

Academic Catalogue

2019-2020

Northwind Institute

Northwind Theological Seminary

July 3, 2019

Our Mission, Our Vision, Our Values, Our Beliefs

OUR MISSION: Northwind Theological Seminary is an evangelical, online seminary serving many denominations. Rooted in the Wesleyan tradition, we have a strong emphasis on the Bible, spiritual formation and discipleship.

OUR VISION: Our vision is to be the seminary of choice for persons who seek ordination, certification, or an earned ministry degree in a non-traditional educational experience.

OUR VALUES: Northwind Theological Seminary is globally engaged, biblically informed, and ministry focused. We are:

- Committed to serving the global church
- Committed to personal growth and spiritual formation
- Committed to effective use of technology for education and ministry

WE BELIEVE:

In God, the Creator of heaven and earth and of all things visible and invisible.

That the scriptures of the Old and New Testaments are the inspired Word of God.

In Jesus Christ; the Son of God incarnate; conceived by the Holy Spirit; Born of the Virgin Mary; Suffered under Pontius Pilate; crucified, dead and buried; descended into Hell; risen from the dead; ascended into heaven; sitting on the right hand of God Almighty; judge of the living and the dead.

In the Holy Spirit; part of The Triune God acting in this world; given to the Church at Pentecost as comforter and sustainer.

In the Church as the body of Christ comprised of believers proclaiming Jesus Christ as Savior and Lord.

In the return of Christ in final victory over sin and death and the eternal establishment of a new heaven and a new earth.

Our Educational Objectives

Acquiring Knowledge:

Christian ministry requires the acquisition of knowledge in the biblical, historical, and theological heritages of the Christian community; an understanding of the cultural and economic realities that affect the lives of people today. Theological education at Northwind Theological Seminary integrates biblical, historical, theological, cultural, and pastoral disciplines that inform and undergird effective ministry.

Professional Skills:

Northwind Theological Seminary understands that effective ministry in the church and the world requires the mastery and utilization of specialized skills. For this reason, we are committed to the development and cultivation of specialized skills that are contextualized for effective ministry.

Personal Development:

Christian ministry invites the engagement of persons who are stable and secure, yet flexible and creative. We are committed to assist students in their personal development, their professional growth, and their readiness for ministry.

Christian Commitment:

Our courses encourage students to explore the call of Jesus Christ on their lives, to the meaning and implication of Christian life and witness today, and to the challenges and rewards of Christian ministry.

Non-Profit:

As a nonprofit (not-for-profit) seminary, Northwind seeks to prepare persons for ministry - not gaining profit, revenue, or producing dividends for shareholders.

This allows us to invest all our resources into improving our educational programs and improving the student experience.

For Northwind, nonprofit is more than a status; it is the valuable opportunity to invest in the lives of students who will go out and impact the world.

Authority, Affiliation, and Accreditation

Northwind Institute's certificate programs are offered under an Exemption for Religious Institutions by the Oklahoma Board of Private Vocational Schools. The Oklahoma Board of Private Vocational Schools ("OBPVS") was created by statute July 1, 1970. The purpose of the agency is to license, regulate, and set standards for the operation of private schools that conduct occupational training.

Northwind Theological Seminary's degree programs are offered under an Exemption for Religious Institutions by the Florida Department of Education Commission for Independent Education. The Commission for Independent Education, an agency of the Florida Department of Education, has statutory responsibilities in matters relating to nonpublic, postsecondary, educational institutions. Additional information regarding Northwind Theological Seminary may be obtained by contacting:

The Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

Phone: (888) 224-6684.

Website: <http://fldoe.org/policy/cie/>

The Council of Private Colleges of America

Northwind Theological Seminary is a degree-granting Member of the Council of Private Colleges of America, Inc. (CPCA). The CPCA represents its private, faith-based, post-secondary educational institution members before any individual, private or government educational organization. The CPCA educational standards are patterned after our early historical educational institutions of higher learning for the following: faculty, academic curriculum, course development, campus and/or distance learning operations, catalogs, brochures, advertisements, application forms, financial information, and student records and transcripts. The CPCA educational standards equal or exceed the minimum standards of the State of Florida and other State Departments of Education.

Council of Private Colleges of America, Inc.

41 N. 20th Street, A -17

Haines City, Florida 33844-4638

Phone: 407-796-9749

Email: info@cpca-edu.org

Website: www.cPCA-edu.us

The Florida Council of Private Colleges

Northwind Theological Seminary is a degree-granting Member of the Florida Council of Private Colleges, Inc. (FCPC). The FCPC represents its private, faith-based, post-secondary educational institution members before any individual, private or government educational organization. The FCPC educational standards are patterned after our early historical educational institutions of higher learning for the following: faculty, academic curriculum, course development, campus and/or distance learning operations, catalogs, brochures, advertisements, application forms, financial information, and student records and transcripts.

Florida Council of Private Colleges

41 N. 20th Street, A -17

Haines City, Florida 33844-4638

Phone: 850-633-4080

Email: info@fcpc-edu.org

Website: www.fcpc-edu.org

ARTICULATION AGREEMENTS

NORTHWIND INSTITUTE

Northwind Institute offers Ordination certificate programs in collaboration with the Rocky Mountains Region of the American Baptist Churches, USA under an articulation agreement.

Northwind Institute offers Christian Counseling Courses as a Certified Academic Institution of the National Christian Counselors Association.

Northwind Institute offers Christian Life Coaching Courses as an International Representative of the Sarasota Academy of Christian Counselors.

Northwind Institute offers Faith-Based Non-Profit certificate programs in collaboration with WorldHope Corps.

NORTHWIND THEOLOGICAL SEMINARY

Northwind Theological Seminary offers transfer credit for courses taken at Northwind Institute.

Northwind Theological Seminary offers transfer credit for the members of the National Christian Counselors Association who complete the required training program and receive licensure.

Northwind Theological Seminary offers transfer credit for the members of the Sarasota Academy who complete the required training program and receive licensure.

WHY CHOOSE NORTHWIND

FLEXIBLE COURSES –

You can start our course anywhere - anytime.

Courses are 100% online.

Each course can be completed in as little as one month.

MAXIMISE YOUR TIME -

Northwind requires no pre-admission testing.

Transfer credits from previous course credit.

You can use your life, career, military, or ministry experience to your degree.

GROW YOUR FAITH -

Course as offered from a Christian perspective.

Faculty serve as tutors and mentors.

What you learn will strengthen your faith.

ACADEMIC SUPPORT -

Support Services include advising, writing, technology, and career planning

ACADEMIC PROGRAMS

NORTHWIND INSTITUTE

CERTIFICATE PROGRAMS

Pedagogy (Course Design)

Certificate Programs are designed on with a 'Transfer of Knowledge' pedagogy.

They utilize video-based micro-lectures and tutorial formats.

Course offer open enrollment and are graded on a Pass/Fail basis.

- Ordination
- Theological Studies
- Spiritual Formation
- Faith-Based Community Development
- Faith-Based Non-Profit Leadership
- Faith-Based Institutional Advancement
- Christian Counseling – NCCA Program
- Christian Life Coaching – SACC CTLC Program

NORTHWIND THEOLOGICAL SEMINARY DEGREE PROGRAMS

- **Master in Pastoral Ministry – 60 Credit Hours**

Theological Studies:

Students complete 12 online courses featuring video-based micro-lectures or tutorial formats which provide a foundation of biblical, theological, and practical aspects of ministry. After completing the 12 required courses students design, implement, and submit a thesis describing the ministry project.

Prerequisite: Bachelor's degree

Master in Specialized Ministry:

Students complete 12 online courses using the Oxford pedagogy of reading, writing and conversations with a Faculty Tutor/Mentor to explore a specific specialization in ministry. Students request their area of specialized study during their application process. After completing the 12 arranged courses students design, implement, and submit a thesis describing the ministry project.

Prerequisite: Bachelor's degree & Ordination or Commission

- **Doctor in Ministry – 30 Credit Hours**

This program features the Oxford pedagogy of reading, writing and conversations with a Faculty Tutor/Mentor to explore a specific specialization in ministry. Students request their area of specialized study during their application process. After completing four arranged courses students design, implement, and submit a thesis describing the ministry project & presenting the supporting research for the project.

Prerequisite: Master's degree, Ordination or Commission, & three years of ministry experience

- **Doctor in Specialized Ministry – 36 Credit Hours**

This program features the Oxford pedagogy of reading, writing and conversations with a Faculty Tutor/Mentor to explore a specific specialization in ministry. Students request their area of specialized study during their application process. After completing four arranged courses students design, implement, and submit a thesis describing the ministry project & presenting the supporting research for the project.

Prerequisite: Master's degree, Ordination or Commission, & three years of ministry experience

ADMISSIONS REQUIREMENTS

CERTIFICATE PROGRAMS Open
Enrollment

BACHELOR'S DEGREES

Online Application & fee
High School Diploma or GED
Interview via videoconferencing

MASTER'S DEGREES

Online Application & fee
Certified Transcript of bachelor's degree Interview
via videoconferencing

DOCTORATE DEGREES

Online Application & fee
Certified Transcript of bachelor's degree
Certified Transcript of master's degree Interview
via videoconferencing

STUDENT VERIFICATION:

Photo ID Verification is required for all students

Non-Discrimination Policy

In compliance with the requirements of Title IX, Northwind Theological Seminary does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, religion, age, ancestry, physical or mental disabilities, military status, veteran status, marital status, pregnancy and parenting status, creed or any other protected class, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

FINANCIAL POLICIES

TUITION:

CERTIFICATE PROGRAMS - \$50.00 Per course

MASTER'S DEGREES - \$100.00 Per credit hour

DOCTORATE DEGREES - \$100.00 Per credit hour

SCHOLARSHIPS

Northwind does provide a limited number of partial scholarships for degree programs. Students must submit a written request for scholarship assistance.

PAYMENT POLICY Payment is due at the time of registration for any course.

REFUND POLICY

100% prior to accessing the online course or meeting with the course Faculty via videoconferencing.

0% after accessing the online course or meeting with the course Faculty via videoconferencing.

MEDICAL LEAVE POLICY

A doctor's note is required for any medical leave.

A doctor's note is required to return from any medical leave.

LEAVE OF ABSENCE

Students who do not plan to enroll for courses during any Trimester (September – December, January April, or May – August) are required to complete an Application for Leave of Absence.

Students who do not return, who do not submit an Application for Leave of Absence, and students who do not return at the end of an approved Leave of Absence will be classified as Inactive.

Students classified as Inactive will need to submit a request for re-admission, pay any remaining account balance, and pay a processing fee.

ACADEMIC POLICIES

ACADEMIC ADVISING

Students in degree programs are assigned an advisor to assist the student in interpreting the curriculum, selecting courses, and preparing for graduation. While advisors are available to help with course selection, students are solely and only responsible for successful progress and completion of their degree.

CREDIT HOURS AND COURSE LOAD

Students in certificate programs may be enrolled in up to three courses at one time. Students in degree programs may not exceed 12 credit hours per trimester. Students to exceed these course load limits are required to submit a written request describing the reasons for an exception to this policy.

TRANSFER CREDIT

Students may request Transfer Credit by providing a Transcript for review by the Academic Dean.

MINISTRY EXPERIENCE CREDIT

Students may request Ministry Experience Credit by providing a description of their ministry experience for review by the Academic Dean.

ATTENDANCE

Students who miss scheduled classes or video-sessions for any reason assume personal responsibility for material covered during their absence. Excessive absence from scheduled classes or video-sessions, with or without an excuse, may necessitate the assignment of additional work, and will be considered in the evaluation of the final grade for a course.

ACADEMIC PROGRESS All students are required to make academic progress in their certificate or degree programs. Courses may be completed in 30-90 days. After 90 days a grade of Incomplete may be filed requiring an approved extension. Courses not completed within the extension period will receive a grade of F. Students receiving a 'F' will be required to re-enroll in the course and pay the required tuition.

EXTENSIONS

Students seeking an extension must make a written request stating the reason for the extension and the duration of the extension.

GRADING

Grades for Northwind Institute certificate programs are graded as follows:

Pass

Fail

Grades for Northwind Theological Seminary degree programs are graded as follows:

A -4 grade points

B -3 grade points

C -2 grade points

D - 1 grade points

F - 0 grade points

Academic Honors:

The Seminary awards academic honors for scholastic performance in degree programs. These honors are printed on the diplomas and transcripts of the recipients.

Summa cum laude GPA. of 4.0

Magna cum laude GPA. of 3.5 to 3.9 Cum laude GPA. of
3.0 to 3.4

ACADEMIC PROBATION

Students in the Seminary degree programs may be placed on academic probation at the time of admission to the Seminary or following any semester in which their cumulative grade point average falls below a "C" (2.0).

ACADEMIC SUSPENSION

Students in the degree programs who continue for two consecutive semesters on academic probation will be suspended from the program for at least one semester. Given extraordinary circumstances and definite signs of progress Northwind has the discretion to permit a student to continue academic probation more than the allowed number of semesters.

ACADEMIC HONESTY

Academic honesty and integrity are expected of all students. Plagiarism or the copying and submission of work that is not the students' own will not be tolerated. Dependence on the works of others must be adequately and appropriately acknowledged. Academic dishonesty is a grave offense that may result in dismissal from the Seminary.

SUBSTITUTION FOR REQUIRED COURSES

In certain circumstances, students may be granted permission to substitute courses. A request for such a substitution is to be made in writing to the Registrar, clearly stating the benefits to be derived from the substitution.

Textbooks:

Textbooks are not included in the tuition fees for courses.

Textbooks are available from Amazon.com in both print and kindle versions.

REQUIREMENTS FOR GRADUATION

The basic requirements for receiving a Certificate of Completion for certificate programs are:

1. Satisfactory completion of the required course(s)
2. Satisfaction of all financial obligations to Northwind Institute, LLC
3. Exemplary Christian conduct
4. An Exit Interview

The basic requirements receiving a Diploma for degree programs are:

1. Satisfactory completion of the required credit hours of course work over a minimum of three academic years and a maximum of ten years, fulfillment of the required distribution of the curriculum, with a grade point average of at least C+ (2.33)
2. A minimum of 25% of course work completed at Northwind
3. Satisfaction of all financial obligations to the Northwind Theological Seminary
4. Exemplary Christian conduct
5. An Exit Interview

Addition requirements may be part of specific programs.

Students will be notified of any additional requirements in a timely manner.

Education Rights and Privacy Act, 1974 (Buckley Amendment)

In accordance with the Family Education Rights and Privacy Act (Section 513 P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act, Sec. 438), the students of the Seminary are hereby informed of their right of access to their official records, as described in the Act. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. a. A student should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Seminary official will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Seminary to amend a record should write the Seminary official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the Seminary decides not to amend the record as requested, the Seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Seminary discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Seminary has contracted as its agent to provide a service instead of using Seminary employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Seminary.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. a. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html> provides additional information regarding FERPA.

Notification of Disclosure of Directory Information

At its discretion, Northwind Theological Seminary may provide “directory information” in accordance with the provisions of FERPA.

Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Northwind Theological Seminary includes the following: student’s name, local address and permanent home address, email address, photograph, telephone, date and place of birth, degree program and enrollment status (part-time, fulltime, dates of attendance), cross-listed class rosters, institutions of higher education previously attended including dates attended and degrees awarded; and prizes, honors, special recognitions and degree(s) awarded by the Seminary.

Students may block the public disclosure of “directory information” (all or in part) by completing requesting a FERPA block, in writing, from the Registrar.

Requests will be honored by the Seminary until revoked, in writing, by the student.

Please consider very carefully the consequences of a decision to block the disclosure of directory information. Placing a block on disclosure of all or part of the directory information will prohibit the Seminary from releasing the blocked directory information; and thus, any future requests for such information from non-institutional persons or organizations will be refused.

Northwind Theological Seminary will honor student requests to block disclosure of student directory information but cannot assume responsibility for contacting students for subsequent permission to release directory information. Regardless of the effect upon the student, Northwind Theological Seminary assumes no liability as a result of honoring student instructions to block disclosure of directory information.

ADMINISTRATION

Hours of Operation:

9:00 – 12:00 Eastern Time Zone
Monday – Friday

Holiday Schedule:

New Year's Week
Martin Luther King Jr. Day
President's Day
Holy Week – Good Friday to Easter Sunday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Week
Christmas Week

Faculty Availability:

An Email link is provided in each course Syllabus
Faculty Hours are set by the individual Faculty

DIRECTORY

BOARD

Chair

Robert Duncan

Vice Chair

Michael Christensen

Secretary / Treasurer Christin
Standifird

Member

Steve Van Ostran

Member

Richard Arno

Member

Erin Baran

Member

Paul Irwin

LEADERSHIP TEAM

President

Robert J. Duncan, Jr. M.Div, D.Min

Academic Dean

Michael Christensen, PhD

Associate Dean for Doctoral Studies

Carl Savage, D.Min, PhD

Registrar

Christin Standifird, M.Ed

CORE FACULTY

Professor of Religion

Robert J. Duncan, Jr. M.Div, D.Min

Professor of Religion - Emeriti

Robert J. Duncan, Sr. M.Div, STM, D.Min

Professor of Theology and Spiritual Formation

Michael Christensen, PhD

Professor of Archeology and Biblical Studies

Carl Savage, D.Min, PhD

Faculty for ABCUSA History & Polity

Steve VanOstran, D.Min

Faculty for Practical Theology and Ministry

Mike Oldham, D.Min

Faculty for Pastoral Care

Lillian DaVille, D.Min

Faculty for Church Administration

Robin Duncan, PhD

Faculty for Social Innovation

Rachel Christensen, MPA

Faculty for Temperament Studies, M.Ed

Christin Standifird

The information, announcements and calendars in this Academic Catalogue are accurate as of the start of the Fall 2019 trimester. This Catalogue is not a contract. Regulations, fees and information printed herein are subjected to change at any time, by official action of the Seminary. When such changes occur, students will be given adequate notice.