

DEPARTMENT OF STUDENT AFFAIRS

Student Policy Book

Last Revised: September 2009



NORTHWESTERN THEOLOGICAL SEMINARY

Northwestern Theological Seminary
Student Policy Book
Last Revised: December 2008

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Northwestern Theological Seminary

Student Policy Book

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The Student Policy Book represents a general guide to the policies, procedures and rules of Northwestern Theological Seminary. All students should read the Policy Book carefully and are responsible for its contents. This Student Policy Book is normally revised semi-annually (March – September). However, changes in policies and procedures are effective at the Seminary's discretion and may be implemented prior to publication in this book.

NTS Policy 1.1 - Academic Honesty

Members of the Northwestern Seminary community are expected to conduct themselves responsibly and honestly in academic matters. Cheating and plagiarism are serious offenses against this expectation and are subject to disciplinary action.

We define plagiarism as follows:

"Plagiarism is the dishonest act of presenting the words or thoughts of another writer as if they were your own.... If you quote from anything at all...you must put quotation marks around it, or set it off from your text. If you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends.... In every instance you must formally acknowledge the written source from which you took the material." [Quoted from James A. W. Heffernan and John E. Lincoln, *Writing: A College Handbook* (New York: W. W. Norton, 1982), p.457.]

If instances of cheating or plagiarism are detected, one of these disciplinary actions shall follow:

- (1) The advisor records a failure for the assignment
- (2) The advisor records a failure for the course

In either case, the advisor shall bring the matter to the Chancellor and/or Board, and the question whether further disciplinary action should be considered will be determined in consultation with the advisor, and the Chancellor and/or the board.

NTS Policy 1.2 – Code of Conduct

1.2a Actions which violate the human rights of any student or member of the Seminary community; or behavior or language disrespectful of Seminary staff or students.

1.2b Conduct that is detrimental to the good of the seminary or which discredits the Seminary. Conduct detrimental to the Seminary includes knowingly assenting to or condoning violation of Seminary policies or state, federal or local laws by others.

1.2c Misrepresentation and/or academic dishonesty such as: cheating and plagiarism; knowingly furnishing false information.

1.2d Failure to comply with the directives of Seminary officials and their authorized agents acting in performance of their duties.

NTS Policy 1.3 – Sanctions

1.3a Expulsion: This action is the permanent removal of a student from the Seminary.

1.3b Suspension: This action is the temporary removal of a student from the Seminary for a specific period of time. Any student found responsible for any other violation of Seminary Policy while on suspension or thereafter, will normally be expelled.

1.3c Conduct Probation: This action constitutes a specified time period during which a student must conduct him or herself in an exemplary manner. Any student found responsible for any other violation of Seminary Policy while on conduct probation will normally be suspended or expelled.

1.3d Formal Reprimand: This action constitutes an official written reprimand concerning violation of Seminary policy. Further violations will result in a minimum sanction of conduct probation.

NTS Policy 2.1 - Climate of Responsibility

Northwestern Theological Seminary is committed and dedicated to providing an environment that is conducive for learning. The Seminary seeks to establish a healthy climate for the development of relationships among its students, staff, and faculty and is dedicated to the pursuit of truth in its academic life in a manner that exemplifies respect, integrity and a valuing of each person in the Seminary. The climate, which is desirable and maximal for learning, is one that is reflective of the following governing values:

2.1.1. Seeks to be collegial rather than competitive

A basic understanding of the nature of a Christian community is that it recognizes the value and worth of all persons and their contributions to the enterprise of theological education. Modeling a spirit of collegiality rather than competition is imperative in educating people to become leaders of communities.

This climate creates an atmosphere of openness to all people. When, for example, differences in theological positions, denominational affiliations, or understandings of ministry occur, those differences should be expressed and addressed in a manner that respects each person's integrity and value in the eyes of God.

2.1.2. Seeks to foster a spirit of freedom rather than fear

"For freedom Christ has set us free" so that all members of the body of Christ may live out their lives with freedom for creative expression in the spirit of freedom from sin, death, and the law. The Seminary seeks to be free from intimidation, threat, coercion, or the abusive use of power in carrying on its discourse in the learning environment.

Freedom of expression in spoken and written word is not only a constitutional right but the expected courtesy accorded to every member of the Seminary. To the extent that the Seminary is reflective of this freedom of expression without recrimination, so it will exhibit an atmosphere of trust and safety rather than fear.

2.1.3. Seeks to promote a spirit of excellence and inquiry

Excellence and inquiry are essential to the work of the Seminary and to the practice of ministry. Excellence involves the necessity of asking the difficult questions, wrestling with controversial issues and dedicating oneself to the disciplines of prayer, study, research, dialogue and continuing growth. In the spirit of freedom and in dedication to the truth, some issues will be challenging for students, staff and faculty alike. The Seminary values the opportunity to engage in dialogue, debate, and inquiry at its very best without demeaning or devaluing another person in the process.

NTS Policy 3.1 - Policy against Sexual Harassment

Although Northwestern Theological Seminary is an online distance learning institution, the fact that it maintains contact with others through electronic means to include telephone and emails, as well as in some cases special physical gatherings at various meetings, the Seminary has established a policy against sexual harassment. Northwestern Theological Seminary educates leaders for communities called to make disciples of all nations. The Seminary is a teaching and learning environment in all of its life, including the way people conduct themselves with one another and deal with disagreements, grievances, and appeals in accord with the methods of Matthew 18:15-20.

Northwestern Theological Seminary has a responsibility to protect the students, faculty, and staff from sexual harassment. In order to protect all members of the community from sexual harassment, we adopt the following policy:

3.1a. Sexual Harassment is prohibited

All students, faculty members and staff members of Northwestern Theological Seminary ("the University"), have the right to be free of any form of sexual harassment. No person shall sexually harass any student, faculty member, or staff member of the Seminary. No person shall base any personnel, professional, or academic decision on any person's acceptance or rejection of sexual advances. Any form of sexual harassment is unacceptable behavior at the University, and is subject to appropriate disciplinary action, up to and including immediate dismissal from the Seminary.

3.1b. Definition of Sexual Harassment

1. Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.
2. Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; or displays of sexually suggestive pictures or objects.
3. Sexual harassment also includes any other unwelcome verbal or visual conduct of a sexual nature, particularly if:
 - a. submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or
 - b. submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions; or
 - c. such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
 - d. such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

NTS Policy 4.1 - Financial Policies

Students of Northwestern Theological Seminary are expected to abide within their financial agreements in their degree program. Students are expected to submit their payments in a timely manner.

4.1a Option-A Student:

- a. These students have elected to pay 50% of their love offers with the understanding that no monthly payments are required, but payment in full of your program will be required prior to award of degree.
- b. Under Option A, the student is free to make payments at any intervals after the initial 50% payment is made, without any further monthly obligations with the exception of payment in full for award of degree.
- c. Students who completed their initial payments 8 days after notification of acceptance will be assessed a \$150.00 Student Application & Enrollment Processing Fee to their total Love Offer amount. If the initial payment was made prior to 8 days, the \$150.00 will be waived with the exception of program withdrawals.

4.1b Option-B Student:

- a. These students have elected to pay the initial love offer payment with the understanding that they will be required to make monthly payments throughout their program, including full payment of program prior to award of degree.
- b. Under Option B, the student has elected to make a smaller initial payment to complete their enrollments with the understanding that they are entering into a monthly arrangement.
- c. Students that have missed more than 2 consecutive monthly payments can be subjected to suspension or dismissal of their program without any form of refund. If the student is dismissed from the program, they will be placed in default status, and may only be re-activated, at the discretion of the Seminary, once all remaining balances have been paid.
- d. Students who completed their initial payments 8 days after notification of acceptance will be assessed a \$150.00 Student Application & Enrollment Processing Fee to their total Love Offer amount. If the initial payment was made prior to 8 days, the \$150.00 will be waived with the exception of program withdrawals.

4.1c Refund / Withdrawal Policy:

Refunds of Love Offer may be given, for a valid reason, at our discretion, if the student withdraws within fourteen days of enrollment. The amount of the refunds will be based on the percentage table and timeframes below. An assessment of a \$150.00 Student Application & Enrollment Processing Fee will be charged on all withdrawals and refunds.

4.1c.1 Percentage Table and Time Frames

- Withdrawals within the first 7 days of enrollment = 100% minus the \$150.00 Student Application & Enrollment Processing Fee

- Withdrawals within the 8th to 14th day of enrollment = 50% minus the \$150.00 Student Application & Enrollment Processing Fee
- Withdrawals after 14th day of enrollment = 0% (No refunds after this period. No exceptions, other than for *Special Circumstances* as listed in this policy.)
- Dismissals from the Seminary for violations of policies at anytime = 0% (No refunds will be given if the student is dismissed from the seminary due to a violation of any of the NTS Policies as provided, regardless of time frame at the time of the violation.)

4.1c.2 Withdrawal/Refund Procedures

Withdrawals and request for refunds must be in writing, submitted by certified postal mail, and is credited based on the post marked date on the envelope. The requests for withdrawal should include the reason for the withdrawal, if you should consider re-enrollment at a later time. The request should be certified mailed to:

Northwestern Theological Seminary
Administration Office
9438 US HWY 19N. #117
Port Richey, Florida 34668

4.1c.3 Re-Enrollments after Withdrawal

In cases where the withdrawal of the student is considered to be for acceptable reasons, (this solely at the discretion and approval of the seminary), students may re-register and begin where they left off with their studies, with prior or amended payment arrangements, and a \$150.00 re-enrollment registration fee. Any funds paid by a student, that has been approved re-enrollment, that were not refunded because the initial withdrawal was not accomplished within the established time frame, will be credited to the student's degree program(s) account.

4.1c.4 Special Circumstances

In case of death or involuntary call to military duty, NTS will return 100% of the Love Offer amounts received, if such event takes place within 90 days of enrollment.

NTS Policy 5.0 - Dismissal Policies and Procedures

5.1 Related to Conduct

5.1a If a student is behaving inappropriately, he or she will be given ONE warning that his or her behavior must be corrected. If after such warning the student misbehaves again, the student may be suspended or expelled on grounds of misconduct.

5.1b Inappropriate behavior is defined as follows:

- Abusive, condescending or mean spirited communication directed towards any ministry leader, instructor, staff member or fellow student.
- Threats of any kind towards ministry leadership, instructors, staff or other fellow students

5.1c If the President or Dean determines the behavior to be excessively inappropriate he may enact an immediate expulsion.

5.1d If a student is found to be guilty of cheating on examinations or class work he or she may be expelled immediately.

5.2 Related to Academics

5.2a Each student must maintain a passing cumulative grade in every program he or she attends, or he or she may be excused from continuing in his or her program of study.

5.3 Related to Financials

5.3a If a student is enrolled in a degree program based on Option B of the payment plan for the love offer and has missed two consecutive payments; he or she may be placed on suspension or be expelled from the Seminary for failure to fulfill the love offer in lieu of tuition agreement. Reinstatement will require payment of remaining balance in full. All prior payments are forfeited if no reinstatement is accomplished.

NTS Student Rights

1. Students have the right to receive regular and organized instruction and guidance consistent with the aims of the course for which they have enrolled. Content and methods are established at the discretion of the Seminary and modifications of programs and course management systems may be implemented at will of the Seminary for the benefit of the student body as a whole.
2. A student's grade in a course would be determined only by academic achievement consistent with the aims and content of that course.
3. All students have the right to use the educational resources of the Seminary in accordance with the rules concerning their use.
4. Northwestern Theological Seminary recognizes that free inquiry and expression are indispensable elements for the achievement of the goals of an academic community. Students have the right to freedom of expression, including the right to dissent, protest and/or take reasoned exception to the information and views offered in any course.
5. Each student has the right to fair and reasonable treatment by other members of the Seminary community.
6. The Seminary will maintain a copy of this Policy Book at all times in the Administration page of the Online Campus.

NTS Student Responsibilities

1. Each student is responsible for learning the content and the skills required by his or her courses.
2. Each student is responsible for being honest in all of his or her classes.
3. The student is responsible for arranging with their advisor any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities. Students with physical or learning disabilities who desire accommodations are required to provide documentation of their disability before accommodations are provided.
4. Each student has the responsibility to treat other members of the Seminary fairly and respectfully.
5. Each student has the responsibility to know and abide by what is contained in the Student Policy Book of Northwestern Theological Seminary and all other applicable Seminary regulations and policies.

NTS Frequently Asked Questions

1. Is Northwestern Theological Seminary (or its affiliate ministries) involved with, or part of, the Church of Christ of Latter Day Saints?

This is a question that is made to the Seminary due to the closeness in name of our ministerial affiliation with the Worldwide Church of Jesus Christ (WCJC). **WCJC is NOT, in anyway, part of the Latter Day Saints.** WCJC ("Worldwide Church of Jesus Christ") is a recognized and legal name of the ministerial Church arm of Christian Alliance Ministries, representing more than 4,000 chartered churches around the world that have applied and been accepted by WCJC, who believe in the Gospel of Jesus Christ, and the Church as the representative of Christ on earth. For more information you can visit the website of Christian Alliance Ministries located at: <http://www.ChristianAllianceMinistries.com>

2. Is Northwestern Theological Seminary accredited?

Northwestern Theological Seminary is theologically accredited by the World-Wide Accreditation Commission of Christian Educational Institutions (WWAC), in Richmond, Virginia. We wish to make it perfectly clear that due to the principle of separation of Church and state (Mark 12:17; James 4:4; II Corinthians 6:14), the WWAC has chosen not to seek endorsement by either the EAES or COPA, but is a rapidly growing and respected network of over 200 schools on the cutting edge of the Cause of Christ. In addition, the Seminary has opted not to be regionally accredited. This means that Northwestern Theological Seminary is not eligible for student loans, grants, or GI Bills, and cannot be used to defer payments on student loans used for attending a regionally accredited school.

Read [more information](#)

3. Are degrees awarded by Northwestern Theological Seminary recognized?

Degrees awarded by Northwestern Theological Seminary are recognized as religious degrees by the State of Florida, USA. You are legally entitled to use achieved educational degrees from NTS in your resumes, as well as titles of doctor in your name. For the most part, religious bodies accept degrees issued by non-regionally accredited schools, but we would advise that if you are interested in a specific religious organization, that you obtain the educational criteria for ordination by that specific organization.

4. What is meant by Love Offer in lieu of tuition?

All degree programs of Northwestern Theological Seminary are offered with a Love Offer range based on the specific level of study (Bachelor, Master, or Doctorate). The applicant agrees to pay a Love Offer within the range established in the application for enrollment, with the minimum amount being accepted for payment of the program. The term 'Love Offer' is used because of the international work that is supported by the funds received through Northwestern Theological Seminary and is received in lieu of tuition. The 'Love Offer' amount represents the required full amount necessary to earn a specific degree through the chosen degree program in the application.

5. Am I required to attend any on-campus classes?

No. All of our courses are established as Distant Learning Courses. Once the applicant is enrolled, they will receive access to their degree programs including the required reference books in PDF format or multimedia reference. There is no need to attend any classes in any campus. Once you access and download your course work, you will begin working from your computer and emailing the completed courses.

6. How long does it take to complete a degree program?

This is solely based on the student's dedication to their studies, the amount of credits transferred from previous schools, life experience credits earned (for undergraduate programs), and required courses left to complete. Degrees are normally estimated to be completed within 2-4 years, but in some cases, programs have been completed in less than 1 year.

7. Will Northwestern Theological Seminary accept credits earned by non-accredited schools or programs?

In most cases, once it is evaluated, we will allow for non-accredited course credits to be transferred as long as it is compatible to the course of study necessary for your degree program. We would encourage that you submit all of your studies for consideration.

8. Can I earn a degree with Northwestern Theological Seminary by just using life experience?

No. Life experience credits can only account for up to 25% of your required credits in your undergraduate degree programs only. NTS degrees are earned degrees which will require that course work be submitted and a passing grade given in order to receive a degree from this Seminary.

9. What is the Seminary's denominational standing?

Northwestern Theological Seminary is a non-denominational religious institution. We encourage all denominations to apply for enrollment. Our courses are structured in a way in which a student can complete their research papers from an individual denominational position. You will only be asked to be completely thorough in your paper providing adequate reference work to support your position.

10. What is the Seminary's doctrinal position?

- We believe the Bible to be the inspired and infallible Word of God.
- We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the Genesis Biblical account of creation.

- We believe in the deity of Christ, including His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and in His personal return.
- We believe salvation to be a free gift of God by grace, through faith and are possessed by anyone who has, by grace through faith, received the Lord Jesus Christ as their personal Lord and Savior.
- We believe in the present ministry of the Holy Spirit, who empowers Christians to live a godly life.
- We believe in the resurrection of both the saved and the lost; the saved, unto the resurrection of eternal life in a literal heaven and the lost unto the resurrection of damnation, in a literal hell.
- We believe in the spiritual unity of believers in our Lord Jesus Christ, who is the head of His body, the Church.
- We believe that through the gift of faith, God draws those who will believe the Gospel of our Lord Jesus Christ.
- We believe that God's grace, mercy and love endures forever.

11. Who do I contact with questions during my time with NTS?

Your student advisor is there to answer any questions you may have with regards to your program, administrative issues, and financial issues. The advisor will lead you in staying within the course parameter. You should keep your advisor updated as to your current status and provide some sample of your current work through email, if requested or required. You can also contact the administration office if for some reason you are unable to contact your advisor.

12. How do I submit completed course work?

Course work that is completed can be emailed to your Student Advisor as attachments. When the advisor receives your package, he/she will begin reviewing your work for course grading. Grading can take some time, as it depends on the time of the month that the work is received, and in some instances, Advisors will wait to receive 2 or 3 additional assignments before providing a Progress Report. Once you submit your work, continue on to the next assignment. Do not wait to hear from your Advisor with regards to your graded paper. Think of it as end of semester grades.

13. If enrolled in a graduate program, how is my thesis or dissertation graded?

Thesis and dissertations should first be emailed to your Student Advisor. Thesis and dissertations that are completed and receive a passing grade will be accepted as fulfillment of the course requirement after the student has received and return their defense forms. An email will be sent to the student with a grade for their work. Students are no longer required to mail by postal a hard copy of the final thesis/dissertation work.

14. Where do I obtain my textbooks?

For the most part, the NTS student will not need to purchase textbooks, unless they have been assigned a course from Module Five. The required assigned textbooks for PDF Essays are found in the Online Campus, after login in. The textbooks for Module Five are available in any bookstore including Barnes & Nobles, Walden Books, or many Christian Bookstores such as Family Bookstores, Lifeway Bookstores, and others. You can find these stores online under the 'Classifieds' of the NTS Library.

For research the student may utilize personal books, books from a library, or online references. The Student Library located at www.ntslibrary.com also has a variety of resources and books, free of charge for the student.

For Module Six, the student will receive a pdf book from the faculty advisor.

Note: Some students would prefer to use hardcover books for their coursework instead of PDF books. This is accepted as long as the book chosen is compatible to the course and the book has been approved by the Student Advisor.

15. How do I receive my Grade Reports?

Grade Reports are available to the student online after a course has been submitted and graded by the Student Advisor. Grades are logged in at different times throughout the month, so there may be a delay in obtaining your grades for a specific course submitted. Again, remember that at times your advisor will wait to receive 2 or 3 submitted class works before updating your Progress Report. Your advisor cannot provide you with a timeframe as to when you will receive your grades. Once your grade has been filed, you will be able to view them from the Online Campus, once logged in. The advisor can send back to the student a course work that has been submitted for grading if he/she feels that the work will not meet the minimum requirements for a passing grade.

16. How long do I have to complete my degree program?

You do not have a specific timeframe, although we do ask that you dedicate some time to your studies. Distance learning is a very independent way of studying. Of course you understand that studies at Seminary levels require a certain level of both maturity and responsibility on the part of the student. We suggest that if you are planning on taking a sabbatical or furlough, that you notify your advisor.

17. How can I find out the balance of my student financial account?

Students may view their payment history and balance from the Online Campus, once logged in to the Online Student Records.

18. When do I submit my monthly Love Offer payments, if I am in a monthly payment plan?

You must submit your monthly payments for Option B by the 6th day of every month. It is important that you send in your payments with in a timely basis and avoid disruptions on your program.

19. How do I submit my monthly Love Offer payments, or other payments to Northwestern?

You submit your monthly payments by going to the 'Donations' page of the seminary website located at: <http://www.NorthwesternSeminary.com/Donations.htm>

You may choose what form of payment you would like to make from this page.

20. When do I receive my degrees, once I've completed my program?

Degrees are awarded and mailed within 30 days after all academic course requirements have been met, and the full balance of the Love Offer has been paid. Both of these requirements must be met in order to receive your degrees. For Combination Programs, if the first program is completed and the Love Offer amount paid in full, you can request that the first completed degree be issued. Whether you are enrolled in a single degree program or a combination program, the financial requirements must be met prior to the mailing of any degree.

21. How do I receive my degrees?

Students that have met both the academic and financial requirements of their programs will receive their degrees by First Class postal mail. The student will be contacted in order to confirm the mailing address.

22. Can I obtain an ordination or license to work in the field in which I have obtained my degree from NTS?

Ordinations are provided for those ministers that which to operate a ministry under the charter of "The Worldwide Church of Jesus Christ". Although your ministry will be independent and self-governing, it will fall under the covering of WCJC. WCJC will always have the right to terminate both the charter and ordination for improprieties and at the discretion of the Presiding Pastor of Christian Alliance Ministries and its Board.

Licenses are not provided by NTS and should be researched on an individual basis, based on the State or Country in which you reside. You must follow the laws established by your region in this regard.

Please keep in mind that the purpose of this Seminary Education is to prepare students for ministry related fields and not necessarily a field of the secular world. Although, it should be pointed out that the degrees obtain from NTS are legal and can be placed in your resume as level of educational attainment. Titles such as Doctor are also legally recognized as an accomplishment in a specific field of Religious Studies.

23. Can I use my enrollment with Northwestern to defer payment to lenders of previous student loans?

No. Student loans used in order to attend regionally accredited schools are provided as part of an agreement to attend an eligible school with an OPE-ID number, provided to regionally accredited schools. Northwestern Theological Seminary is not regionally accredited, and as such does not have an OPE-ID number.

24. Can I use Financial Aid (grants, scholarships, loans, etc) provided by the use of FASFA?

No. FASFA can only be used for attending regionally accredited schools, recognized by the Department of Education as having received accreditation from any regional accreditation body. As indicated, Northwestern Theological Seminary is theologically accredited by an independent Christian accrediting body, and although recognized by the State of Arizona and the State of Florida as a religious educational institution as an exempt religious institution, the Seminary has opted to maintain non-regional accreditation.

25. Do the U.S. Armed Forces recognize degrees earned at Northwestern for their Chaplaincy Programs?

No. The U.S. Armed Forces require that all chaplains have a degree from a recognized regionally accredited school. Degrees earned at Northwestern will not qualify you for the U.S. Armed Forces Chaplaincy Program.

26. Can the payments made to my Love Offer in lieu of tuition be used as a tax deductible donation in my tax forms?

Love Offers are an offer made in lieu of tuition by a disciple/student for religious education. It is a payment amount (selected by the enrollee) in lieu of (a pre-set) tuition, in appreciation for our commitment to your discipleship.

Love offers in lieu of tuition are NOT tax deductible for the following reason, as established by IRS Regulations with regards to contributions in exchange for services:

According to IRS Regulations, because contributions are allowable to donors only to the extent that contributions exceed the value of the services received in exchange, and because the value of the Northwestern Theological Seminary Degree Programs far exceeds the contributions of Love Offers in lieu of tuitions, deductions of Love Offers are not allowable for student income tax purposes...

However, donations that are freely given (to support of worldwide ministries) without expecting anything in return or as part of a payment in lieu of tuition are 100% tax deductible.

27. Who do I contact with questions?

Applicants / For Admissions:

Contact the Admissions Office at: Registrar@NorthwesternMail.com

For Student Academic Questions:

Contact your Advisor (if you have not received an email from your Advisor, you may contact the Administration Office in order to have your Advisor re-send their information to you at: Admin@NorthwesternMail.com)

For Student Financial Account Questions:

Contact the Financial Office at: Admin@NorthwesternMail.com

For Student Technical OLC/OSR Problems:

Contact the NTS IT Department at: HelpDesk@NorthwesternMail.com

To submit a fax communication:

You may also contact Admissions or the Administration by fax at: (727) 494-1513

