss of the healthcare industry on both the micro as well as the macro level.

### **HCA 310A**

#### **Healthcare Organizational Behavior and Design**

**(3 credits)**

This course provides a systematic understanding of organizational principles, practices, and insight pertinent to the management of health services organizations. Students will focus on organizational theory and research with a high emphasis on application that goes beyond the traditional focus on health care in hospitals and other provider organizations. Included is a more comparative global perspective of how the world addresses health and health care, as well as application of contemporary management techniques, such as strategic management, operations management, and social responsibility appropriate for all healthcare organizations.

### **HCA 401A**

#### **Quantitative Analysis for the Health Care Professional**

**(3 credits)**

This course is an introductory course in statistics for students at the advanced undergraduate level in Health Care Administration. It provides succinct instruction in the most commonly used techniques and shows how these tools can be implemented in the health care environment using the most current version of Excel for Windows.

### **HCA 402A**

#### **Finances and Budgeting of Health Care Organizations**

**(3 credits)**

In this course students will study the fundamentals of financial management in health services, with emphasis on the financial environment, payment systems, discounted cash flow analysis,

risk, financial statements, capital investments, capital budgeting, and Medicare and Medicaid regulations. These concepts are explicated in the light of decisions made by health care organizations by using accounting and finance theories, principles, and concepts most important to managers in the health care industry. Contemporary case studies will be used to illustrate the relationship between finance theory and organizational policy, including those for non-profit health care institutions.

### **HCA 403A**

#### **Public Policy, the Law and Ethics in Health Care**

**(3 credits)**

This course introduces the student to the demands on health care of laws and regulations ranging from patient rights to corporate responsibilities. It covers concepts such as public policy, risk management, fraud and abuse, as well as a discussion of the Healthcare Administrator's role in organizational compliance, licensing, and accreditation. Health care regulatory agencies and state and federal agencies are examined as well as their impact on the operation of health care organizations.

### **HCA 404A**

#### **Introduction to Public Health Administration**

**(3 credits)**

This course explores community and public health services in the well-being of a population. Regulatory mandates promoting public and community health are explored. The interface among community and public health services and the overall health care industry is explored. Legal and ethical imperatives emergent in public health services are discussed. Financing options are explored recognizing the role of categorical fiscal resources. Health care promotion and prevention strategies are explored in concert with the role of health care institutions and the public sector. Health information data is utilized in the planning of a community and/or public health project. This course will include an experiential component exposing students to issues faced in the workplace.

### **HCA 412A**

#### **Health Care Ethics**

**(3 credits)**

This course identifies ethical issues in health care. It is designed to encourage the student to clarify their personal ethics in as related to the field of health care. The various responsibilities involving the managing of individuals and groups whose ethics may be divergent are explored. The course encompasses a study of the Christian world view as it is applied to leadership situation.

### **HCA 450A**

#### **Critical Issues in Health Care**

**(3 credits)**

This course serves as the capstone course which includes a project that provides the learner the opportunity to explore a self-selected critical issue in health care. The project may be problem focused in which the learner identifies a health care problem or issue and conducts research on the topic culminating in a proposed solution. The students will be expected to incorporate the concepts learned in prior coursework, specifically the health care ethics course, in their final project.

### **HCA 494A**

#### **Senior Portfolio**

**(1 credit)**

This course helps prepare the student for presentation to the health care marketplace. A Portfolio of Experience serves as the final project of the program. Crucial components needed to present

the student to the health care marketplace are collected and synthesized. Integration of major elements of the program will be offered. Presentation skills of the material will be expected.

### **HD 230A**

#### **Life Span Development**

**(3 credits)**

A course for non-majors in Human Development. This course approaches the study of the mental, physical, emotional, interpersonal, and spiritual development of an individual from birth to death. Life stages and transitions include infancy; childhood; adolescence; early, middle, and late adulthood; and death and dying.

### **HD 310A**

#### **Foundations of Human Development**

**(3 credits)**

This course is an introduction to the theories of development across the life span from conception to death. The focus is upon providing the bases for the age specific human development courses in the human development major. Included is a consideration of the implications of research for the fields of parenting/family relations, teaching, counseling, and other human service venues.

### **HD 311A**

#### **Prenatal through Early Childhood Development**

**(3 credits)**

A study of human development from conception through early childhood utilizing developmental theories and current research in assessing children's cognitive, social, emotional, physical, and spiritual domains and socio-cultural contexts. Attention is given to developmentally appropriate practices for parents and teachers.

### **HD 312A**

#### **Mid-Child through Adolescent Development**

**(3 credits)**

A study of the physical, cognitive, social, emotional, and spiritual development of school age children through adolescence utilizing current research and developmental theories. Attention is given to cross-cultural and sub-cultural variations in home situations, parenting styles, and peer groups in enhancing social competence and morality.

### **HD 313A**

#### **Adult Development, Aging and Dying**

**(3 credits)**

A study of the physical, mental, social, emotional, and spiritual adjustments of healthy adult life from young adulthood through the retirement years. Attention will be given to the variations in self-expectations rising from physical aging, continuing socialization and environmental change. Anticipation of retirement, loss of friends and loved ones, changing roles in the family, workplace and in social life will be discussed. Also explored will be issues of transition, loss, death, and dying.

### **HD 320A**

#### **Human Sexuality**

**(3 credits)**

This course is a study of human sexuality addressing biological, social, emotional, cognitive, and spiritual aspects. Sexuality, encompassing all that we are as females and males, will be taught from a holistic framework. The overall goal of the course is that students be more knowledgeable with the content, more ready to discuss sexuality, more aware of the challenging issues, better

able to live intentionally as balanced and healthy sexual beings with enhanced decision-making ability, and more available to help others who need information and resources.

### **HE 151A**

#### **Health and Fitness for Adults**

**(3 credits)**

Study of the fitness lifestyle and other major health concerns. The overall goal is that the student adopts a wellness lifestyle.

### **HIS 200A**

#### **Introduction to History**

**(3 credits)**

This course identifies and addresses the key components necessary in the development of an historical context and the need for such a framework as a tool for understanding the present. Specifically, this course not only explores a variety of definitions of history, but also examines how historians work, how that work influences contemporary life, the impact of media on historical images, and how values and beliefs are shaped by the historical circumstances in which they occur. Rather than proceeding chronologically through the history of a nation or a civilization, this course focuses on themes related to the study of the past. These themes are universal and can be applied to an analysis of any particular nation, issue, or event. These themes include the nature of historical interpretation, the use and abuse of the past, historical research, common fallacies in historical thinking, and representative philosophies of history.

### **HS 501A/HS 501UA**

#### **Persons in Context: Systems Thinking Across Society**

**(3 credits)**

Students will discuss theories and themes in human services, including the history of the helping relationship, the human services movement, current influences of technology, managed care, and models of service delivery. Systems thinking across society will also be considered in this course. Content examined will be: systemic concepts, understood in their history and development; contextual considerations; causality; communication; system stability and change; system structures; and social and cultural narratives.

### **HS 502A/HS 502UA**

#### **Spirituality & the Practice of Human Services: An Integrative View**

**(3 credits)**

This course examines the roles of religion and spirituality in human services. Explored topics are: introduction to spirituality in human service, competencies regarding spirituality and religion, as well as various faith systems, healthy and toxic faith, spiritual development, the value system and attitude of the human service professional, and spiritual/religious assessment. Throughout the course consideration is given to application in a variety of human service settings as well as personal application of the materials to the student.

### **HS 503A/ HS 503UA**

#### **Human Services: Research & Practice**

**(3 credits)**

This course is the precursor to HS 606FA/HA. During the course, there will be an overview of commonly used research methods to prepare students to be critical consumers of scholarly science research. The ways in which social science research can inform daily practice in various social service agencies will be discussed. Students will explore a variety of research traditions and will gather scholarly materials related to human service organizations and the populations



frequently served by these systems. At the completion of this course, students will develop a project proposal that integrates research and practice, targeting an issue that can be addressed from an agency setting, preferably one that can be carried out at an internship site.

### **HS 504A**

#### **Case Management: Knowledge & Skills for Human Service Professionals (3 credits)**

This course provides concepts and skills for case management. Students preparing for careers in human services gain foundational knowledge about case management, including ecological sensitivity, cultural competence, interpersonal skills, and the change process. Course learning activities include reading, thinking, and writing; working with cases; and practicing and receiving feedback on their use of the interpersonal skills.

### **HS 505A**

#### **Stewardship and Resource Management for Families & Organizations (3 credits)**

This course familiarizes the student with an understanding of the decisions individuals, families, and organizations make about developing and allocating resources to meet their goals. Topics include: decision-making, valuing, planning, communication, and management skills for resource work. Organizational resource disposition and reporting will also be discussed.

### **HS 506A**

#### **Professional Ethics: Character, Quality & Social Justice (3 credits)**

This course provides an analysis of human services ethics, application of the National Organization of Human Services (NOHS) Code of Ethics, the National Council on Family Relations' ethics for family life educators, and concepts and dilemmas specific to helping relationships. From a foundation in multicultural values, the course investigates the issues of responsible practice through critical analysis and discussion. Students will make application of knowledge gained to their personal and professional lives. Codes of conduct in relationships with potential clients, customers, students, subordinates, co-workers, and supervisors will be examined.

### **HS 507A**

#### **Education and Prevention Strategies: Planning, Creating & Implementing (3 credits)**

Developing the knowledge and skills required to identify the needs of diverse client populations, designing targeted programs for varied environments, teaching content with an understanding of the learning process, effectively facilitating groups, and evaluating participants and programs in a positive, constructive, professional manner that promotes growth and development form the basis of this course. Since reflective practice is an essential skill for any educator, this course provides students with the opportunity to reflect on and discuss their own experiences as learners and articulate their beliefs about people and how they learn and change. This course will be another step in preparing students to create human service or family life education projects.

### **HS 508A**

#### **Public Policy & Advocacy: Legal Issues, Policies, Laws, & Well-Being (3 credits)**

This course integrates the latest research and cutting-edge practice to make an evidence-based case for family policy. Examples from around the globe will be given to explain how families support society and how policies support families. The course encourages students to move

beyond analysis to action with pragmatic processes and procedures for improving the effectiveness and efficiency of policies by viewing them through the lens of human and family impact.

### **HS 509A**

#### **Lifespan Human Development: Typical, Vulnerable & At Risk Populations (3 credits)**

This course provides an in-depth look at the science of human development with an emphasis on theories and research that have useful applications for individuals working in the human services. It will provide students with information that can be translated into professional “best practice” applications. Also emphasized will be the contemporary view that life span development is a process deeply embedded within and inseparable from the context of family, social network, and culture. Of special note will be knowledge about those who do not follow a “typical” course of development.

### **HS 601A**

#### **Human Services Administration: Knowledge and Applications (3 credits)**

This course introduces students to the theory and practice of managerial and leadership functions, with a practical approach that provides guidelines for working within agencies. Topics discussed will be evidence-based and empirically supported practice, challenges of management, environments of human service agencies, organizational theory and design, human resources, supervisory relationships, information systems, program evaluation, organizational change, leadership, and achieving and maintaining organizational excellence.

### **HS 602A**

#### **Fund Raising and Grant Seeking: Concepts & Skills (3 credits)**

The focus of this course is to consider the nature and role of grant writing and fund raising within the context of human service programs and organizations. Special consideration is given to strategic planning, budget preparedness, grant prospects, the letter of inquiry, and grant proposal artanship, as well as the process of planning and successfully executing a fund raising event or special project. Application will be made to the students’ future work in the nonprofit sector.

### **HS 603A**

#### **Sexuality for Human Service Professionals: Value-Respectful Understanding of Self and Others (3 credits)**

This course, geared to the family life educator who will provide sexuality education in a variety of settings, addresses many aspects of sexuality and how to approach it educationally. Some of these are: the historical perspective on sex education; self-awareness of the family life educator; biological, sociological, psychological aspects of sexual education; family life and interpersonal relationships; strategies for sexuality instruction; and the effectiveness of the sex educator and sexual education.

### **HS 604A**

#### **Parent Education & Guidance: Models, Principles, Strategies (3 credits)**

This course will investigate how self-understanding and understanding of one’s own experiences with their parents can free one to parent their own children more effectively. Persons do not have to repeat dysfunctional patterns in the lives of their children but can parent in loving,

nurturing ways. Students will gain knowledge about parenting skills and learn parent educator tools as well. The reciprocal nature of parent-child interactions will be emphasized as a systems viewpoint will be foundational.

### **HS 605A**

#### **Field Practicum**

**(3 credits)**

This field practicum course is designed to provide students with a hands-on, realistic experience in a community-based agency. Students will have an opportunity to apply and evaluate the knowledge and skills learned in the coursework, will become more aware of the skills required to be an effective and successful human services/family life education professional, and will further determine their appropriateness for the profession. The course helps the students to develop an understanding of the human services/family life education delivery systems and their relevance to local, state, and national policy.

### **HS 606A**

#### **Integrative Seminar**

**(3 credits)**

This course will require students to integrate theory and practice, applying an action research approach as they connect human service/family life education concepts to real-life challenges. Students continue work on the proposal that they submitted at the end of HS503A, "Human Services: Research and Practice." The proposal will present a design for a practice-based project, preferably one that can be carried out in their internship settings, and which will result in either a procedure or curriculum that will address the problem. Students will produce a written document in APA style that contains their references, their problem statements, how they will address the chosen issues, and an overview of the procedures or curricula. They will present their projects to their cohorts, as well.

### **HUM 211A**

#### **Humanities Colloquy: War and Peace**

**(3 credits)**

An interdisciplinary approach to questions about war and peace, human aggression, conflict resolution, and the variety of Christian approaches to these issues. Readings in foundational philosophical perspectives are applied to issues involving war and peace. Discussion of the nature of human life is integral to the course.

### **HUM 310A**

#### **Ethics, Faith, Living, and Learning**

**(3 credits)**

This course is an interdisciplinary consideration of the relationship of the Christian faith to aspects of the human condition. Students will be challenged to infuse a personal theological perspective into their thinking about the intellectual world of ideas, the self, and society.

### **MA 104A**

#### **Math for Liberal Arts**

**(3 credits)**

A course devoted to topics for liberal arts students emphasizing problem-solving. Topics covered may be sets and set logic, series and sequences and their application, graph theory, geometry, mathematics of finance, probability and statistics, number theory, or decision theory. Three or four of these topics will be covered during the class.

**MOL/BUS 500A****Foundations for Successful Graduate Studies (3 credits)**

This course will orient students to the expectations of graduate studies. It will review various graduate study practices regarding research practices, graduate level writing, as well as team dynamics that will prepare the student for success in both the MBA and MSM-OL programs.

**MOL/BUS 501A****Leadership, Diversity and High Performance Teams (3 credits)**

Drawn from behavioral and social sciences, this course examines leadership theories, research, and models. It will also explore new paradigms of leadership that will help teams perform at higher levels through diversity and inclusion, while challenging shortsighted leaders to higher team performance through better communication, exchanges between leaders and followers, training and evaluating leaders in the 21<sup>st</sup> century.

**MOL/BUS 502A****Leading, Learning and Communicating in a Technical Society (3 credits)**

This course provides an in-depth look at how technology tools and the Internet are impacting the way organizations and individuals lead, communicate, collaborate, share knowledge, and build ever-expanding communities of learning. The course also addresses the issues of leading organizations through the process as new technologies are implemented and people strive to adapt.

**MOL 503A****Financial Environments of Organizations (3 credits)**

This course provides a broad overview of the financial environment in which organizations function. It provides leaders with the critical financial interpretation skills needed to understand the impact of financial performance within their organization, as well as the impact of their decisions. Topics covered include: an overview of the general business environment, financial fundamentals, budgetary concepts, project analysis, and assessing the financial well-being of the organization. It will also enable students to utilize financial data for strategic planning.

**MOL/BUS 505A****Organizational Systems and Change Management (3 credits)**

This course examines the relationship of systems thinking and change management. Any type of change event in organizations can be a messy experience. Therefore, understanding how systems thinking and change management correlate will help students experience and lead change events where they work. Through the lens of systems thinking, students will explore major theories, models, and best practices associated with change and learning organizations.

**MOL 508A****Project Management (3 credits)**

Project Management is an important subject for all companies regardless of Business Model. This course will provide students with the skills needed to manage a project by exploring the processes and knowledge areas recommended by the Project Management Institute for effective initiation, planning, execution, monitoring and control, and closure of projects.

**MOL 509A****Social Entrepreneurship and Sustainable Business (3 credits)**

Social entrepreneurship is a fairly new field in which business and nonprofit leaders design, grow, and lead mission-driven enterprises. As business models evolve, it is important to analyze both the opportunities and challenges associated with this new way of doing business. Students will explore this topic within the framework of sustainable business model focusing on a triple bottom-line of people, planet, and profit.

**MOL/BUS 600A****Organizational Ethics, Values and the Law (3 credits)**

This course provides an overview of the ethical, legal, and value-based environments in which organizations operate. Course readings and activities encourage the development of a perspective that includes respect for and understanding of the role of values, ethics and diverse legal and regulatory systems in shaping leadership style and organizational performance. Given the increasing globalization of business, issues include also an examination of culture and diversity factors.

**MOL 604A****Legal and Regulatory Environment of Business (3 credits)**

An examination of the legal environment and its effect on organizational decisions and operations. Contracts, commercial and consumer law, and ethical awareness in corporate life are studied as guidelines for executive actions that produce a moral organizational culture where the spirit of the law is as important as the letter of the law. The role of public policy and governmental regulation is also examined.

**MOL 610A****Coaching, Mentoring, and Conflict Resolution (3 credits)**

This course surveys the latest theories, models, research, and best practices related to coaching, mentoring, counseling, and conflict resolution including consideration of models based on Christian perspectives. It covers diverse performance models, performance management, performance appraisal, mentoring, power and influence, and negotiation, as well as training and interventions and their effectiveness on performance. Students are provided opportunities for practicing and receiving feedback on their degree of mastery of skill levels in these areas.

**MOL 611A****Problem Solving and Decision Making (3 credits)**

This course explores various contemporary theories and practices for effective decision making in organizations. Various models and frameworks for analyzing problems, including the major stakeholder model and SWOT analysis, are examined. Strategic planning and analysis will be informed through use of appropriate research methods, building appropriate problem-solving skills through collecting, analyzing, and interpreting data.

**MOL 612A****Integrated Organizational Leadership Project (3 credits)**

This course concludes an extensive, long-term inquiry and formal study that integrates key learning components into a final paper and report. Students choose a specific problem or change

initiative within their own or another organization and examine it in light of the material covered in previous courses. Introduced in MOL 502, this group project is conducted under the guidance of WPC ADP faculty, is formally reviewed half way through the program, and is presented to the cohort as part of this course.

### **PHS 100A**

#### **Environmental Studies**

**(3 credits)**

Using a variety of ecological studies the class will examine the relationship between the activities and evolution of humans and the environment. The class will study the impact and influence that the environment has had on human culture.

### **PHIL/REL 291A**

#### **Religious & Philosophical Foundations – Ethical Practice**

**(3 credits)**

This course involves an examination of religious and philosophical approaches to moral decision making, the development of a refined ethical perspective that takes into consideration care for one's neighbors as well as one's self, and the creation of an action plan for making moral decisions which will have a positive impact on the workplace and society.

### **PS/BUS 150A**

#### **Management Fundamentals**

**(3 credits)**

This is an introductory course that covers the fundamental concepts of management. By investigating these essential principles, the student will begin to build a solid foundation for understanding management theory. Major topics will include the evolution and scope of business management, planning, decision-making, organizing, leading, and controlling.

### **PS/BUS 200A**

#### **Foundations of the American Legal System**

**(3 credits)**

Course intent is a consideration of key concepts and terms in the study of the American legal system. Focus is on the historical and political context of major U.S. Supreme Court decisions, constitutional provisions and the shared responsibilities of the legislative, executive and judicial branches of government, functions of courts and attorneys, and philosophy and nature of law.

### **PSY 100A**

#### **Foundational Elements of Psychology**

**(3 credits)**

This introductory course in psychology is designed to acquaint the student with psychology's major areas and issues. Included are aspects of human behavior, mental processes, emotional responses, and physiological reactions. The student will receive tools for thinking critically, a basic vocabulary for the study of psychology, and a foundation for further study in the social sciences.

### **PSY 110A**

#### **Principles of Adult Learning**

**(3 credits)**

This course provides an introduction to adult learning theory. Students will explore adult developmental issues and theories of motivation, as well as discover strategies and methodologies for increasing learning. The course goal is to assist students in enhancing their own learning and teaching skills.

**PSY/BUS 321A****Organizational Behavior and Design****(3 credits)**

This course explores the elements of organizational theory. By investigating principles dealing with an organization's purpose, structural design, culture, and politics, the student will gain an understanding of the unique nature of organizational theory. This course will assimilate contemporary thinking with traditional ideas and theories in an interesting manner, while demonstrating to the student the pragmatic applicability of this topic. The goal of this course is to define how an individual and organization are integrated.

**PSY 430A****Counseling Theory****(4 credits)**

This course is designed to introduce the students to various theoretical approaches to counseling, how they are utilized in various therapeutic settings, and how to apply basic therapeutic techniques. The course also provides practice modules for skill-building in attending and empathic listening. An emphasis will be placed on the counseling process, establishing and maintaining the counseling relationship, therapeutic readiness, suicide awareness, referrals, and other counseling tasks.

**REL/PHIL 291A****Religious & Philosophical Foundations – Ethical Practice****(3 credits)**

This course involves an examination of religious and philosophical approaches to moral decision making, the development of a refined ethical perspective that takes into consideration care for one's neighbors as well as one's self, and the creation of an action plan for making moral decisions which will have a positive impact on the workplace and society.

**REL 320A****Spirituality, Character, and Service****(3 credits)**

This class is designed for all students for introduction to Warner Pacific College's convictions of Spirituality, Character, and Service. Learning of spiritual reflection happens through metaphor and spiritual exercises. Reflection on character formation will take place through the examination of story, dialogue, and experience. The course will culminate with an introduction to service learning through practice and reflection.

**SOC/BUS 100A****Team Dynamics****(3 credits)**

A "hands on" course, designed to increase the student's knowledge of and applicable skills in the area of team or small group (fewer than 20) dynamics. Topics covered include communication, ethics, diversity, decision-making, conflict resolution, and leadership. Emphasis is placed on improving the effectiveness of all team/small group experiences, regardless of the student's specific role within the team.

**SS/BUS 220A****Human Resource Development****(3 credits)**

This course provides perspectives on important traditional, current, and emerging practices to help the student develop a practical, realistic, and modern view of human resource development

and management. Students study the functions of the line executive or supervisor as well as human resource director functions in today's business or human services environment.

### **SS 300A**

#### **Leadership & Diversity**

**(3 credits)**

This course pursues the question: What is required of human services professionals to lead among ethnically, culturally, economically, sexually, and ideologically diverse people in an urban context that is constantly changing? Strong self-awareness, critical thinking, cultural competence, and social justice components are integrated into the course as students actively confront various types of ethical choices and challenges facing today's leaders.

### **SS 352A**

#### **Cultural Studies**

**(3 credits)**

A study of the theories of origin and aims of human society, including comparative examination of cultural patterns, growth and change, through analysis of select primitive and advanced societies with an emphasis on physical environment, social structure, religion, and language development. Included are questions of interpretation and meaning in media, art, and cultural objects and activities. Students examine how people use different kinds of social texts to understand and organize their experience of the world.

### **SS 380A**

#### **Conflict Resolution**

**(3 credits)**

A course focusing on conflict management theory and practice. Strategies for resolving interpersonal, group and organizational conflicts productively are explored with applications in prevention, effective communication, problem-solving and negotiating. Opportunities for conflict assessment and intervention will also be provided.

### **SS 391A**

#### **Research Design and Applied Statistics**

**(3 credits)**

An overview of the major principles of data gathering, statistical analysis, and evaluation. Students will be shown methods for defining, researching, analyzing, and evaluating problems, as well as the skills necessary to critique journal articles containing research.



# **NONDISCRIMINATION AND ACCOMMODATION POLICIES**

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## **EQUAL EMPLOYMENT OPPORTUNITY**

Warner Pacific provides equal opportunity for employment and advancement for all employees and applicants regardless of race, color, sex, gender, national origin, citizenship status, disability, age, genetic information, status with regard to public assistance, veteran status and any other status protected by laws and regulations to which Warner Pacific is subject. All employment decisions, including hiring, promotions, compensation, benefits, transfers, and terminations are made in a manner that does not discriminate against individuals in the categories discussed above. Because Warner Pacific is a Christian liberal arts college, the college exercises its legal right to hire Christian employees to fulfill its mission and purpose.

## **TITLE IX COMPLIANCE**

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, *et seq.* and 34 CFR § 106.9, prohibit discrimination on the basis of sex in any federally funded education program or activity. In compliance with this federal policy, Warner Pacific College does not discriminate on the basis of sex in its education programs and activities and has designated the following individual as Title IX compliance officers:

1. Jon Sampson, Dean of Students (Title IX Coordinator - handling concerns from students), Office Location Smith Hall 219, Office phone number 503-517-1056, Email: [jsampson@warnerpacific.edu](mailto:jsampson@warnerpacific.edu).
2. Jared Valentine, Community Life Compliance Officer (Deputy Title IX Coordinator - handling concerns from students), Office Location: Smith Hall 211, Office phone number 503-517-1008, Email: [jvalentine@warnerpacific.edu](mailto:jvalentine@warnerpacific.edu).
3. Charity Tripp, Student Affairs and Residence Life Coordinator (Deputy Title IX Coordinator - handling concerns from students), Office Location Smith Hall 216, Office phone number 503-517-1098, Email: [ctripp@warnerpacific.edu](mailto:ctripp@warnerpacific.edu).
4. Lori Jass, Associate Vice President for Academic Affairs (Deputy Title IX Coordinator - handling concerns from ADP students), Office Location Centre 205, 2600 SE 98<sup>th</sup> Ave., Suite 200, Portland, Oregon, Office phone 503-517-1320, Email: [ljass@warnerpacific.edu](mailto:ljass@warnerpacific.edu).
5. Bev Fitts, Director of Human Resources (Deputy Title IX Coordinator - handling concerns from staff and faculty), Office Location AF Gray 216, Office phone number 503-517-1031, Email: [bfitts@warnerpacific.edu](mailto:bfitts@warnerpacific.edu).

All inquiries concerning the application of Title IX including inquiries about the college’s sex discrimination, sexual harassment, or sexual assault policies may be referred to the appropriate Title IX officer.

## **SEXUAL MISCONDUCT POLICY**

Warner Pacific College seeks to provide students with an environment free from the negative effects of sexual misconduct, which includes sexual harassment, sexual assault and other forms of sexual violence. Therefore, the college strives to educate students, staff and faculty on these

issues and to provide recourse for students believing they have experienced sexual misconduct. The purpose of this policy is to:

- Define sexual misconduct involving students, which includes sexual harassment, domestic violence, intimate partner violence, stalking, and sexual assault.
- Identify resources and support for students reporting an incident of sexual misconduct.
- Affirm the college's commitment to preventing sexual misconduct.
- Outline the college's process of responding appropriately to incidents of sexual misconduct.

### **Sexual Misconduct Defined**

Sexual misconduct is a broad term that encompasses any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

#### Sexual Harassment

Sexual harassment is one type of sexual misconduct that includes unwelcome behavior of a sexual or gender-based nature that has the purpose or effect of creating an intimidating, offensive, or hostile environment for study, work, or social living. Sexual harassment includes, but is not limited to verbal harassment like sexual innuendo, sexual humor, gender negative comments, sexual threats or other nonverbal noises that create an offensive environment, as well as physical conduct such as offensive sexual contact and/or sexual violence, offensive touching, patting, pinching, deliberate brushing against the body, blocking movement, gestures, kissing. Actions such as these are prohibited and may also be unlawful.

#### Sexual Violence

Sexual violence covers a wide range of behaviors inconsistent with college policies and community standards. Many of these behaviors are also violations of state and federal laws.

Sexual violence refers to unwanted physical sexual acts perpetrated without a person's consent or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Any act of sexual violence, including sexual assault, is prohibited and subject to disciplinary action by the college. For more information about Oregon laws on sexual offenses, see ORS § 164.305-.479.

#### Consent Defined

Sexual activity requires consent, which the college defines as a positive unambiguous and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. **The absence of a "no" does not qualify as consent to engage in sexual activity.** Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained through coercion, intimidation or force or if the person is incapacitated through the use of drugs, alcohol, or any other condition. The use of drugs or alcohol does not diminish a student's responsibility to obtain consent for sexual activity. In

addition, Oregon law considers persons under the age of 18 incapable of giving consent to sexual activity. ORS § 163.315.

### Relationship Abuse and Stalking

In addition to sexual misconduct and other forms of discriminatory harassment, Warner Pacific also takes seriously relationship abuse (domestic violence and dating or intimate partner violence) and stalking. For purposes of Warner Pacific policies, the following behaviors are included in its reporting obligations under the Clery Act:

**“Domestic violence”** includes threatening or abusive or violent behavior in the home between family or household members. **“Dating or intimate partner violence”** includes threatening or abusive or violence behavior by a person who has been in a romantic or intimate relationship with the victim. **“Stalking”** is a course of repeated and unwanted contact directed at a specific person or that person’s immediate family or household that would cause a reasonable person to fear for her, his or others’ personal safety.

Each of the above is a violation of college policy and reports are addressed according to the college’s Title IX policies and procedures. For more information about Oregon laws about relationship abuse and stalking, see ORS §§ 135.230 and 163.732.

### **Options for Confidential Reporting**

The college encourages victims of sexual misconduct, relationship abuse, stalking or other discriminatory harassment to talk to somebody about what happened – so victims can get the support they need, and so the college can appropriately respond. Different employees on campus have different abilities to maintain confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Almost all employees of the college, however, are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to a Title IX Coordinator. A report to these employees (called “Responsible Employees”) constitutes a report to the college – and generally obligates the college to investigate the incident and take appropriate steps to address the situation.

This policy guideline is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they or someone they know become a victim of sexual misconduct, relationship abuse, stalking or other discriminatory harassment.

Throughout this policy, “complainant” or “victim” is used to refer to the person making the allegation(s) of misconduct and “Respondent” or “perpetrator” refers to the person alleged to have committed the misconduct. When the college receives a report from someone other than the complainant, for example, from a complainant’s friend, roommate, or faculty member, or anonymously, the college will notify the identified complainant that a report has been received. The college will make efforts to meet with the complainant to discuss available options and these policies and procedures will apply as if the complainant made the initial report.

## On-Campus Options

### *Confidential Resources*

Professional, licensed counselors and pastoral counselors who provide mental-health or pastoral counseling to members of the college community are not required to report any information about an incident to a Title IX Coordinator without a complainant's permission. Following is the contact information for these individuals:

- Director of Career and Life Counseling, 503-517-1119
- Dr. Jess Bielman, Director of Campus Ministries, 503-517-1140
- Michelle Lang, Associate Director of Campus Ministries, 503-517-1190

A complainant who speaks to a professional or pastoral counselor must understand that, if he or she wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

However, a complainant who at first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement, and thus have the incident investigated.

**NOTE:** While these professional and pastoral counselors may maintain a complainant's confidentiality vis-à-vis the college, they may have reporting or other obligations under state law.

### *Non-Confidential Reports to Any Other College Employee*

Warner Pacific College has designated all college employees, including faculty and staff, except for those specifically identified above as confidential professional and pastoral counselors, as "Responsible Employees" who must report to a Title IX Coordinator all relevant details they learn about an alleged incident.

When a complainant tells a Responsible Employee about an incident of sexual misconduct, relationship abuse, stalking or other discriminatory harassment, the college is committed to taking appropriate steps to investigate what happened and to resolve the matter promptly and equitably. As a result, all information shared will be reported to the college so it may determine an appropriate response.

To the extent possible, information reported to a Responsible Employee will be shared only with the people responsible for handling the college's response to the report. If the complainant wants to tell a Responsible Employee what happened but also maintain confidentiality, the college will consider the request, but cannot guarantee that it will be able to honor it.

### **Requesting Confidentiality: How the College Will Weigh the Request and Respond**

If a complainant discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the college honors a request for confidentiality, the college's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the college may be unable to honor a complainant's request of confidentiality in order to provide a safe, non-discriminatory environment for all members of the college.

The college's Title IX Coordinator (or designee) will evaluate requests for confidentiality. When weighing a request for confidentiality or that no investigation or discipline be pursued, a range of factors may be considered, including:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence or other discriminatory harassment,
- whether the violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the college possesses other means to obtain relevant evidence;
- whether the complainant's report reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead the college to investigate and, if appropriate, pursue disciplinary or other action. If none of those factors is present, the college is likely to respect the complainant's request for confidentiality.

*If the college determines that it **cannot** maintain a complainant's confidentiality, the college will, to the extent possible, inform the complainant before starting an investigation and only share information with people responsible for handling the college's response.*

The college's intent is to always be mindful of the complainant's well-being, and take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or college employees, will not be tolerated.

The college strives also to:

- reasonably assist the complainant in accessing other available advocacy, academic, support, counseling, health or mental health services, and assistance both on and off campus;
- provide other reasonable security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the Respondent pending the outcome of an investigation); and
- inform the complainant of the right to report a crime to campus or local law enforcement – and provide the complainant with assistance in making such a report if the complainant wishes to do so.
- Not require a complainant to participate in any investigation or disciplinary proceeding.

Because the college is under a continuing obligation to address the issue of sexual misconduct and violence campus-wide, reports (including non-identifying reports) may also prompt the college to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

### Filing a Complaint

ADP students wanting to file a complaint of sexual misconduct, relationship abuse, stalking or other discriminatory harassment with the college may contact any of the Title IX officers listed above. The appropriate Title IX officer will coordinate the college's response. This includes:

- Informing students of available medical and emotional support options.
- Assisting all parties involved in understanding their rights and responsibilities.
- Developing remedial actions to facilitate support and safety for the students involved. Considerations include classroom accommodations, no contact requirements, no trespass restrictions, and academic accommodations.
- Helping students that wish to report an incident to law enforcement for possible criminal prosecution.
- Overseeing the judicial process and any appeal.

Investigations of sexual misconduct, relationship abuse, stalking and other discriminatory harassment allegations will follow the Student Judicial Administrative Resolution Process with the possibility of the following additions and/or alterations:

- The college has a compelling interest in protecting the integrity of its investigations, including a strong desire to protect parties and witnesses from harassment, intimidation and retaliation, and to keep evidence from being destroyed or manipulated. All parties are encouraged to keep confidential within the community the charges and the fact that an investigation is taking place to preserve the integrity of the process. However, this expectation is not meant to limit the parties' ability to seek resources, support, to involve law enforcement or to obtain legal counsel or gather evidence as part of a student judicial proceeding.
- Both the complainant and respondent should receive written notification of no contact, including electronic communication, with each other.
- No cross examination will occur between the two parties. Prior sexual history of the students should not be considered as either an aggravating or a mitigating factor in the decision.
- Changes in learning team assignments, course schedules, and other considerations may be necessary after a complaint is made and an investigation begins.
- Reasonable efforts will be made to accommodate the concerns of the involved parties.

- All appeals are to follow the appeals policy outlined in the Student Judicial Process.
- During investigations and judicial proceedings both the complainant and the respondent may involve an advisor of their choice. This advisor may serve as a resource to parties and may be present during any investigatory or disciplinary meeting, but may not otherwise advocate during or interfere with the college's proceedings or investigations.
- Both parties should receive written notice of the outcome of any judicial proceeding or Human Resources investigation, including sanctions as allowed by law.

### Non Retaliation

The college's intent is to always be mindful of the complainant's well-being, and take ongoing steps to protect the complainant from retaliation or harm. Retaliation against the complainant or any person who makes a report or participates in a disciplinary proceeding or investigation of alleged Title IX or discriminatory harassment violations, whether by students or college employees, will not be tolerated. Students, who believe they are experiencing retaliation because of their involvement, should immediately report it to the college's Title IX Coordinator.

### Campus Resources

(available for quick dial via the WP Mobile app for Android and iPhone)

Confidential Campus Resources:

- Director of Career and Life Counseling, 503-517-1119
- Director of Campus Ministries, Dr. Jess Bielman 503-517-1140
- Associate Director of Campus Ministries, Michelle Lang 503-517-1190

Campus Safety – (503) 250-1730

### Community Resources

- 911
- Portland Women's Crisis Line
  - 24-hour crisis line, 503-235-5333
- Sexual Assault Resource Center
  - 24-hour crisis line, 503-640-5311,
  - [www.sarcoregon.org](http://www.sarcoregon.org)
- Multnomah County Crisis Line 503-988-4888
- Rape Victim Advocates
  - 503-988-3222
- Pregnancy Resource Center
  - 503-256-0808
  - [info@portlandprc.org](mailto:info@portlandprc.org)
  - [www.portlandprc.org](http://www.portlandprc.org)

# **ADP STUDENT JUDICIAL PROCESS**

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The Warner Pacific College judicial process exists to respond to alleged violations of the community agreement, campus policies, and/or federal and state laws by individuals or organizations. Although not a formal court of law it provides students due process in order to assure fundamental fairness in resolving allegations of behavioral misconduct. ADP students who are found responsible for violating a campus policy or regulation may be required to complete a sanction. Sanctions are designed to both discourage further violations of campus policy and to instruct the student to their role in the community. A finding of responsibility is determined by a preponderance of the evidence.

## **Student Rights**

All students charged with behavioral misconduct have the following rights:

1. To receive notice of charges in writing via campus mail or campus email.
2. To have a faculty or staff advisor during the judicial process (and in cases involving charges of sexual assault, relationship violence or stalking an advisor of choice). The advisor's participation is limited to conferring with the student. He or she may be present during all phases of the judicial process.
3. To refute any evidence or statement presented during the hearing.
4. To submit written statements from witnesses.
5. To challenge, with cause, the designation of a hearing officer or judicial review board member.
6. To appeal the outcome of the judicial process.

## **Process**

The judicial process for ADP students is initiated by the filing of an Incident Report (which can be obtained in the Office of the Associate Vice President for Academic Affairs) by any member of the Warner Pacific community (students, faculty, and staff). Individuals outside of the campus community who wish to file a complaint against an ADP student should contact Warner Pacific College Campus Safety. Campus Safety will communicate the complaint to the Office of the Associate Vice President for Academic Affairs (AVP), at which time a determination will be made about the necessity of initiating the judicial process. Grievances against staff and faculty are not administered by the Warner Pacific College Student Judicial Process.

Once an incident report is received by the Office of the AVP, a judicial officer will determine which type of disciplinary proceeding is most appropriate. Incidents determined to be minor may result in a letter of notification only or a letter of notification and sanctions. If the judicial officer determines the incident is a major violation or the violation is a repeat offense, the officer may initiate the judicial process.

Cases involving charges of sexual misconduct or discriminatory harassment will be handled through the Administrative Resolution process. In other cases, the judicial officer assigned may choose to address the incident through either: 1) Administrative Resolution or 2) Judicial Committee Resolution. Each process is described in detail below.



## **Failure to Comply**

In some cases, students that refuse to make themselves available for judicial investigations, administrative hearings, or judicial reviews in a timely fashion may be charged with “Failure to Comply.” Failing to participate in the judicial process may be a serious limitation to continued membership in the WPC community and could result in judicial sanctions up to and including suspension or expulsion.

Note, however, the college will not compel a complainant or victim of sexual misconduct or discriminatory harassment to participate in the college’s judicial process.

## **Administrative Resolution**

The Administrative Resolution proceeding may be used when the judicial officer assigned to the case determines that the nature and circumstances of the alleged violation are best resolved administratively. Students charged with allegations of behavioral misconduct may request a Judicial Committee hearing instead, but final authority for this decision rests with the judicial officer.

Once an Incident Report is received by the Associate Vice President’s office, the judicial officer in charge will identify the student(s) involved and the specific allegations. The students identified will receive written notification of the allegation and be instructed about how to proceed. In most cases the judicial officer will conduct an investigation before proceeding with the administrative hearing. In such cases, the judicial officer will interview the students involved and/or witnesses as well as gather other evidence related to the case in order to provide a fair and balanced hearing.

## **Administrative Hearing**

A judicial review may accommodate multiple students simultaneously, although students summoned to a judicial review may request a private meeting. Final authority for this decision rests with the judicial officer. The agenda for the Administrative Hearing is as follows:

1. The accused student(s) and their advisors (if present) are invited into the room and introduced.
2. The judicial officer explains the order of events and reviews the student rights for those present.
3. The judicial officer reads the incident report and clarifies the charges for the accused student(s) or organizational representatives.
4. The judicial officer states the available pleas and asks for a plea from each student to each charge.
5. The accused student(s) or organizational representatives are asked to comment on the incident. Then the judicial officer may ask questions.
6. The accused student(s) may submit any witness statements in writing.
7. The judicial officer may make a final comment.
8. The accused student(s) or organizational representatives may make a final comment.
9. Once the judicial officer has sufficient information to make a decision, he or she may end the hearing and ask the accused student(s) to leave the room.

## **Decision**

At the conclusion of the administrative hearing the judicial officer may determine responsibility using a preponderance of evidence standard. Sometimes a decision may be postponed to allow further review of evidence or to question additional witnesses. If the accused is found responsible, an appropriate sanction will be determined. Charged students are notified in writing of the outcome of their case, and in some cases may be asked to schedule a post-hearing conference to discuss the outcome and sanctions with the judicial officer.

## **Judicial Committee**

The Judicial Committee Resolution proceeding may be used when the judicial officer determines that the nature and circumstances of the alleged violation are best resolved by a committee. All Judicial Committee decisions serve as recommendations to the judicial officer. The decision may then be ratified by the judicial officer or returned to the committee with recommended revisions.

### Judicial Committee Composition

A Judicial Committee hearing is conducted with up to five members of the community and must include at least one faculty member, and one staff person.

The Compliance Officer will train staff and faculty representatives to serve on the Judicial Committee. These representatives must sign a confidentiality agreement and receive training before serving as members of the committee.

### Judicial Hearing Process

Prior to the Judicial Committee hearing, an investigation of the alleged behavioral misconduct will be conducted by the judicial officer in charge and a written summary and compilation of findings will be made available to the committee. The Office of the Associate Vice President for Academic Affairs is committed to prompt resolution of all disciplinary proceedings. However, in some cases, the judicial officer may permit a short delay of the proceedings in order to adequately prepare for the committee hearing. Shortly after the committee's receipt of the summary and findings, the judicial officer in charge will send the student(s) a notice of the time and date of a hearing and a statement of the alleged violations through campus email. Prior to the hearing, the student(s) may arrange to have witness statements submitted. The judicial officer in charge will determine when such statements must arrive in order to give the committee adequate time to review the submitted statements.

The agenda for the Judicial Committee Hearing is as follows:

1. The accused student(s) or organizational representatives and their advisors (if present) are invited into the room and introduced.
2. The judicial officer explains the order of events and reviews the student rights for those present.
3. The judicial officer reads the incident report and clarifies the charges for the accused student(s) or organizational representatives.
4. The judicial officer states the available pleas and asks for a plea from each student to each charge.

5. The accused student(s) or organizational representatives are asked to comment on the incident. Then the judicial officer and committee members may ask questions.
6. The accused student(s) may submit any witness statements in writing.
7. Committee members or the judicial officer may make a final comment.
8. The accused student(s) or organizational representatives may make a final comment.
9. Once the Judicial Committee has sufficient information to make a decision, the hearing will end and the student(s) and advisors will leave the room.

A written summary of the hearing will be made by the judicial officer assigned to the case.

At the conclusion of the hearing, the committee will use a preponderance of evidence standard to render a decision by majority vote as to whether it is more likely than not that the student has violated college policy and impose sanctions if appropriate. The committee decision will be forwarded to the assigned judicial officer to be ratified or returned to the committee with recommended revisions. Judicial outcomes are not final until the committee's decision is ratified. Upon ratification the judicial officer will provide the student(s) with a written explanation of the outcome and meet with the student(s) for further explanation if necessary.

### Sanctions

There are no set formulas or automatic sanctions for most violations. Students who violate college policy subject themselves to the full range of disciplinary sanctions up to and including suspension or expulsion from the college. In reviewing each violation, the following variables will be considered: attitude, truthfulness, prior discipline, impact of the violation on the community when the misconduct occurred, and whether or not the student came forward to assume responsibility. Sanctions may include, but are not limited to, one or more of the following:

- *Formal apology.* A written and/or verbal apology to the offended party/parties.
- *Disciplinary Probation.* A written reprimand for violation of specified regulations or policies. Probation is established for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any specific conditions of the probation or any institutional regulation(s) or policy during the probationary period. Students on disciplinary probation may be suspended from participation in college functions and activities and may be required to meet regularly with a staff or faculty mentor.
- *Fines.* Previously established and published fines may be imposed.
- *Restitution.* Compensation for loss, damages, or injury may be required. This may take the form of completing appropriate service and/or monetary or material replacement.
- *Discretionary sanctions.* This could include work assignments, service to the college, or other related discretionary assignments.
- *Required educational programs.* These programs are designed to give students the opportunity to learn more about a particular topic and give them the tools to make better choices in the future. These programs could also include a participation fee.
- *College suspension.* Separation of the student from the campus for a specified period of time, after which the student may be eligible to return. While suspended, students may not be on campus or participate in any college related event. Length of suspensions may

vary from one or more days to one or more semesters. The timing of the suspension will not occur at the convenience of the student. The Academic Policies and Procedures state, “Faculty are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates a hardship for students, they are to be referred to the dean of students.” Conditions for the student’s return to campus may be specified.

- *College expulsion.* Permanent separation of the student from the college, without possibility of readmission.

Sanctions will be effective immediately, but can be temporarily suspended at the sole discretion of the Associate Vice President for Academic Affairs (AVP) if a student notifies the AVP in writing of intent to appeal.

The AVP or designee will verify that all sanctions are completed within the given timeline. Students that fail to complete their sanctions will be charged with failure to comply and will reenter the judicial process. Additional sanctions may be imposed by either a judicial officer or the Judicial Committee.

#### Interim Sanctions

While any disciplinary investigation is being conducted, the judicial officer or Associate Vice President for Academic Affairs may take one or both of the following actions:

- Impose immediate interim sanctions pending a final determination in the matter, including, but not limited to: stay-away orders; removal from learning teams; suspension from campus, classes, or Warner Pacific related off-campus events.
- Refer the matter to the appropriate police authorities.

The interim sanction will remain in effect until it is otherwise revoked by the judicial officer or Associate Vice President, or expires by its own terms.

### **GRIEVANCE POLICY**

The grievance process exists to provide students a process to resolve disputes between other students, staff, faculty and other members of the community, for example, disputes within learning teams or other conflicts of a personal nature between students or between students and staff or faculty. This process is not intended to apply to complaints or problems related to alleged sexual misconduct, relationship violence, stalking, discrimination and/or harassment that is prohibited by law, nor does it exist to resolve academic disputes.

#### **Purpose**

As stated in the Community Agreement, “As an expression of the college’s urban mission and identity, students are expected to live out Christ’s command to love their neighbors both on and off campus. Civility and love are to be demonstrated in personal interactions, campus and community life, and in service to others.” Therefore, this grievance process provides an opportunity for students to work out their differences in a safe and structured manner.

#### **Procedure**

The specific steps of the grievance procedure are listed below.

When a student has a grievance with another member of the community, he/she may file a report with the Associate Vice President (AVP).

The AVP or a designee will review the report and determine one of the following actions:

- a. The student has a legitimate grievance against a member of our community and the student will be encouraged to attempt a resolution in a one on one meeting. The student bringing the grievance is responsible for providing a written summary of the meeting.
- b. The student has a legitimate grievance against a member of the community and the student will be provided an opportunity to resolve the issue with an advisor, another staff or faculty member, or a member of the Caldwell House counseling staff. In such cases, the mediator will meet with each individual or group involved prior to the mediation meeting. The mediator will also provide a written summary of the meeting.
- c. The student has not provided enough evidence to demonstrate a valid grievance.

If step (a) above fails to provide resolution it may be determined that step (b) is necessary for a healthy resolution. If step (a) and (b) fail to provide a resolution the case will be referred to neutral faculty or staff member, who will decide on a resolution. If either party is not satisfied with the resolution they may appeal the decision to the AVP.

# **CAMPUS LIFE STANDARDS AND ADP COMMUNITY AGREEMENT**

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## **CAMPUS LIFE STANDARDS**

Warner Pacific is a college sponsored by the Church of God. Its mission, programs, and campus life are all informed by three basic traditions: Chris-centered, urban, and liberal arts.

Campus standards have grown out of the following qualities of campus life valued at Warner Pacific College:

- Love of God, self and neighbor
- Respect for others
- Honesty and integrity
- Reconciliation
- Freedom within restraint
- Health and wellness
- Spiritual growth and maturity
- The joy and abundance of life

Students coming to this college agree to conduct themselves as responsible citizens and actively contribute to the quality of social, spiritual, intellectual life. Violation of college policies including the Community Agreement, subject the students to disciplinary action that could include warning, probation, or dismissal from the college.

One of the primary functions of this Bulletin is to provide notice to each student of the expectations for being a member of our community. These standards are a key part of community life at Warner Pacific College.

## **ADP COMMUNITY AGREEMENT**

Community can be achieved, but it requires open, honest, caring communication; sacrifice and loving adjustment in personal liberties; and a positive desire to help others develop their potential. To achieve community, Warner Pacific students willingly commit to the responsibilities and privileges of community life. Commitment is a two-way street. As students commit to the ideal of education within a Christian community, Warner Pacific College makes a commitment to provide a positive model of Christian living. The college makes a commitment within the spirit of Christian concern for others to fairness, justice and equitable treatment of all students. Warner Pacific College's goal is to help students live by biblical standards of moral integrity, social consciousness, and personal health, reflecting positive Christian values. As persons in process, not "finished products," and not desiring to disregard individual conscience or legislate moral behavior, responsible Christian choices are encouraged in all decisions as reflected in:

- upholding biblical standards of moral behavior in individual and public lives
- obeying local, state, and federal laws

- abstaining from use of illegal and non-prescription controlled substances
- being a positive representative of the Warner Pacific “community.”

While on campus, involved in campus activities, or representing the college in any way, students are required to:

- abstain from the use of tobacco
- abstain from the use of alcoholic beverages
- refrain from gambling
- refrain from participation in any activity which would disrupt the educational process

Use of tobacco anywhere on the Mt. Tabor campus is prohibited as well as within Centre 205 and all other ADP off-site locations. Designated smoking areas at Centre 205 and other off-site locations will be identified during the cohort orientation. Smoking adjacent to the entrance to any ADP site is prohibited.

By enrolling in the Adult Degree Program, students agree to live out this ADP Community Agreement during their tenure at Warner Pacific College. Students also understand they have a responsibility to their fellow students and to faculty to interact with them on a basis of mutual respect that emanates from a Christian perspective of the worth and dignity of each person in the eyes of God. Students understand that they are expected to adhere to the highest standards of honorable conduct in matters both personal and academic while a student at Warner Pacific College.

### **DRUG AND ALCOHOL POLICY**

Purchase, possession, storage, distribution or use of tobacco, electronic cigarettes, alcohol, marijuana and illegal drugs is prohibited on any Warner Pacific campus and in campus housing. Smoking is not permitted on college property, in its vehicles, or at any college sponsored event.

The use of illegal drugs or non-prescribed controlled substances is strictly prohibited. No Warner Pacific students or employees are permitted on campus or at college events while impaired by alcohol, marijuana, or illegal or prescription drugs. Students and employees must be able to perform work duties and participate in classes and activities safely. Prescription drug use is permitted on campus under the care and supervision of a physician. Warner Pacific does not accommodate employee or student use of medical marijuana.

No Warner Pacific students or employees are permitted on campus or at college events while impaired by alcohol, marijuana, or illegal or prescription drugs. Students and employees must be able to perform work duties and participate in classes and activities safely. Prescription drug use is permitted on campus under the care and supervision of a physician. Warner Pacific does not accommodate employee or student use of medical marijuana.

# **ADP COMMUNITY LIFE**

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## **ACADEMIC ADVISING**

Each student is assigned an academic advisor, who is trained in adult learning and a member of the college faculty. The role of the academic advisor is to provide the student with an understanding of his or her academic status, the requirements needed for the completion of the degree program, and various methods by which the student may complete the requirements. *While the academic advisor will make every effort to proactively advise the student, the final responsibility for meeting all academic and graduation requirements rests with the individual student.*

Undergraduate students are required to develop an academic degree plan with their academic advisor prior to the end of the second course in their program. All ADP undergraduate students have opportunities to meet with their academic advisors after they are admitted to the college and throughout their program. Graduate students may also meet with their academic advisor as needed.

Information about Financial Aid, Student Accounts, Records, Academic Support Center, Career Counseling, Counseling Center, Disability Resources, and Learning Communities can be accessed via the ADP Student Dashboard (<http://www.warnerpacific.edu/adpdashboard/>).

## **ADA POLICY**

Warner Pacific College operates its academic programs in accordance with the Americans with Disabilities Act. Warner Pacific College makes reasonable accommodations for all individuals' documented disabilities, unless doing so would pose undue hardship for the institution. All new construction and purchased equipment meets current ADA requirements. Any student who has a documented disability that may require accommodation to fully participate in classes should contact Jann McCaul, Disabilities Services Coordinator at 503-517-1577 or [jmccaul@warnerpacific.edu](mailto:jmccaul@warnerpacific.edu).

## **MyWP**

Student academic and financial aid information may be accessed electronically through the student portal, MyWP ([mywp.warnerpacific.edu](http://mywp.warnerpacific.edu)). Students log in using their assigned Warner Pacific email account and password to access grades, course schedule, and other academic advising content, Warner Pacific email, blogs, other resources and frequently used websites.

## **ADP OFFICES AND FACULTY COMMUNICATIONS**

WPC students have access to the WPC computer network for both e-mail and research purposes. The student's e-mail account and password are established once the student is registered for classes. Professors communicate principally via e-mail through the WPC system; thus, students are asked to use their Warner Pacific email for all official communication.

Faculty office hours vary according to individual assignments. Not all faculty members are on campus or in offices each day. It is the goal of the Adult Degree Program staff and faculty to respond to voice and e-mails as soon as possible but at least within 24 to 48 hours Monday



through Friday. Problems in this regard can be addressed to the Associate Vice President for Academic Affairs.

All participants are expected to be present at the beginning of the workshop. In rare instance when the instructor is not present at the start of the workshop students should use the time to work on team projects. If the instructor has not arrived or otherwise made contact with the students after 30 minutes, the students may assume that class is cancelled. Students who were present for the first 30 minutes of the workshop will be reported as being present for the entire workshop by e-mailing a roster with the course title and student signatures to the instructor and ADP Records ([adprecords@warnerpacific.edu](mailto:adprecords@warnerpacific.edu)).

If a student encounters problems accessing the WPC network or college e-mail account from off-campus, the student may contact the WPC Helpdesk at 503-517-1399 or [helpdesk@warnerpacific.edu](mailto:helpdesk@warnerpacific.edu).

### **STUDENT COMPLAINT PROCESS**

Any student with a complaint who feels unfairly treated has the right to be heard fairly and promptly. The college recognizes that disputes may sometimes arise and expects the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts. This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to Academic Appeals, Course Policies, Campus Life Standards, FERPA, Financial Aid, Grades, Title IX, Discrimination, and Harassment.

The following matters are not grievable:

- Federal and State laws
- Administrative Procedures Act (ORS Chapter 183)
- Employment and personnel decisions
- Policies of the Board of Trustees
- Rules and procedures adopted by the State Board of Higher Education (Oregon Higher Education Coordinating Commission)

Students who have a grievance with another member of the community may file a report in the Office of Student Affairs (503.517.1007/Email: [wpc-studentaffairs@warnerpacific.edu](mailto:wpc-studentaffairs@warnerpacific.edu)).

Complaints about educational quality not satisfied by internal processes may be directed to the college's accrediting body, the Northwest Commission on Colleges and Universities (<http://www.nwccu.org/Complaints/ComplaintProcess.htm>). Consumer protection and other civil complaints can be filed with the Oregon Department of Justice Consumer Complaints (<http://www.doj.state.or.us/consumer/pages/index.aspx>).

### **WASHINGTON STATE AUTHORIZATION**

Warner Pacific College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic

review and authorizes Warner Pacific College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98594-3430. The transferability of credits earned at Warner Pacific College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Warner Pacific College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Warner Pacific College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Warner Pacific College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas or certificates earned.

### **WEATHER CLOSURES**

In case of inclement weather and adverse road conditions, the Vice President for Academic Affairs will make a decision about closure. This decision is generally made by 4:00 PM for evening classes.

School closure information is available on the WPC website as well as on the following radio/TV stations:

KATU Channel 2	KKCW (K103) 103.3 FM
KOIN Channel 6	KUPL 98.5 FM/1330 AM
KGW Channel 8	KXL 95.5 FM/750 AM
KINK 101.9 FM/620 AM	KEX 1190 AM
KGON 92.3 FM	KOPB 91.5 FM
KKSN 97.1 FM	KWJJ 99.5 FM/1080 AM
KKRZ (Z100) 100.3 FM	KXYO (O105) 105.5 FM
KNUZ 94.7 FM	KDBX 96.3/107.5 FM
KWBY 940 AM	KUIK 1360 AM

In addition, Warner Pacific College has implemented a messaging system to alert students, faculty and staff of closures due to inclement weather or other emergencies. To receive this notification, students must sign up at the link noted below, which will give the option of receiving this notification via a text message to a cellular phone, or by email. Please note that students will receive notification for emergencies and school closures only.

<http://www.e2campus.com/my/warnerpacific>

In the case of inclement weather, safety is a priority. Even though class may be in session, students should use discretion regarding weather concerns in their area and communicate with their instructors and academic advisors regarding any weather related absence. Whenever

possible, course content will be posted on the course's Moodle site to enable students to participate in class even if they are not able to travel.

### **VISITOR POLICY**

After the last day to add classes, only students who are registered for a class may attend said class. Students may not bring family members, guests, or animals to class without prior consent of the instructor. Consent for children under the age of 12 to attend class will be granted only in extreme situations, and it should be understood that if the child(ren) are distracting to the professor or other students, they should be removed from the classroom. Children under the age of 12 may not be on campus unattended. Individuals who are approved for ADA accommodation (including service animals) are exempt from this policy.

### **FRATERNIZATION**

Warner Pacific College strictly prohibits employees from engaging in fraternization and/or personal relationships with students. The definition of fraternizing as it applies to employees is to associate with students outside the scope of their employment. Likewise, students are prohibited from attempting to initiate a personal relationship with employees.

### **WEAPONS POLICY**

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Warner Pacific College community. Therefore, the possession of dangerous weapons is prohibited on all sites where classes are held, including slingshots, firearms (including BB guns), knives, and explosives (firecrackers, fireworks, dangerous chemicals or propulsion devices) or:

- any item or instrument defined as a weapon by local, state, or federal law.
- any item designed to cause injury or incapacitate another person.
- any item used to harass, threaten, intimidate, assault, or batter another person.
- any item the College deems as dangerous.

Anyone who observes someone on the Warner Pacific College campus violating this policy should immediately report the incident to the Campus Safety at 503-250-1730 or 503-517-2127 (extension x2127 from any campus phone). Anyone who observes someone violating this policy on a satellite site should immediately call 911 for assistance. The complainant should be prepared to provide the Campus Safety (or 911) with any relevant information that caused them to observe the violation. Campus Safety officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety Office.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of the Warner Pacific College campus (or any of the satellite sites). Possessing a weapon for the purpose of sport, hunting, personal protection, or any other reason does not exempt a person from this policy.

### **SERVICES ON THE MT TABOR CAMPUS**

Community Life on the Tabor campus provides assistance in spiritual life, personal counseling, learning skills, student employment, and career guidance. All counseling and assistance is strictly confidential, and, in most cases, without charge.

**PARKING**

Students are encouraged to register their vehicles with Campus Safety, especially those students attending class at the Tabor campus. All vehicles must be registered through ADP Admissions. Vehicles parked in marked unauthorized areas or vehicles without permits will be ticketed. Students parked in "NO PARKING" zones and Fire Lanes may have their vehicles impounded at personal expense.

# **FINANCIAL AID INFORMATION**

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*In February 2017, ADP began transitioning to a different format described as non-standard term and dividing the academic year into semesters. Financial Aid rules slightly differ between the non-term format and the non-standard term format. The following sections distinguish between the two format types:*

- *Non-Term (NT): For students who started before February 2017, including those who return from an absence less than 180 days which began prior to February 2017.*
- *Non-Standard Term (NST): For students starting in February 2017 or later, or those returning in February 2017 or later after an absence of more than 180 days.*

*Students who are unsure of the program under which they are attending should contact the Financial Aid Office.*

## **POLICIES AND PROCEDURES**

Financial Aid through Warner Pacific College complies with all appropriate Department of Education rules and regulations as well as established institutional policies. There are many sources of financial aid for students. Students may contact the Financial Aid Office for information about any of the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan for Parents and Graduate students
- Oregon Opportunity Grant
- Private Education Loan
- Outside Scholarship or Grant Resources

Students interested in applying for aid must complete a Free Application for Federal Student Aid (FAFSA) and the process for admissions. All information contained in these documents is held in strict confidence through adherence to FERPA regulations by Warner Pacific College. The results of the FAFSA determine the eligibility for grants including Federal Pell, Supplemental Education Opportunity, TEACH and Oregon Opportunity, and the Federal Direct Stafford Loan Program.

### **Grant Programs**

*Federal Pell Grant:* Federally funded grants awarded to financially needy students meeting specific requirements as determined annually by the federal government.

*Federal Supplemental Educational Opportunity Grant (FSEOG):* Federally funded grants awarded to a limited number of students demonstrating exceptional financial need with priority given to Federal Pell Grant recipients. The amount of the grant varies depending on need and available funding.

*Federal TEACH Grant:* The Federal TEACH Grant Program provides grants to students completing or planning to complete course work needed to begin a career in teaching. As a condition for receiving a TEACH Grant, the student must sign a TEACH Grant Agreement to Serve in which the student agrees to teach in a high-need field; at an elementary school, secondary school, or educational service agency that serves students from low-income families; and for at least four complete academic years within eight years after completing the course of study for which the grant was received. If the student does not complete the service obligation, all TEACH Grant funds received are converted to a Direct Unsubsidized Loan that must be repaid to the US Department of Education. More details are available at <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>

The Warner Pacific Teach Grant is available to Graduate Students in the MAT and MEd programs and to Junior and Senior Undergraduate students in the B.S. in Early Childhood/Elementary Education. Students may contact the Financial Aid Office for additional information and application form.

*Oregon Opportunity Grant:* State funded grants require filing a FAFSA or the alternative need based application provided by the state. More information is available at the state website [www.oregonstudentaid.gov](http://www.oregonstudentaid.gov). The grant is administered by the Office of Student Access and Completion (OSAC) and awarded by the school's Financial Aid Office.

### **Loan Programs**

Federal Direct Stafford Loans are available for eligible students. All Undergraduate and Graduate Stafford Loans (Subsidized and Unsubsidized) have a fixed interest rate set by July 1<sup>st</sup> each year. Please refer to [www.studentaid.gov/interest](http://www.studentaid.gov/interest) for the current rate. Federally mandated annual and aggregate student loan limits apply to both graduate and undergraduate students.

In addition to the FAFSA, a Direct Loan Master Promissory note (MPN) and Direct Loan Entrance Counseling must be completed upon initial use of federal loans in order for a student to be eligible for Federal Direct Stafford Loans.

There are two forms of the Federal Direct Stafford Loan. The Federal Direct Subsidized Stafford Loan is based on a student's need, and the government subsidizes/pays the interest while the student is in attendance of half-time or more.

The Federal Direct Unsubsidized Stafford Loan is based on the college cost of attendance and remaining annual Stafford loan limit. The government does not pay interest on the loan while the student is in attendance of half-time or more. The student can choose to pay interest quarterly or add it to the loan principal.

### **Direct PLUS Loans**

Federal Parent Loans for Dependent Undergraduate Students and additional Graduate Loans (PLUS Loans) are uniquely different from other Federal Loan Programs. To receive a Direct PLUS Loan, a person must:

Be a graduate student or be the parent of a dependent undergraduate student enrolled at least half-time;

- Not have an adverse credit history; and
- Meet the general requirements for federal student aid. If borrowing for a child, the child must also meet these requirements.

Family finances are not a determining factor for Direct PLUS loan eligibility and there is no income restriction. The loan is administered by the Department of Education, and the amount of funding available is based upon other financial aid received by the student and the college program cost of attendance. Dependent students with little or no eligibility for the other federal aid programs may find the Direct PLUS loan very beneficial. The interest rate is set by July 1<sup>st</sup> of each year and is available for review at [www.studentaid.gov/interest](http://www.studentaid.gov/interest).

A Direct PLUS Loan may help a student pay the difference between the cost of attendance and other estimated financial aid resources. Repayment begins after the loan is fully disbursed, or repayments may be deferred by applying to the loan Servicer.

### **Veterans Affairs Benefits**

Students eligible to receive Veterans Affairs (VA) educational benefits should first check with their Benefits Officer to determine the appropriate program (chapter) under which to apply. Additional information may be found at [www.benefits.va.gov](http://www.benefits.va.gov). To establish eligibility at Warner Pacific, the student should submit

- A copy of the Certificate of Eligibility awarded by the VA
- A signed VA Education Benefit Statement of Rights and Responsibilities form (available from the enrollment counselor)

If VA educational benefits have been received at another institution prior to attending Warner Pacific, the student must submit a VA Form 22-1995, Request for Change of Program or Place of Training. Students who desire to have their military training evaluated for possible college credit should submit a form DD-214, Military Service Record. VA forms should be submitted to the enrollment counselor.

Any veteran receiving GI Bill benefits while attending Warner Pacific College is required to obtain transcripts from all previously attended schools and submit them to the college for review of prior credit.

### **General Eligibility Provisions**

In order to receive a financial aid award, students must fulfill the following responsibilities:

- Admittance as a regular student to Warner Pacific College
- File a FAFSA
- Complete and submit any additional paperwork to the Financial Aid Office, as required by the Department of Education. Failure to complete the required additional documents may result in a significant delay in the processing of Federal and State aid and may

require cash payment towards tuition and books until the financial aid awarding process has been completed

- Students must maintain eligibility for future disbursements by complying with the Attendance Policy and the Satisfactory Academic Progress Policy as outlined in the ADP Bulletin

### **Important Facts**

- Financial aid is intended for educational expenses.
- ‘Doubled Up’ or concurrent coursework results in additional tuition charges.
- Breaks in attendance of more than 28 days may require an approved Leave of Absence (LOA) in accordance with WPC policy. Students without an approved LOA on file prior to the last attendance session of class are considered withdrawn and may have funds that were disbursed to their account returned to the Department of Education – per federal requirements.
- Satisfactory academic standing must be maintained to receive aid.
  - For NT students, course failure may affect pending disbursements and increase costs.
- Determining an academic year at Warner Pacific depends on the financial aid format.
  - NT academic year is defined generally as:
    - 24 academic credits and 40 weeks of instructional time for **undergraduate** programs.
    - 18 academic credits and 36 weeks of instructional time for the Master of Arts in Human Services program.
    - 15 academic credits and 35 weeks of instructional time for the Master of Arts in Teaching program.
    - 16 academic credits and 32 weeks of instructional time for the Master of Science in Management program.
  - NST academic year is divided between two semesters, Fall and Spring. Full time enrollment for undergraduate programs is 12 credits. Full time enrollment for graduate programs is 6 credits.
- Determining loan and grant funds depend on the delivery format.
  - For NT students, loan and grant funds are typically applied in two disbursements per academic year, after confirming attendance.
    - The first disbursement is requested from the Department of Education after two dates of attendance have been confirmed and the student has completed all required paperwork.
    - The second disbursement is requested once a student successfully completes one half the credits and one half the weeks in the academic year.
    - Financial Aid cannot fund successfully completed courses retaken to raise a student’s grade. Courses the student does not successfully complete extend the academic year.
  - For NST students, loan and grant funds are typically applied in two disbursements each academic year, once during the fall semester and once during the spring semester, after confirming attendance.



- Financial Aid may be applied toward successfully completed courses retaken one time only to improve the course grade.
- Any changes to the student’s academic schedule may result in changes to eligibility and/or the timing of financial aid disbursements.
- In order to prevent delay in the processing of financial aid, it is recommended the student file a FAFSA at the appropriate time.
  - NT students should file a FAFSA at least two months prior to the start of each subsequent academic year and submit any additional documentation requested at least two weeks prior to the end of the current academic year. A FAFSA can be filed any time after October 1<sup>st</sup> for the following academic year.
    - An academic year may be extended as a result of failed or waived courses. This extension delays future aid eligibility and/or disbursements.
  - NST students should file a FAFSA as early as October 1<sup>st</sup> each year.

## **STANDARDS OF ACADEMIC PROGRESS**

Warner Pacific College is mandated by the U.S. Department of Education per federal regulations to qualitatively (grade-based) and quantitatively (time-related) monitor the academic progress of financial aid recipients. The standard is cumulative and includes all periods of enrollment, even those in which the student did not receive financial assistance. Students are expected to maintain satisfactory academic progress each payment period (NT) or semester (NST) by achieving at least a 2.00 cumulative grade point average (GPA) in undergraduate programs and a 3.00 cumulative GPA in graduate programs.

The Warner Pacific College cumulative GPA is equivalent to its career GPA. In the event that a student’s performance is found to be unsatisfactory, the college notifies the student of their current status and the impact of this unsatisfactory progress on financial aid eligibility. Financial assistance includes federal, state, institutional assistance, outside scholarship sources and employee remit.

Please note: these policies govern financial aid and do not have any bearing on student academic standing as they are separate policies.

### **Qualitative Standard**

#### Minimum Grade Point Average

Students are expected to maintain at least a 2.00 cumulative GPA in undergraduate programs and a 3.00 cumulative GPA in graduate programs. A student’s GPA is reviewed at the end of each payment period (NT) or semester (NST).

The GPA is computed by multiplying the credit hours by the quality points earned for each grade received; the quality points for all courses recorded are totaled and the number is divided by the total number of credits graded. All courses are included in the computation except those in which a grade of “W” (Withdrawal), “P” (Pass), “NP” (No Pass) and “AU” (Audit) are received. In the case of courses retaken by the student, all grades remain on the transcript, but only the highest grade is counted in the GPA.

### **Quantitative Standard**

### Maximum Accumulation of Credits

Students are expected to complete their program within a maximum time frame. Periodic evaluations monitor the student's pace of progression. Each academic program publishes standard credit loads for completion. Students are eligible to receive financial aid for a maximum of 150 percent of the standard credit load required to complete the program. Transfer credits accepted by the college toward the program are included in the calculation of attempted and completed credits in determining the total 150% timeframe. Designations such as "W" (Withdrawal), course grades of "I" (Incomplete), or "IP" (In Progress) are not considered satisfactory completion of a course, but are counted toward attempts. Once it becomes apparent that the student cannot complete the program within the 150% credit limit, financial aid is *Suspended*. A student may submit an *Appeal* for consideration of an exception to this policy (see below).

<b>Program</b>	<b>Published Program Length in Credits</b>	<b>150% Credit Limit</b>
Associate	63	95
Undergraduate	124	186
Graduate - MAHS	39	59
Graduate - MAT	35	53
Graduate - MBA	42	63
Graduate - MED	31	47
Graduate - MOL	34	51

### Minimum Rate of Successful Course Completion

Students must earn at least 67% of the credits attempted. Satisfactory academic progress is reviewed at the end of each payment period (NT) or semester (NST). Courses taken as Audit are not counted as attempted credits.

<b>Credits Attempted</b>	<b>Minimum Necessary Credits Earned</b>
12	9
24	17
36	25
48	33
72	49
96	65
108	73

### **Unsatisfactory Academic Progress**

Satisfactory academic progress, as indicated by cumulative GPA and cumulative credits earned, is monitored at the end of each payment period (NT) or semester (NST) by the Office of Financial Aid. A student failing to meet satisfactory academic progress standards is placed on *Financial Aid Warning (Warning)* and issued a letter alerting them of the need to correct the deficiency. The *Warning* status allows the student to maintain financial aid eligibility for a subsequent payment period (NT) or semester (NST). At the end of the subsequent payment period (NT) or semester (NST), upon achieving satisfactory academic progress standards, the status is lifted and the student is granted a status of *Good Standing*. If the student does not achieve satisfactory academic progress standards at the end of the *Warning* period, the student is

placed on *Financial Aid Suspension (Suspension)* and is denied further financial aid from Warner Pacific College until the standard is met. Students with aid in a *Suspended* status may *Appeal* for reconsideration of financial aid eligibility (see below).

### **Appeals**

A student with *Suspended* aid may *Appeal* for reconsideration of financial aid eligibility by providing a letter in writing electronically or hard copy to the Office of Financial Aid. The *Appeal* must include the reason the student failed to make satisfactory academic progress and proposed changes that will allow the student to make satisfactory academic progress during the next evaluation period. *Appeals* are adjudicated by the Financial Aid Advisory Committee (FAAC) and decisions are final. An *Appeal* may be approved if the FAAC determines the student, based on supportive statements in the appeal, will be able to meet satisfactory academic standards after the subsequent payment period (NT) or semester (NST). Students are notified in writing of *Appeal* decisions. If the FAAC approves an *Appeal* after suspension, the student is placed on *Financial Aid Probation (Probation)* for one payment period (NT) or semester (NST) and is eligible to receive financial aid. At the end of the *Probation* period, if the student achieves satisfactory academic progress standards by meeting the requirements that the FAAC set forth, the status is returned to *Warning*. If the student does not achieve satisfactory academic progress standards at the end of the *Probation* period, financial aid is *Suspended*. Students may again *Appeal* if *Suspended*.

Examples of mitigating circumstances under which a student is permitted to submit an *Appeal* include death of a relative, injury or illness of the student, or other special circumstances.

### **Re-Establishing Academic Progress and Financial Aid**

A student with *Suspended* aid may re-establish financial aid eligibility by either *Appealing* for reconsideration of financial aid eligibility to the FAAC or by completing credits, without the benefit of financial aid from Warner Pacific College, as per the following. An undergraduate student must complete 12 credits, within a 12 month period, with a minimum GPA of 2.00 before requesting consideration for reinstatement of financial aid at Warner Pacific College. A graduate student must complete 6 credits, within a 12 month period, with a minimum GPA of 3.00 before requesting consideration for reinstatement of financial aid at Warner Pacific College. Following the completion of the credits described above, the student may reapply by written *Appeal* for financial aid. Incomplete and In-Progress grades affecting financial aid standing may be reviewed through the *Appeal* process.

### **RETURN OF FINANCIAL AID FUNDS**

Warner Pacific is mandated by the U.S. Department of Education per federal regulations to perform a Return of Title IV Aid calculation for students who cease attendance during a payment period or period of enrollment and are not placed on an approved Leave of Absence (LOA).

A student is considered to be withdrawn at the point in time the student begins the official withdrawal process or provides official notification to the institution of intent to withdraw. The date of the institution's determination that the student withdrew is the earliest date of the following: the date the student began the official withdrawal process, the date of student notification, or 14 days from the last date of attendance (LDA). The Return of Title IV Aid calculation must be completed within 30 days of the institution's date of determination.

A student is not considered to be withdrawn if the student provides written confirmation of intent to begin another course (module) within 45 calendar days from the end of the module attendance ceased. Written confirmation of intent to return must be received at the time of withdrawal. The student may request in writing to change the original expected date of return (EDR) and not be considered withdrawn as long as the revised expected date of return is within the original 45 calendar day period and is made prior to the original expected date of return. A student is considered to be withdrawn if the student does not return as scheduled.

The Warner Pacific Adult Degree Program is considered a program that is required to take attendance and must use attendance records when performing the R2T4 calculation to determine the student's withdrawal date. The determination and documentation of attendance must be made by the school. Self-certification of attendance by the student is not acceptable. Academic attendance includes all days for which the student was scheduled to attend. A period of non-attendance begins the day after the student's last day of attendance.

In the non-term format, a previously withdrawn student may return to the same program and is considered to return to the same payment period or period of enrollment and is eligible for any Title IV funds for which they were eligible prior to withdrawal. Students returning after 180 days are considered as starting a new academic year and aid is recalculated.

## TUITION AND FEES

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*Prices good through Summer Semester 2018*

### TUITION

Associate cohort courses	\$355 per credit
Bachelor cohort courses	\$515 per credit
Courses in the Minor	\$515 per credit
Traditional courses	\$685 per credit
Graduate cohort courses	\$720 per credit
CLS 200A	\$200

### FEES

FEE TYPE	COST
Application Fee	\$50
Registration Fee --Undergraduate Programs	\$50
Registration Fee -- Graduate Programs	\$100
Graduation Fee – Undergraduate*	\$95
Graduation Fee – Graduate*	\$150
“No Show” Drop Fee (drop after first class session)	\$50
“No Show” Drop Fee (drop after second class session)	\$100
Official Transcripts – Requests made to Mt. Tabor Records Office	\$7 per copy
PLE Essay Submittal Fee – 1 <sup>st</sup> Submission (if applicable)	\$125
PLE Essay Submittal Fee – 2 <sup>nd</sup> Submission (if applicable)	\$75
Credit By Examination Fee (if applicable)	\$85
CLEP/DSST Exam – Administrative Fee**	\$25
CLEP/DSST Exam – Testing Fee***	\$85
Extension Fee for Master Thesis	\$200
Student Teaching I Fee (ED 690A)	\$150
Student Teaching II Fee (ED 691A, ED 692A)	\$300
Teacher Education Placement File Setup Fee	\$25
Tutorial fee (per credit)	\$270

\*Graduation Fee subject to change to current rate at time of graduation

\*\*CLEP/DSST administrative fees are due at time of registering for the examination and are non-refundable

\*\*\*Testing Fees subject to change and are non-refundable

### TEXTBOOKS

To assure that the appropriate and correct instructional materials are used by all students in ADP courses, required textbooks and materials are obtained through our partners Tree of Life Bookstores ([www.treeoflifebooks.com](http://www.treeoflifebooks.com)). Students have the option to *purchase new*, *purchase used*, or *rent* textbooks.

Frequently Asked Questions regarding buying and renting may be found on the Tree of Life (TOL) website. Books and materials will be delivered to students about one week before each course start date. To receive books in a timely fashion, students should be registered for classes three weeks before the course is to start. In order not to be charged books, students must return books as instructed. Questions should be directed to Tree of Life Customer Service: 1-888-392-2930 or [customercare@treeoflifebooks.com](mailto:customercare@treeoflifebooks.com). Students who believe they have extenuating circumstances that warrant an exception to the normal textbook policy should appeal to the Office of the Associate Vice President for Academic Affairs. Additional information regarding textbooks and Tree of Life can be found in the following places: ADP Dashboard, Moodle, and MyWP.

# **STUDENT FINANCIAL OPTIONS**

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A student will select one Primary Payment Option. A Secondary Option is required if the Primary Option selected does not cover 100% of tuition and fees.

## **Pay & Go Plan**

Payment course by course: If the Pay & Go plan is the “primary option”, payment for courses are due in full on the day that the course starts. If the Pay & Go plan is the “Secondary Option,” any outstanding charges not covered by the “Primary Option” are due on the day the course starts.

## **Corporate Tuition Deferment Plan**

Participation in this option requires that a copy of a company’s tuition reimbursement policy on company letterhead be on file and approved by in the Adult Degree Program Student Account Services Office. The portion of company reimbursed tuition and/or books will be deferred 30 days from the last day of each course. An Authorization to Charge Credit Card form must also be on file. If payment is not received the 30th day after the last night of each course, the student’s credit card will be charged the owing balance on the 31st day. It is the student’s responsibility to notify the Student Account Services Office of changes in employment status that will affect payment.

## **Direct Bill Plan**

Approved company tuition vouchers must be received two weeks prior to the start of each course. Student must pay tuition not covered by Direct Billing two weeks prior to the first night of class. One hundred percent (100%) must be paid directly to Warner Pacific College by the employer in order for this option to be considered a “Primary Option”.

## **Financial Aid Plan**

Federal Grants and Stafford Loans are available for eligible students. One hundred percent (100%) tuition is deferred with completed financial aid paperwork and a processed FAFSA on file. Student must pay tuition and fees not covered by financial aid on or before each payment due date in accordance with the terms under the Pay & Go Plan.

## **ONLINE STUDENT ACCOUNTS**

Student account information is available online to review tuition charges and make payments. Students may log in at <https://warnerpacificselfservice.topschoollive.com>

To create a Login ID and password or for assistance in accessing the online student accounts, please contact Student Account Services at 503-517-1550.

# **FINANCIAL POLICIES AND PROCEDURES**

## **FINANCING THE ADULT DEGREE PROGRAM**

The following alternatives require a student to file a FAFSA (Free Application for Federal Student Aid). The Financial Aid Office will provide detailed information concerning:

- **GRANTS/LOANS**
  - Federal Pell Grant
  - Federal Subsidized Stafford Loans
  - Federal Unsubsidized Stafford Loans
  - Federal Supplemental Opportunity Grants
  - Oregon Opportunity Grant

The following alternatives are not based on need and do not require a FAFSA form, however they are considered a financial resource and the Financial Aid Office should be notified.

- **PRIVATE LOANS**
- **VETERANS BENEFITS**

(Veterans should contact the Department of Veterans Affairs at 1-888-GIBILL-1 for information regarding benefit eligibility.)

- **EMPLOYER-SPONSORED EDUCATION**

Companies having an employee educational benefit program can be set up on a direct bill basis. This may be arranged with the ADP Accounting Office. If a company does not elect a direct billing option, the tuition is the responsibility of the student.

## **Credit Cards Accepted**

Visa, MasterCard, Discover and American Express are accepted if the student is the authorized signer on the card or if someone other than the student is the authorized signer and has completed an Authorization to Charge Credit Card form.

## **Changing Financial Options**

The Primary Finance Option may be changed while attending the Warner Pacific College Adult Degree Program provided the student is compliant with the current finance option. In order to change plans, the student must contact the Student Account Services Office and complete the appropriate financial agreement. All changes must be approved by Warner Pacific College.

## **Late Fees**

A late fee of \$25 will be assessed 24 hours after the due date of an open charge. To avoid late fees, payments must be paid one week prior to the start of each class. This applies to any balance not covered by a Financial Aid, Tuition Deferral, or a Direct Billing plan.

## **Returned Check/Credit Card Fees**

All returned checks or credit cards are assessed an additional \$15 processing fee. If the account is delinquent when the check or credit card is returned, a late fee plus a declined credit card or returned check fee will be charged to the student's account. Warner Pacific College reserves the right to charge returned check or credit card fees and late fees at any time.



**Grade Release**

Grades are released for paid courses only (exceptions may be made for Tuition Deferred Students), and only if an academic degree plan has been completed with the student's academic advisor before the end of the second course in the student's Program. Transcripts will not be issued until the student's account has been cleared.

**Withdrawal**

Withdrawing from a course may result in a student owed balance payable to Warner Pacific College. Please refer to the Attendance Policy in the Adult Degree Program Bulletin and on the course syllabus.

Note: Withdrawing from a course or changing the academic calendar may reduce or eliminate a financial aid award. Please consult with an Adult Degree Program academic advisor and financial aid counselor prior to withdrawing from courses.

## **ADULT DEGREE PROGRAM REFUND POLICY**

The Refund Policy applies to tuition only. Textbook fees, application fees, registration fees, and assessment fees are non-refundable. Any textbooks that were received for a dropped course may be returned for a possible refund depending upon the timing of the drop and the condition of the book. Please visit the Tree of Life Books website at [www.treeoflifebooks.com](http://www.treeoflifebooks.com) for additional information. In order to withdraw from a course, a student must notify the college. Please see the sections on dropping courses and withdrawing from the college in this bulletin.

### **Regular Refund Schedule**

<b>Course Length</b>	Drops submitted before the class session (for face-to-face) or by midnight the Sunday before the week begins (for online) will receive refunds according to this refund schedule:				
	<b>Before Week 1</b>	<b>Before Week 2</b>	<b>Before Week 3</b>	<b>Before Week 4</b>	<b>Before Week 5</b>
<b>2 Weeks</b>	100%	No Refund	--	--	--
<b>4 Weeks</b>	100%	50 %	No Refund	--	--
<b>5 Weeks</b>	100%	80%	50%	No Refund	--
<b>6 Weeks</b>	100%	80%	50%	No Refund	--
<b>7 Weeks</b>	100%	80%	60%	40%	No Refund
<b>8 Weeks</b>	100%	80%	60%	40%	No Refund
<b>Weekend Courses</b>	100% (First Fri. Night)	80% (First Sat. Morn.)	50% (First Sat. Afternoon)	No Refund (2 <sup>nd</sup> Fri. Night)	--

### **Refund Schedule for Wisconsin Residents**

The Refund Policy applies to tuition and fees, minus the \$25 application fee and the \$50 registration fee.

<b>Course Length</b>	Drops submitted before the class session (for face-to-face) or by midnight the Sunday before the week begins (for online) will receive refunds according to this refund schedule:					
	<b>Before Week 1</b>	<b>Before Week 2</b>	<b>Before Week 3</b>	<b>Before Week 4</b>	<b>Before Week 5</b>	<b>Before Week 6</b>
<b>2 Weeks</b>	100%	50%	--	--	--	--
<b>4 Weeks</b>	100%	75%	50%	No Refund	--	--
<b>5 Weeks</b>	100%	80%	60%	No Refund	--	--
<b>6 Weeks</b>	100%	80%	60%	50%	No Refund	
<b>7 Weeks</b>	100%	85%	70%	55%	40%	No Refund
<b>8 Weeks</b>	100%	85%	75%	60%	50%	No Refund
<b>Weekend Courses</b>	100% (1 <sup>st</sup> Fri. Night)	80% (1 <sup>st</sup> Sat. Morn.)	60% (1 <sup>st</sup> Sat. Afternoon)	50% (2 <sup>nd</sup> Fri. Night)	No Refund (2 <sup>nd</sup> Sat. Morn.)	--

**Warner Pacific College**  
**ADP ACADEMIC CALENDAR 2017-2018**

Fall Semester 2017

ADP non-term (NT) Semester Begins	August 1, 2017
ADP non-standard term (NST) Semester Begins	August 7, 2017
Summer Commencement, 10:00am	August 12
Convocation, 10:00 a.m.	August 22
Labor Day Holiday (NST sections meet online)	September 4
Common Day of Service (classes before 4:00 p.m. cancelled)	September 13
Thanksgiving Holiday (NST sections meet online)	November 23-25
Winter Commencement, 10:00 a.m.	December 9
ADP non-term (NT) Semester Ends	December 31
ADP non-standard term (NST) Semester Ends	February 11, 2018

Spring Semester 2017

ADP non-term (NT) Spring Semester Begins	January 1, 2018
ADP non-standard (NST) Spring Semester Begins	February 12, 2018
Martin Luther King Holiday (NST sections meet online)	January 15
President's Day Holiday (NST sections meet online)	February 19, 2018
ADP Spring Break (NST sections meet online)	March 26-April 1 (tentative)
Spring Commencement, 10:00 a.m.	May 5
ADP non-term (NT) Spring Semester Ends	May 31
ADP non-standard (NST) Spring Semester Ends	August 5, 2018

Summer Semester 2017

ADP non-term (NT) Summer Semester Begins	June 1, 2017
ADP Summer Break (NST sections meet online)	July 2-8
Independence Day Holiday (NST sections meet online)	July 4
ADP non-term (NT) Summer Semester Ends	July 31
Summer Commencement	August 11 (tentative)

# **DIRECTORY INFORMATION**

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## **ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS**

Lori K. Jass, Ed.D. [ljass@warnerpacific.edu](mailto:ljass@warnerpacific.edu) 503-517-1320

## **ASSOCIATE VICE PRESIDENT OF ENROLLMENT AND STUDENT ACCOUNT SERVICES**

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**STUDENT ACCOUNT SERVICES, ADP****Associate Director of Finance**

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**LIBRARY**

Front Desk 503-517-1102

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