

APPENDIX A

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO
OPERATE A POSTSECONDARY INSTITUTION IN NEBRASKA**

For Institutions Applying to Offer One or More Courses or Programs

Procedures for Submitting the Application

1. Send the application form and all supporting materials to:

Executive Director
Coordinating Commission for Postsecondary Education
P.O. Box 95005
Lincoln, NE 68509-5005

OR

Submit the application via email to Kathleen Fimple at:
Kathleen.fimple@nebraska.gov with the fee sent by U.S. mail.

2. A non-refundable application fee for the Commission's administrative costs shall be submitted with each application. Make checks payable to "Coordinating Commission for Postsecondary Education."
3. All sections shall be clearly marked for easy location by the reviewer.
4. The Commission may request additional information deemed necessary for an appropriate determination of compliance with the evaluation criteria.

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

**APPLICATION FOR A RECURRENT AUTHORIZATION TO
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For Institutions Applying to Offer One or More Courses or Programs

Date: January 22, 2020

Name of Institution: North Park Theological Seminary, a seminary of North Park University

Street Address: 3225 West Foster Avenue

City/State/Zip Code: Chicago, Illinois 60625

Name of Owner of Institution: North Park University

Owner's Mailing Address (if different from above):

Name of Contact person: Luke Palmerlee

Title: Seminary Administrative Manager

Telephone Number: 773-244-5240

Fax Number: N/A

E-mail Address: lrpalmerlee@northpark.edu

Web Site for Institution: www.northpark.edu/seminary

Proposed location in Nebraska: Carol Joy Holling Camp, 27416 Ranch Road, Ashland, Nebraska 68003

Will this be a new campus (owned by the institution or under long-term lease): yes x no
This site is not owned/leased by North Park University; it will be renting for two weeks each year while we are teaching. North Park Theological Seminary will not have a presence at this site throughout the rest of the year.

Proposed offerings: Course/s only (list courses below) Program/s
(please provide a copy of the institutional catalog)

The current institutional catalog is included under Question 3 below.

Course/s (if not offering a program):

Programs to be offered and Awards to be conferred:

Master of Arts in Christian Formation and Master of Arts in Christian Ministry

Legal Status of the Institution:

- a. Nonprofit (please provide documents of incorporation, and if available §501(c)(3) status documentation, that provide business name and address; names, titles, and business addresses of all principals in the business)

[These documents are attached.](#)

- b. For-profit (please provide documents of incorporation or other legal documents that provide business name and address; names, titles, and business addresses of all principals in the business)

Is ownership: proprietorship partnership corporation

Has the business, a principal officer in the business, or a shareholder with 25% or more ownership interest in the business filed for bankruptcy during the preceding five years?

yes no

N/A

Please provide the following information in a narrative format. Include copies of pertinent documents where appropriate.

Each numbered, italicized item is a standard identified in state statute. Statutes charge the institution to "demonstrate that it can be maintained and operated in accordance with such standards." (Neb. Rev. Stat. §85-2406) Each bulleted item should be addressed. Additional information under each numbered item may be included as appropriate to the application.

Institutions applying to offer courses only (not a complete degree program) need only respond to starred (*) items.

1. The financial soundness of the institution and its capability to fulfill its proposed commitments and sustain its operations

- The most recent audited financial statements and a copy of the management letter*

The most recent audited financial statements and a copy of the management letter are included as a separate attachment.

- Tuition and fees for the most recent academic year or term*

Tuition for the 2019-2020 academic year is \$560.00 per credit hour.

Fees include:

- Audit Fee: \$50.00 per credit hour
- Community Service Fee (for students enrolled in 5 credit hours or more per semester: \$500.00
- First-year Psychological testing fee: \$425.00
- Field Education Internship Experiences: \$200.00 per credit hour
- Thesis Fee: \$300.00
- Technology Fee: \$10.00 per credit hour
- Graduation Fee: \$150.00

Tuition and fee amounts are listed on the seminary's website and updated as they change and can be found at <https://www.northpark.edu/seminary/admissions/tuition-and-financial-aid/tuition-and-fees/>

- Proposed annual budget identifying all sources of income and all categories of educational and general expenditures for the programs in Nebraska

A [three-year budget](#) is attached which shows expected income and expenses related to the specific program in Nebraska.

- Explanation of how the interests of students will be protected if the institution were to discontinue its offerings in Nebraska

If North Park Theological Seminary were to discontinue offerings in Nebraska, students would be able to complete all necessary courses or other requirements through online, distance education or by enrolling in courses offered either on the main campus in Chicago, IL or on another authorized site. Staff will work with any Nebraska student to outline a plan

that would allow the student to complete their degree at another site if North Park Theological Seminary discontinued offerings in Nebraska.

- Student loan default rate and financial responsibility composite score from the U.S. Department of Education (if applicable)

The current student loan default rate for North Park University is 5.4%.

2. *The quality and adequacy of teaching faculty, library services, and support services*

- Number of faculty teaching in the program/s (course/s*)

North Park Theological Seminary employs 13 full-time faculty and supplements course offerings through administrative faculty positions and adjunct faculty.

- Qualifications of each faculty member (vitae, resume, or other biographical information)*

Each faculty member (this includes full-time, administrative, and/or adjunct faculty) must hold one degree higher than the course level they are teaching. At a minimum, faculty will hold a masters level degree in the area they are teaching while the majority of all faculty will hold a doctorate degree in the field they are teaching. A [sampling of CV's](#) for faculty are attached, additional CV's can be provided upon request.

All adjunct faculty are vetted through a process of an interview with positive recommendation from the full-time faculty member who chairs the field in which the adjunct will be teaching. The Dean of Faculty then checks 3-5 professional references and successful candidates will then be presented to the full faculty for a vote before they are offered an adjunct position to teach in our programs.

- Library and learning resources*

Distance students are served by the online databases, electronic journals, and electronic books owned or subscribed to by the Brandel Library. The Theological and Cataloging Librarian has developed a research guide for online resources, identifies, and provides links to the biblical and theological reference works, and most of the commentaries available digitally through Brandel. The Library also sends print books from the circulating collection to distance students. The books are sent at the Library's expense and returned at the student's expense, for the same period (28 days) as on-campus loans, with the same three renewals available. The Library scans chapters, essays, or other portions of books for distance students as well as scanning articles from print journals that are not available digitally. The Archives likewise serves distance students with its digitized collections and by scanning items from as-yet un-digitized collections.

- Written agreements with local libraries regarding shared resources

There are currently no agreements with local libraries in Nebraska.

- Agreements with online libraries or data sources

Brandel Library subscribes to electronic databases such as ATLA (American Theological Library Association) Religion Index and ATLASerials, Old Testament Abstracts, New Testament Abstracts, Oxford Biblical Studies Online, Oxford Research, and Ministry Matters, as well as seven collections (I-IV, VI-VII) of JSTOR. The Library has been adding electronic books in recent years, especially for reference works and biblical commentaries, and holds about fourteen thousand across the breadth of the NPU collection. Most electronic book purchases are individual, title-by-title selections, but the Library owns or subscribes to packages of titles as well.

Since Fall 2016, the Theological and Cataloging Librarian maintains an online research guide (using the LibGuide software) that identifies digital reference works and commentaries that may be accessed outside the Library. The guide attempts to be complete on biblical and theological reference works that Brandel owns or to which it subscribes.

- Support services for students such as academic or career advising*

In addition to the library resources referenced above, North Park Theological Seminary offers an online, one credit course titled “Academic Writing”, which is available to all students and required of students that do not demonstrate graduate writing skills through the application process. For students needing additional writing resources the Writing Center at North Park University is available for ongoing assistance to students. Additionally, an Academic Support staff person is available to consult in a one-on-one setting to any student needing additional academic support. Students may self-refer for assistance from the Academic Support staff or may be referred by a faculty member. Students with disabilities are also offered services through North Park University’s Student Engagement office by the Disability Access Specialist. Students are also assigned a faculty advisor who is available to students throughout their time in the program to assist them with any question they may have specific to their program or services offered to students.

The Field Education Office assists students with placement for internships and any other field education requirements and offers career support services to students in the program. Additionally, there is a dedicated career services office through the Student Engagement Office at North Park University which offers career planning services to all students.

3. *The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment*

- Curriculum description/s including a list of required and optional courses

MASTER OF ARTS IN CHRISTIAN FORMATION (MACF) The forty-eight (48) credit hour MACF degree (plus seven credit hours of field education) focuses on Christian formation against a backdrop of selected foundational subjects and Christian Formation/Ministry electives. The MACF is designed to equip men and women for leadership in positions related to Christian formation in congregations. It may lead to Ordination to Word and Service in the Evangelical Covenant Church. Learning outcomes for the degree include the following:

- Interpret Scripture with historical and theological integrity in relation to Christian formation.
- Convey the Christian tradition for appropriation in the life and mission of the Church.

- Articulate the significance for ministry of educational, organizational, and spiritual models and theories of Christian formation.
- Demonstrate a theologically grounded ministerial identity and growing capacity to integrate it with the ministry of Christian formation.
- Engage diversity and exhibit growth towards intercultural competence for ministry reflective of God's global redemptive work.

DEGREE REQUIREMENTS The Master of Arts in Christian Formation degree is awarded to students who:

1. Complete all Vocational and Spiritual Formation for Leadership evaluations and receive approval by faculty vote.
2. Complete the required 48 semester hours of academic course work, plus 7 field education credit hours.
3. Maintain a grade point average of 2.5. No grade under C- shall be counted toward the degree.
4. Exemplify a quality of life and commitment suitable for ministry.
5. Rectify all incomplete grades no later than week seven of the semester in which they plan to graduate.
6. Fulfill all financial obligations to the Seminary.
7. Complete the degree program within seven (7) years from the time of matriculation.

COURSES

Bible | 12 credit hours

BIBL 5210 Old Testament 1: Pentateuch and Interpretation

BIBL 5220 Old Testament 2: Prophets and Preaching Legacy OR BIBL 5230 Old Testament 3: Wisdom and Israel's Praise

BIBL 5240 New Testament 1: The Texts and Their World

BIBL 5250 New Testament 2: The Texts and Their Theology

History | 3 credit hours

HSTY 5210 Christian History 1: The Early Church to the Early Reformation (1-16c)

Theology | 3 credit hours

THEO 5110 Christian Theology

Spiritual Formation | 3 credit hours

SPFM 5201 Journey: The Story of Our Lives

SPFM 5211 Intercultural Spirituality: Praying Together

SPFM Spiritual Formation Elective

Foundations in Christian Ministry | 9 credit hours

CEDF 5100 Christian Education and Formation in the Church

MNST 5108 Ministry Identity and Practice

THEO 5120 Christian Worship

CEDF and MNST Electives | 9 credit hours

Students must take a combination of Christian Education and Formation and Ministry courses with at least one three credit course from each field.

Cultural Diversity Elective | 3 credit hours Student selects one course from the following:

BIBL 6290 Intercultural Readings of the

Bible MNST 5110 Religions and Cultures

MNST 6125 Issues of Christian Faith in the Americas

MNST 6130 The Gospel in Asian Context

MNST 6135 Experiencing African Christianity

MNST 6140 Experiencing Global Christianity

MNST 6151 Cultural Dimensions of Mission

MNST 6152 Rethinking Mission: Lessons From Christian Art, History & Practice

MNST 6352 Journey to Mosaic

MNST 6401 Sankofa: Racial Righteousness and Reconciliation

THEO 5140 Advanced Seminar in Theology: Black Faith Matters

On occasion, a 7190 Topics course which is not offered on a regular basis will fulfill an area requirement.

Denominational Elective | 3 credit hours

Students seeking ECC ordination are encouraged to take HSTY 6300 History and Theology of the Covenant Church (3 credit hours). Students from a denomination other than the Evangelical Covenant Church may take a course in their home denomination's history, theology, and polity. Such courses may be taken through cross-registration at another school in the Association of Chicago Theological Schools, or as an independent study with North Park faculty. Students not seeking ordination in any denomination may substitute any class by petition.

General Elective | 3 credit hours

Total Credit Hours for the Degree | 48 credit hours

Students are recommended for graduation when all requirements are fulfilled for the degree.

FIELD EDUCATION

Field education may be completed prior to, during, or post course completion for the MACF degree. The experiences designated as field education will be awarded seven (7) credit hours in addition to the forty-eight (48) credit hours required for the MACF degree.

FLDC 5300 Vocational Excellence 1 credit hour toward field education requirements

FLDC 7310 Internship Residency 4 credit hours toward field education requirements

FLDC 7315 Cultural Competency Module 1 credit hour toward field education requirements

FLDC 7318 Theological Reflection Module 1 credit hour toward field education requirements

- Course descriptions*

All course descriptions are found in the Academic Catalogue which can be found online at <https://assets.northpark.edu/wp-content/uploads/20200114161959/2019-2020-Seminary-Academic-Catalog.pdf> and is also [attached](#).

- Any licensure or certification requirements for the field/s and the way in which the institution will meet them

There are no special licensure or certification requirements for the field/s included in this

program.

- Instructional equipment, especially that required for specific programs*

There is no special equipment required for instruction in this program.

- Assurance that the institution will be able to secure clinical placements for students in programs that require them

This program is designed and targeted at students already serving in a position that would qualify for required Field Education placements. For any students that need assistance with finding a Field Education placement the Director of Field Education from North Park Theological Seminary will work with the individual student to secure a location for Field Education.

- Estimated enrollments and the basis for the estimate*

The estimated enrollment for this program is between 20-25 students entering the program per year. This estimate is based on a survey conducted by the Midwest Regional Conference Office of The Evangelical Covenant Church, which established there was sufficient interest to sustain a program of this size, 20-25 students matriculating each year, for the near future.

- Comparison of the program (or course/s*) with that offered on the main campus or other campuses of the institution (if applicable)

The course content and requirements are the same as those offered on the main and other sites where North Park Theological Seminary offers courses. The course requirements for the program are the same requirements for any student seeking the degree, regardless of the location of course delivery. Students at this site will follow a cohort-based model with students entering the program in the fall of an academic year and committing to a prescribed course schedule for a four-year timeframe.

- Relationship between the hours of instruction and the credits awarded*

The standard used to calculate credit hours awarded is one hour of classroom instruction and two hours of outside preparation for 15 weeks equals one credit hour.

4. The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered

- Description of the facility (include a floor plan if this is a new campus)*

The program being offered in Nebraska will utilize the Carol Joy Holling Conference & Retreat Center, operated by the Nebraska Lutheran Outdoor Ministries, and is located at 27416 Ranch Road, Ashland, NE 68003. Classes will be held in-person at this site twice a year, once in the fall semester and once in the spring semester, for one week each. Other courses for this program will be offered in an online format as well as on the main campus or other approved sites outside of Nebraska.

The Carol Joy Holling Conference & Retreat Center offers a variety of meeting space as well as lodging and meals for those traveling to attend courses. Audio visual, with adequate

support staff, is available for course instruction use throughout the course. A [floor plan of the Swanson Center](#) is attached and is the planned facility to be used for course delivery.

- Copies of leases or facility use agreements*

The [facility use agreement with Carol Joy Holling Conference & Retreat Center](#) is attached.

5. *Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere*

- Any articulation agreements with Nebraska postsecondary institutions*

North Park Theological Seminary does not have agreements with any specific postsecondary institutions in Nebraska; however, credits earned through North Park Theological Seminary would be eligible to be transferred to any other seminary accredited by the Association of Theological Schools according to that school's policy.

- Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships*

There are no specific agreements with Nebraska postsecondary institutions regarding transfer of credits, joint use of faculty or facilities, or other supportive relationships. North Park University and North Park Theological Seminary are accredited institutions and credits from this program would transfer to any other postsecondary school that accepts transfer credits, according to that school's policy. Faculty from North Park Theological Seminary will be teaching classes and, along with staff, provide support to students. Facilities will be rented to provide classroom space as needed to deliver the program.

6. *Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education*

- Name of the body that accredits the institution*

North Park Theological Seminary is accredited by the Association of Theological Schools in the United States and Canada and by the Higher Learning Commission of the North Central Association of Schools and Secondary Schools for the degrees of MDiv, MACM, MACF, MATS, and DMin.

The Commission on Accrediting of the Association of Theological Schools in the United States and Canada. 10 Summit Park Drive Pittsburgh, PA 15275 USA Telephone: (412) 788-6505 Fax: (412) 788-6510 www.ats.edu

The Higher Learning Commission of the North Central Association of Colleges and Schools. 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 Phone: (800) 621-7440 / (312) 263-0456 Fax: (312) 263-7462 www.ncahlc.org

- Status of institutional accreditation, including the date of the most recent

accreditation and any required reports or actions*

North Park University was last accredited by the Higher Learning Commission in 2010. Several documents are attached to show the current accreditation status from HLC. These documents include, [2010 – Reaffirmation Visit Self-Study](#), [2010 HLC Comprehensive Visit Team Report](#), [HLC Evaluation Summary Sheet](#), [2011 NPU Focus Visit Report](#), [Response to Focused Visit Report](#), and [Letter from HLC](#).

North Park Theological Seminary is also accredited by the Association of Theological Schools and was last accredited in 2017. Attached are several documents to show the current accreditation status with ATS, these documents include, [NPTS 2017 Self-Study Report – Complete](#), [ATS Board of Commissioners Response to Self-Study 2-2018](#), [NPTS Interim Report 1 with Appendices – November 2018](#), [ATS Board of Commissioners Response to Interim Report 1](#), and [NPTS Interim Report with Appendices – November 2019](#).

- List of all programmatic accreditations related to the proposed program or courses*

At this time, there are no additional accreditations required for the program being offered in Nebraska. North Park University and North Park Theological Seminary will continue to work with our accrediting agencies to ensure all requirements are met.

- Status of all programmatic accreditations, including the date of the most recent accreditation and any required reports or actions*

There are no current programmatic accreditations for the program being offered in Nebraska beyond the accreditation by HLC and ATS.

7. *The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices*

- Admission requirements for the institution and programs (if different)*

Admission requirements for this program are the same as other programs offered through North Park Theological Seminary. A bachelor's degree (or academic equivalent) from an accredited college or university is a prerequisite. Additional requirements include:

- Completing the online application which can be found here: <https://www.northpark.edu/seminary/admissions/how-to-apply/masters-degree-applicants/>
- Have three references sent to North Park Theological Seminary, including one recommendation from: pastor, church committee, and faculty/colleague.
- Submit two essays.
- Have official transcripts from each undergraduate, graduate, and professional institution attend sent to North Park Theological Seminary.
- If the student has attended another seminary within the last five years, a letter of good standing from that seminary will need to be submitted.

- Anticipated methods of recruiting students in Nebraska*

Students will be recruited through North Park Theological Seminary's affiliated

denomination's regional conference office and will specifically target pastors currently serving churches in The Evangelical Covenant Church who do not yet have a seminary education. North Park Theological Seminary Admission and Recruiting staff will assist the Midwest Regional Conference Office staff in preparing accurate and appropriate marketing materials.

- Loan procedures

Degree-seeking students who meet eligibility requirements set by the federal government or private lenders are able to apply for student loans.

8. *The tuition refund policy for an institution that does not participate in federal financial aid programs described in Title IV of the federal Higher Education Act of 1965 as such act existed on January 1, 2011*

- Copy of the Title IV Program Participation Agreement with the US Department of Education (for institutions participating in federal financial aid programs) or a copy of the tuition refund policy if not participating in Title IV*

The [Title IV Program Participation Agreement](#) with the US Department of Education is attached.

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.