

NEW SAINT ANDREWS COLLEGE  
MOSCOW, IDAHO



2025-2026  
GRADUATE RESIDENT  
PROGRAM CATALOG

*Updated 7/29/2025*

*MA and MDIV Programs*

*Updated 7/29/2025*

New Saint Andrews College  
2025-2026 Graduate Resident Program Catalog

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Graduate Admissions  
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*The Graduate Resident Program Catalog is the College's authoritative public document for academic, financial, and administrative policies and procedures governing Graduate Resident Program education at New Saint Andrews College. The APPM is the controlling document of the entire college documentation. Corrections, updates, and policy changes approved after the Catalog's printed publication will be posted electronically on the College's website ([www.nsa.edu](http://www.nsa.edu)). The web version (pdf) of this Catalog is the College's most current and authoritative edition. Students should check the web version of the Catalog to be sure they possess the most current and accurate information.*

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***Statement of Non-Discrimination***

New Saint Andrews College will not discriminate on the basis of race, color, national or ethnic origin, sex, age, or physical disability with respect to (1) student admissions, (2) use of facilities and exercise of student privileges, or (3) scholarship programs.

New Saint Andrews maintains its constitutional and statutory right to make hiring, employment, and student admission and superintendence decisions on the basis of religion in order to accomplish its Christian mission.

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## Table of Contents

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Student Questions and Services .....	4
Institutional Overview (Mission, Vision, History, Student Achievement, Accreditation) .....	5
Admissions (Materials, and Process) .....	11
Expenses and Financial Aid (Tuition and Fees: See also Appendix A for Amounts) .....	15
Academic Policies (Registration, Grading, Readmissions and Graduation) .....	19
Privacy, Information, and Records .....	23
Degree Programs (Objective, Scope, Sequence and Calendar) .....	25
Grievance Policy (Academic, Non-Academic) .....	30
Course Descriptions .....	32
Directories .....	33
Appendix A .....	36

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## Student Questions and Services

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For questions about ..... Contact

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Course Registration.....Miss Sarah McCabe, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu) × 115)

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Coursework Questions .....Faculty member teaching the course (See course syllabi for contact information)

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..... Dr. David Talcott, Graduate Dean and M.A. Program Director ([dtalcott@nsa.edu](mailto:dtalcott@nsa.edu)) ×119

..... Dr. Joe Rigney, M.Div. Program Director ([jirigney@nsa.edu](mailto:jirigney@nsa.edu))

.....Miss Sarah McCabe, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu)) × 115

Bookstore ..... Mr. Adam Walter, Bookstore Manager ([bookstore@nsa.edu](mailto:bookstore@nsa.edu) × 130)

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Parking Permits, Parking Issues .....College Administration Office

Security and Safety Questions .....Mr. Nathan Kirkpatrick, VP of Operations ([safe-campus@nsa.edu](mailto:safe-campus@nsa.edu))

### President's Council:

Tim Harmon, VP of Academics and CAO, holds a PhD. in Systematic Theology from University of Aberdeen.

Andy Trauger, VP of Finance and CFO, holds a BBA in Accounting from Texas A&M University-Texarkana.

Nathan Kirkpatrick, VP of Operations, holds a BS in Communications from Pensacola Christian College.

Brenda Schlect, VP of Administration, holds an MS from the University of Idaho.

Matt Saar, VP of Development, 20 years of experience in related fields.

Jean Brainerd, DAIE, holds a BS in Business Administration from the University of Texas.

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# Institutional Overview

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## New Saint Andrews College's Core Principles

### *Mission*

Our mission at New Saint Andrews is to graduate leaders who shape culture living faithfully under the Lordship of Jesus Christ.

### *Vision*

New Saint Andrews College is an academic community centered on the lordship of Jesus Christ over all things. The College is pursuing a robust liberal arts education in the classical Christian tradition in the context of real Christian community. We provide young men and women with the highest quality undergraduate and graduate education in liberal arts and culture from a distinctively Christian and Reformed perspective, to equip them for lives of faithful service to the Triune God and his Kingdom, and to encourage the use of their gifts for the growth of Christian culture.

At New Saint Andrews, the Triune God revealed in the Bible is our ultimate source and standard of truth, beauty, goodness, liberty, and freedom. Without Him, truth and freedom dissolve into relativism and chaos. We believe historic, biblical Christianity, as contained in the Scriptures of the Old and New Testaments, to be the only basis on which the search for truth and the exercise of liberty are meaningful or possible. Liberty is found not in the absence of law, but in keeping the letter and spirit of the Law of God: "Where the Spirit of the Lord is, there is liberty" (2 Cor. 3:17). For this reason, New Saint Andrews encourages genuine liberal education and protects an environment of genuine liberty of thought and expression within the parameters of our Statement of Faith for faculty and administrators, and the Student Code of Conduct for students.

### TRINITARIAN

The College's integrative approach to classical Christian higher education stresses the interrelationships between disciplines, since both their unity and their diversity are rooted in the Holy Trinity.

### CULTURAL LEADERSHIP

The College seeks to equip its students with the biblical wisdom, integrative knowledge, creative insight, and humility to lead our culture faithfully as the servants of all, through excellence in the arts, letters, sciences, business, government, the church, and all lawful vocations.

### VOCATION

A vocation entails much more than a "job" or "career." Vocations include all our lawful callings, responsibilities, and labors before God in our different stations and stages of life as sons and daughters, spouses, parents, providers, citizens, and church members. The College seeks to prepare students for faithful servant leadership in all their God-given callings through all stages of life for the glory of God and the advance of His Kingdom.

### THEOLOGICAL PERSPECTIVE

All who teach courses at New Saint Andrews, and all who sit on our Board of Trustees, must pledge in writing their commitment to uphold the Statement of Faith (found in Appendix A). Students are not required to pledge their assent to it, but instead are required to affirm the Code of Conduct by means of the Student Pledge. Students indicate their agreement by signing the Student pledge at Registration during the beginning of the academic year.

## *Statement of Faith*

### PREAMBLE: AUTHORITY AND WITNESS

The Scriptures of the Old and New Testaments are our only infallible rule of faith and practice. The Lord Jesus Christ committed these inspired Scriptures to His Church. We therefore defer to the witness of the historic Christian Church as a genuine but fallible authority, subordinate to the Scriptures themselves, in discerning what the Scriptures teach.

Because they faithfully witness what is taught in the Word of God, we receive the great creedal statements the Church has affirmed throughout the ages: The Apostles' Creed, The Nicene Creed, and the Definition of Chalcedon. Moreover, we believe that the Reformational confessions of the sixteenth and seventeenth centuries (including the Westminster Confession of Faith of 1646 and the three forms of unity, etc.) of all historic statements, most fully and accurately summarize the system of orthodox Christian doctrine revealed in Scripture. Therefore, the specific headings below do not exhaust our doctrinal understanding, but rather identify those doctrines that merit greater attention today.

*All of our faculty members state their alignment with one of these confessions on their annual work agreement, along with any stated exceptions.*

#### THE TRIUNE MAJESTY

The Triune God is the one uncreated Creator of all things that exist in heaven and on earth, and there is a fundamental divide between the Creator and His creation. This one God is eternally existent in three Persons: Father, Son, and Holy Spirit. His Majesty is omnipotent, omnipresent, omniscient, and limited by nothing other than His own nature and character. He is holy, righteous, good, just, loving, and full of mercy.

#### CREATION

In the beginning, God created the material universe from nothing in six ordinary days. He spoke, and by the Word of His power, it was. Our science on the nature and time of this event must be determined in full submission to God's Word.

#### SIN

Our first father Adam was our federal head and representative. He was created innocent, but through the temptation of Satan and his rebellion against the express Word of God, plunged himself and his entire posterity, represented in him, into the hopelessness of death in sin. This sin is lawlessness—an attempt to live apart from the law and Word of God. Since that first great apostasy, no descendant of Adam has escaped from the physical death of lawlessness and the judgment of hell apart from efficacious grace.

#### THE INCARNATE CHRIST

The Lord Jesus Christ is, according to the flesh, a descendant of David and sits on David's throne. He is, at the same time, God incarnate, born of the Virgin Mary. He is one person with two distinct natures—fully man and fully God. As a man, He is our elder brother and High Priest before God, representing us to God the Father. As God, He is the visible image of the invisible Father, representing God to us.

#### SALVATION

Because all sons of Adam are spiritually dead, they are consequently incapable of saving themselves. But out of His sovereign mercy, God the Father elected a countless number to eternal salvation, leaving the remainder to their sinful desires. When the time was right, the Lord Jesus Christ died on the cross and was raised to life bodily from the grave as an efficacious redemption for the elect. Thus, He secured the salvation of His church, for which He laid down His life. And at the point of each individual's conversion, the Holy Spirit brings resurrecting grace, effectually calling him by His power, with the result of repentance and faith.

#### REVELATION

The sixty-six books of the Old and New Testaments are the Word of God, infallible in all they affirm and exhibit. The Word has divine authority in everything it addresses, and it addresses everything. In no way should the Scriptures be brought to the judgment seat of human reason; rather, we must rationally and submissively study the Word granted to us.

#### LAW

The grace of God in the gospel does not set aside the law of God; rather, it establishes it. To the one who believes, the law of God is precious, and through faith the law is established. The law stands as God's testimony of His own righteous character; as such, it cannot be altered by anything other than God's express Word. Consequently, we receive the entire Bible, Old and New Testaments, as fully containing the will of God for us. To all who do not believe, the law of God condemns them in their self-righteousness.

## COVENANT

When God is pleased to bless the proclamation of His gospel, the result will always be a visible collection of saints bound in covenant to Him. They will be characterized through their assembly around the preached Word, their faithful administration of baptism and the Lord's Supper, and their orderly and disciplined government according to the Word of God.

## WITNESS

As believers present the gospel to those who remain in rebellious unbelief, there must be no halfway compromise with that unbelief. Every thought, which necessarily includes our teaching, apologetics, and evangelism, is to be made captive to the Word of God, in obedience to Christ, and every tongue is to glorify the Father.

## ESCHATOLOGY

As the gospel of Christ is proclaimed throughout the world, the result will be the gradual transformation and salvation of the world. Prior to Christ's return, the earth will be as full of the knowledge of the Lord as the waters cover the sea, and the whole earth will be full of His glory.

## MERE CHRISTENDOM

As the Great Commission is progressively fulfilled, this necessarily will create challenges with regard to church/state relations. As the Reformational confessions referenced in the preamble above were adopted in the context of established state churches, it is important for us to confess that we rather affirm the "mere Christendom" approach of the American version of the Westminster Confession of Faith, wherein the magistrate serves as the deacon of God and is not religiously neutral, but makes no distinction between the protestant churches of our common Lord.

## MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

We believe that in order to preserve the function and integrity of New Saint Andrews College as a Christian ministry, and to provide a biblical role model to the students of New Saint Andrews College and the community, it is imperative that all persons employed by New Saint Andrews College in any capacity, or who serve as volunteers, or who attend as students, agree to and abide by this statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Saint Andrews College.

## SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

## FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final

source of all that we believe. For purposes of New Saint Andrews College's faith, doctrine, practice, policy, and discipline, the session of elders of Christ Church, Moscow, is the college's final interpretive authority on the Bible's meaning and application

## **A Brief History of New Saint Andrews College**

Recognizing the increasing secularization of American higher education and the need for Christian colleges independent of the dominant paradigm, the elders of Christ Church-Moscow appointed a study committee in 1992 to consider the feasibility of starting a new, intellectually rigorous, biblically faithful, and culturally engaging Christian college.

After carefully reviewing the history of higher education and evaluating various models and practices, the committee recommended starting a limited-enrollment classical Christian college, following the curriculum of Harvard of 1643.

The College opened its doors with four volunteer faculty members teaching five students in August 1994. Enrollment doubled the second year and grew to 26 in the third year. In 1998, the College graduated its first two students.

In October 2001 the Christ Church elders reorganized the College as an independent, non-profit educational trust governed by a five-member, self-sustaining Board of Trustees. In 2004, the Board expanded to include seven Trustees drawn from pastors and elders affiliated with the Confederation of Reformed Evangelical Churches.

In 2007 the College launched its new graduate program, with degrees in Theology and Letters and Classical Christian Studies (CCS). In 2014, NSA received approval to offer both the CCS Program MSt and the graduate certificate on a distance education basis. In 2018, NSA reorganized the graduate program: the existing classes were split into an MA with a focus on philology, and an MFA in creative writing. NSA added a Music Certificate in 2017 as an option for matriculating BA students.

Today, the College has approximately 270 undergraduate students, and 35 full- and part-time faculty members, instructors, and readers. Students have come from more than 38 states, and eight foreign countries. More than half of the undergraduate student body has some home school background.

New Saint Andrews has been an institutionally accredited member of the Transnational Association of Christian Colleges and Schools ([www.tracs.org](http://www.tracs.org)) since 2005. In January 2021, the North West Commission on Colleges and Universities (NWCCU) received the college as an approved Applicant for accreditation with them as well; they admitted NSA to full membership as of July 2023.

## **Facility and Library Resources**

### ***Facility at 405 S. Main Street (South Campus)***

New Saint Andrews occupies an historic downtown building in Moscow known as the Skattaboe Block, which was built in 1891 on the city's central Friendship Square at Main and Fourth Streets. This building holds our main classrooms, Tyndale Library, the Commons area, and offices for our faculty and administration.

When not in use, classroom spaces are available to registered New Saint Andrews students for school-related academic uses (e.g., study groups). Such use may take place only when the library is open, and must be prearranged through the Registrar, except for the Reading Room, whose calendar is managed by the Librarian. Special permission is required for any other uses, or uses at any other times; requests are made using the facilities use form available online.

No food is allowed in the library and drinks must remain in capped containers. While library staff will enforce this rule, we expect our students to observe this policy so that the staff will have no need to address this issue.

The Atwood Commons is a place for formal and informal public gatherings, but it is not to be treated as though it is a student's private residence. It is therefore an inappropriate location for napping. Nor is it to be used for private storage or as a drop-off place for clothing, books, or other personal articles. Items left overnight in the room or refrigerator may be thrown away. Students are expected to clean up after themselves (i.e. wash their dishes, throw away their trash, etc.).



Each student will be issued his or her own “pidge box,” which will be used by instructors and administrators for distributing materials to the student. Students are welcome to use the pidge system for passing limited personal materials to individual classmates, but must respect the privacy of their classmates by not removing or examining the contents of their classmates’ pidge boxes. There will be no bulk distribution or handouts by any student; approved materials may be posted on the bulletin board.

### ***Facility at 112 N. Main Street (North Campus)***

During 2018, NSA purchased 112 N. Main, a 30,000 square-foot shuttered nightclub formerly known as Cadillac Jack’s (CJ’s). The goal is to remodel it so that it serves as a venue for classrooms, events, and musical performances that glorify God. In AYE2020 the college received a certificate of occupancy which allowed the use of a portion of the building for educational purposes. During AYE2021 the facility came into use for offices, classes, and events. By 2023, Phase 2 of the remodel was completed, which tripled the space available for classes.

### ***Tyndale Library***

Tyndale Library is located on the main floor of South Campus, at the Main Street entrance. It holds more than 45,000 volumes in classics, history, literature, philosophy, languages, aesthetics, and Christian theology. Students also have access to the growing number of online resources, databases, and interlibrary loan options through the library’s website: <http://tyndale.nsa.edu/index>.

For more information on Tyndale Library, please see the Library Handbook.

### ***Bookstore***

The mission of the NSA Bookstore is to serve NSA's academic purpose in the following ways: primarily by providing required texts and materials to students; also, by providing supplementary books and other educational supplies to faculty and students; by providing on-site beverages and snacks, and by promoting collegiality among students, alumni, and friends of NSA through the sale of appropriate attire and memorabilia which bear NSA's name, motto, or symbols. The proceeds from these secondary sources supports the Bookstore's primary purpose of providing required texts and materials to students.

### ***Nuart Theatre***

The Nuart Theater is located at 506 South Main in downtown Moscow. The use of this building is limited to non-academic purposes such as community events.

### ***Pierian Gallery***

The Pierian Gallery is located at 414 S Main St. It exists to present art to the Moscow community and visiting public to the glory of God by housing fine art pieces and exhibits. It also houses NSA’s Welcome Center.

### ***Mission of the Master’s Program in Theology and Letters***

The MA in Theology and Letters is a limited enrollment, academically rigorous, interdisciplinary program where students engage in advanced studies in Reformed theology and the classical liberal arts. Students take a graduate-level survey of theology combined with electives in history, philosophy, and/or literature. Qualified students will be prepared for further academic study in a disciplinary MA or PhD program. Incoming students should typically have an undergraduate degree in a liberal arts discipline, biblical studies, or theological studies.

### ***Mission of the Master of Divinity Program***

To be included.

## **Student Achievement**

Since the MA in Theology and Letters Program was founded in 2007, 45 students have been granted their MA.

AYE26 is the first year of the MDiv program.

## Accreditation

NSA is a member institution of two accreditation associations, with Northwest Commission on Colleges and Universities (NWCCU) as our primary accreditor and dual secondary accreditation with the Transnational Association of Christian Colleges and School (TRACS).

NWCCU and TRACS are both institutional accrediting agencies recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). They accredit institutions as a whole, not individual degree programs. Accreditation of an institution of higher education indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. Accreditation is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

NSA's accreditors may be contacted at the following addresses:

**Northwest Commission on Colleges and Universities**  
**8060 165th Avenue NE**  
**Suite 200**  
**Redmond, WA 98052**

[www.nwccu.org](http://www.nwccu.org)

**Transnational Association of Christian Colleges and Schools**  
**15935 Forest Road**  
**Forest, Virginia 24551**

[www.tracs.org](http://www.tracs.org)

### INDEPENDENCE

New Saint Andrews College is committed to being wholly independent of direct state or federal government subsidies or assistance that might restrict our institutional freedom or contradict biblical principles. For this reason, New Saint Andrews College does not participate in the federal financial aid system. NSA is eligible but not participating in Title IV.

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# Admissions

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New Saint Andrews College seeks graduate students who confess Jesus Christ as Lord and who desire to make every subject and every area of life captive to Christ.

New Saint Andrews College limits graduate enrolment to encourage an intimate community of Christian scholars devoted to cultivating truth, beauty, and goodness. The Graduate Admissions Committee looks carefully for students who will be fitting and fruitful members of our community, and who desire to learn, above all, wisdom with all humility.

## **Application Material for the MA Program**

Applications for admission to the Graduate Program must include the following elements. See expanded definitions below list:

1. Letter summarizing interest and graduate educational goals.
2. Completion of the application form.
3. Submission of official transcripts from all undergraduate and graduate institutions attended.
4. Two letters of recommendation from academic faculty familiar with your work.
5. Submission of official Graduate Record Exam (GRE) general test scores directly from Educational Testing Services.
6. Submission of a pastoral evaluation directly from your pastor.
7. Copy of an essay previously submitted for academic credit.
8. Completion of the financial commitment disclosure.

### ***1. Letter Summarizing Interest and Graduate Educational Goals***

The Graduate Admissions Committee looks for a clear, concise, and honest statement of an applicant's background, beliefs, and reasons for wanting to pursue graduate study at New Saint Andrews. Students are not required to subscribe to the college's statement of Faith, but they should indicate what they believe with regard to basic Christian doctrine. All students who attend New Saint Andrews must pledge in writing to maintain sound Christian doctrine, to regularly attend an orthodox church, and to maintain a teachable spirit. The Committee encourages applicants to explain why they think New Saint Andrews meets their specific academic and personal goals, and why they think they will personally benefit from our graduate program.

### ***2. Completion of the Online Application***

The online application may be found at [www.nsa.edu](http://www.nsa.edu) under Graduate Applications.

### ***3. Submission of Official Transcripts***

Successful applicants to the New Saint Andrews Graduate Program must hold at least a bachelor's degree in any field from an accredited institution. Applicants whose degrees are not in the liberal arts, theology, biblical studies, or who have significant academic deficiencies (as determined by the Graduate Admissions Committee) may be required to complete additional or remedial undergraduate coursework in theology, biblical studies, and/or other fields prior to admission or simultaneously with their graduate coursework. Because of the rigorous and intensive nature of graduate-level study, applicants should have maintained the equivalent of at least a "B" average (i.e., 3.0 or higher grade point average on a 4-point scale) in their undergraduate studies.

The Graduate Admissions Committee gives careful attention to an applicant's record in English, classical and modern languages, history, mathematics and natural science in order to assess the student's ability to meet the graduate program's rigorous reading and writing requirements.

#### **4. Letters of Recommendation**

Applicants should ask two academic faculty members with first-hand familiarity of the applicant's abilities and character to write letters of recommendation. The letters should evaluate the applicant's:

- Intellectual and academic abilities
- Diligence, work quality, and work ethic
- Self-discipline, insight, and creativity
- Integrity and honesty
- Maturity, humility, and wisdom
- Ability to work closely with others
- Sense of humor, response to criticism and
- Personal reputation and character

Letters of recommendation should provide specific examples of the applicant's most noteworthy strengths and weaknesses in the areas of evaluation rather than general remarks without supporting details. Letters of recommendation should be sent directly to the College's Graduate Admissions office (not to the applicant).

#### ***5. Graduate Record Exam Scores (GRE)***

The Admissions Committee requires submission of the Graduate Record Exam general test results directly from the Educational Testing Service (use the College's institutional identification number, 3855, when registering for the exam). Applicants with test results older than 10 years may be required to retake the GRE. The Graduate Admissions Committee may exempt applicants who have passed at least a semester's equivalent of graduate-level courses at another accredited institution from taking the GRE. Exam scores are only one indicator of an applicant's academic strengths, weaknesses, and potential for success at the graduate level. The Admissions Committee never considers the GRE apart from the context of the student's overall record and application portfolio.

#### ***6. Pastoral Evaluation***

The Admissions Committee considers confidential pastoral evaluations very seriously. These evaluations provide non-academic indicators of basic personal, familial, social, and spiritual traits that are essential to the Committee's assessment of how well a student will fit in at New Saint Andrews. When a pastoral evaluation seems to contradict other evidence in the applicant's portfolio, the Admissions Committee may contact the pastor and/or the applicant directly to seek additional information and clarification. The applicants are responsible for contacting their pastors and requesting that they fill out the Pastoral Evaluation Form. The completed Pastoral Evaluation Form must be returned directly to the College and should not be returned by the applicant.

#### ***7. Essay Previously Submitted for Academic Credit***

The Admissions Committee has found that copies of previously graded academic work are helpful in assessing an applicant's rhetorical skills. Because these abilities are so important for academic success at New Saint Andrews, applicants are encouraged to provide an example of what they consider their best undergraduate (or previous graduate) work. The essay may be any subject and in any style of writing, but it should be an example of what the student considers his or her best academic work.

#### ***8. Statement of Financial Commitment***

Because the College limits its enrolment, the Admissions Committee wants to know whether applicants can meet their financial obligations so it does not displace qualified applicants who are able to pay. The Point is not to pry into your personal financial records, but to simply receive personal assurance that you will be able to meet your financial obligations to the College if accepted and that you are willing to take responsibility for this commitment.

### **Application Material for the MDiv Program**

To be included.

## Application Deadline

Prospective graduate students should complete the online application available on our web site and return the required materials by the prescribed deadline, along with the application fee (see Appendix A for amount).

The early application deadline is **December 1**. The regular application deadline is **March 1**.

Students considering applying after March 1 should contact the Graduate Admission Office to determine if space is still available and an application warranted.

All transcripts, pastoral evaluations, and test scores should be sent to:

New Saint Andrews College  
Graduate Admissions Office  
P.O. Box 9025  
Moscow, ID 83843

The Director of Graduate Admissions will notify applicants as to whether or not they have been accepted. After the College officially notifies an applicant of acceptance, the applicant has approximately 30 days to confirm his or her intention to enroll as a New Saint Andrews graduate student.

## Admission of Transfer Students

The College considers applications for advanced standing on an individual, course-by-course basis. Applicants must declare their desire to transfer credit from another graduate institution at the time they apply to New Saint Andrews, and they must do so by noting the appropriate place on the application form. They must also have an official transcript (not a copy) sent from their previous graduate institution in order for a request for transfer credit to be considered.

The Program Director makes the final determination regarding acceptance of transfer credits after receiving the admission committee's evaluation of the student's previous graduate work. The College may request copies of graduate course syllabi, catalogs, or other documentation when the nature of the courses taken or course goals and requirements are unclear from an official transcript. The student requesting a transfer of credit is solely responsible for providing any and all documentation the Graduate Faculty may need to make an informed decision about the transferability of graduate credits earned at another institution. Requests for a transfer of graduate credits must occur at the time of admission and prior to initial enrollment. (See additional information about *Transfer Credits* under the *Courses and Credit Requirements* section below.)

## Admission of International Students

New Saint Andrews invites applications from international students who meet our regular admission standards.

**International applicants must initiate their applications by no later than March 1.** They should contact the admissions office as early as possible. Applicants whose native language is other than English must achieve either a score of at least 570 on the paper-based Test of English as a Foreign Language (TOEFL) and 4.5 on the Test of Written English (TWE), or a score of at least 230 on the computer-based TOEFL with a 4.5 minimum on the essay portion of the exam. If electing the paper-based TOEFL/TWE, students should apply to take the exam at least three months prior to the date that test results are needed for submission to the College. Applicants are responsible for contacting the TOEFL Application Office, Educational Testing Service ([www.toefl.org](http://www.toefl.org)). Applicants who take the TOEFL and TWE must request that the results be sent directly to the College. Applicants may also be subject to an interview at the discretion of our Admissions Committee.

New Saint Andrews will issue the Certificate of Eligibility for Nonimmigrant Student Status (SEVIS Form I-20) to students from outside the United States who meet both the admissions and language requirements. The I-20 Form is necessary to enter the United States as a nonimmigrant student. Contact our Director of Admissions ([admissions@nsa.edu](mailto:admissions@nsa.edu)) for more information about international student admission and eligibility requirements.

International applicants should note that, in order for the College to issue the I-20 form necessary to enter the country as a student, an accepted applicant must be able to document sufficient funding for every school year. Tuition and fees, including the application fee, must be paid in U.S. dollars. Checks must be drawn from a U.S. bank, with the bank's computer code located in the lower left-hand corner of the check.

## **Part Time Students and Auditors**

Part-time matriculating students have a maximum of seven (7) years to complete their degree, from the date of first enrollment (whether full- or part-time) to the completion of all requirements for the Master's degree.

Part-time non-matriculating graduate students who do not intend to pursue the Master's degree may enroll in courses on a space-available basis only.

Auditors may enroll in courses on a space-available basis only. The permission of the instructor and/or the Graduate Dean is required before auditors are allowed to enroll.

## **Provisional Admittance**

New Saint Andrews may admit an applicant to the Graduate Program on a provisional, non-matriculating basis for a single term, if the student does not qualify for regular full-time admission. The Graduate Admissions Committee establishes the specific conditions of a student's provisional admission on an individual basis.

Provisionally admitted students are not eligible for a degree unless they meet or exceed all the terms and conditions of their admission and the College formally changes their status to regular, matriculating standing. A student who fails to fully meet the terms and conditions of their provisional admission may be un-enrolled or dismissed from the College. Provisionally admitted students must pay all the regular fees and tuition.

The College may admit two types of graduate students provisionally: (1) persons not qualified for regular admission (typically those who lack some specific academic qualification), but who desire to demonstrate their ability to do graduate-level work; and (2) persons who have been suspended or disqualified from the College for academic or Code of Conduct violations, and who desire another opportunity to demonstrate their ability to meet the College's academic and conduct standards.

Any applicant who has yet to complete the bachelor's degree, but who is otherwise qualified for graduate admission, may be admitted on a provisional basis. Provisional status for this reason will be removed only when the College receives official verification of degree completion (with receipt of an official copy of a final college transcript).

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## Expenses and Financial Aid

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### **Tuition and Fees**

New Saint Andrews, as a private Christian institution that does not accept federal financial aid, depends on student tuition payments made in a timely manner. The College provides a tuition payment agreement to each graduate student prior to the beginning of the school year so that both the College and its students can plan their budgets.

Tuition agreements distributed by the College Bursar must be returned by the posted deadline, accompanied by a non-refundable confirmation deposit which is applied to the first payment due.

Because the College limits graduate student enrolment, admittees and returning students who fail to submit their tuition agreements and deposits by the posted deadline may lose their privilege to enroll (or re-enroll) the following year and the College may give their spot in the student body to another eligible applicant.

### ***Graduate Program Tuition and Fees***

The cost of attending New Saint Andrews's graduate program is based on a single cost per credit for full-time students (see *Appendix A: Expenses and Fees* for amount). Additional applicable fees may apply. Tuition is due in full one month prior to the start of the term. No student may attend a class unless tuition has been paid in full.

#### **AUDITOR'S FEE**

The auditing fee is half of the published price of the class (see Appendix A). Auditors may attend lectures, seminars, and recitations, but may not submit papers for evaluation or sit for examination. Full-time students may audit additional graduate or undergraduate courses without charge. Part-time students, however, must pay the auditor's fee to audit any course.

### ***Other Fees***

#### **DROP/ADD FEE**

Fee (as listed in Appendix A) due for dropping or adding after the second week of each term.

#### **LATE FEE**

Fee (as listed in Appendix A) is charged to all payments that are more than three business days late. A service charge of 1.5 percent per month will be charged on all past due accounts.

#### **DIPLOMA FEE, TRANSCRIPT FEE**

Fee (as listed in Appendix A) is charged to cover the costs associated with graduation application processing, diploma printing, and transcript preparation.

#### **GRADUATE HOOD ORDERS**

Graduate students who wish to participate in the Commencement ceremonies must purchase the appropriate academic hood for their degree through the College. Students should order their hoods at the time they apply for graduation. Students who do not wish to participate in the Commencement ceremonies may also purchase a hood through the College. For current prices on graduate hoods, please contact the College Bookstore.

### ***Payments, Penalties, and Termination***

A service charge and penalty will be assessed on tuition payments that are over three business days late.

All tuition payments are due prior to attending class. Students who fail to pay tuition in accord with the terms of their signed agreement may not attend classes, their tuition agreement may be terminated, their fixed tuition agreement (if

any) may be terminated, and their deposit (if any) forfeited, unless they have received prior written approval by the College Bursar for adjustments to their payment schedule.

Students whose tuition agreements are terminated because of failure to meet the terms of their agreements must sign a new tuition agreement (which may result in a substantial increase in their tuition rate) and pay in advance before attending any class.

Failure to complete payments may result in grade reports and transcripts being withheld.

Payments can be made with cash, check, or money order. Credit card payments will be accepted for deposits, tuition, and fees, and will be assessed a processing fee.

Tuition payments should be placed in an envelope and delivered to the Administrative Office or mailed to:

New Saint Andrews College  
Office of the Bursar  
P.O. Box 9025  
Moscow, ID 83843

### ***Refund Policy***

If a student withdraws from all coursework before classes begin for the academic year, he will receive a full refund of his tuition (only). After the start of classes, refunds **may** be available, depending on the reason for his withdrawal.

- If the student withdraws voluntarily, NSA may provide a partial refund based on the timing of his withdrawal. He loses all deposits held on account.
- If the student is forced to leave for reasons of a medical need or family emergency, NSA may provide a partial refund or work out another arrangement for returning after a “gap year.” He will retain his deposits held on account for a maximum of one year of approved absence.
- If the student is suspended or expelled, he forfeits all right to a refund. If suspended, he retains his deposits held on account, provided that he returns immediately following the end of his suspension, and he must continue making tuition payments if on a payment plan. If he does not return or stops making payments, or if he is expelled, he also loses all deposits.

Refunds are prorated according to the following chart and are subject to approval by the CFO. The withdrawal fee is required regardless of the reason for or timing of the withdrawal.

Program	60% refund	40% refund	NO refund
MA graduate	before end of Week 2	before end of Week 4	after end of Week 4
CCS graduate	before end of Week 4	before end of Week 8	after end of Week 8
MFA graduate	before end of Week 5	before end of Week 10	after end of Week 10
Auditor (any)	before end of Week 1	n/a	after end of Week 1

When calculating the net refund, any internal scholarships and grants received will first be retracted, and the student will be liable for the full tuition bill as if he had not received any assistance. NSA will also return to the source any partner scholarship funds or third-party funds upon non-completion, if required by the funding party. Work-study awards are exempt from this recalculation.

*For example, tuition is \$15,000 and a student received \$3,000 in total internal scholarships and grants. He paid \$6,000 (half of the remaining \$12,000) on a 50/50 payment plan but withdrew before the end of the Nicaea term and before his second payment was due (Jan 1). The awards are retracted, and he becomes liable for the full \$15,000. He will receive a 40% refund (\$6,000), putting his final balance at \$9,000. Since he has already paid \$6,000, he will owe another \$3,000 before he leaves (plus the withdrawal fee, less any deposits held on account).*

**Only tuition will be refunded. The confirmation deposit and any fees paid (including tuition lock fee and payment plan fee) are nonrefundable.**



## Tuition Agreements and Payments

New Saint Andrews College depends on student tuition payments made in a timely and orderly manner. The College provides a tuition payment agreement to each student prior to the beginning of the school year so that both the College and its students can plan their budgets accordingly. Tuition agreements distributed by the business office each spring must be returned by the posted deadline, accompanied by a non-refundable deposit. Because the College limits enrollment, students who fail to submit their tuition agreements and deposits by the posted deadline will lose their privilege to enrol the following year and the College may give their place in the student body to another eligible applicant. The policies below apply only to courses offered Jerusalem, Nicea, Chalcedon, and Westminster terms.

### Drop Policy

This policy applies only to courses offered Jerusalem, Nicea, Chalcedon, and Westminster terms.

In order to drop or withdraw from a course, the student must submit a completed Drop/Add form to the Registrar, along with the required fee. A student may drop a course in the first two weeks of a term. Dropping a course removes a student's record of enrollment for that course. A student may withdraw from a course in the third, fourth, or fifth week of a term. Withdrawals will be indicated on the student's transcript with a "W" posted for each withdrawn course. Students may not withdraw from a course after Friday of the fifth week of a term without the permission of the Graduate Dean, and may be subject to a fee.

### I. *Payment in Advance*

All students who pay full- or part-time tuition for the year in advance are subject to the following refund rates and schedules, if they withdraw in accordance with the College's rules governing withdrawals.

- Those students who pay full- or part-time tuition for the year in advance and officially withdraw before the completion of the Jerusalem Term in October may receive a 60 percent refund.
- Those who pay full- or part-time tuition for the year in advance and officially withdraw before the completion of the Nicea Term in December may receive a 40 percent tuition refund.
- Those who withdraw after the last day of the Nicea Term are ineligible for a tuition refund.
- All registration deposits, including the Tuition Lock and non-tuition fees are non-refundable.
- All refunds to full-time students are calculated from the total tuition paid to date, less an administrative charge for mid-year or mid-term withdrawals (see Appendix A for amount).

Withdraw on or before the completion of Jerusalem Term	Withdraw on or before the completion of Nicea Term	Withdraw after the completion of Nicea Term
60% refunded less withdrawal fee: see Appendix A	40% refunded less withdrawal fee: see Appendix A	No Refund no withdrawal fee

## Financial Aid

The College seeks to avoid any entanglements with or dependence on government-based aid programs that might restrict our institutional freedom or contradict biblical principles. Therefore, New Saint Andrews College does not participate in the federal financial aid system.

### M.Div. Tuition and Refund Policy

To be included.

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# Academic Policies

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## Registration and Enrollment

### *Graduate Student Status*

Students are enrolled in graduate courses when they are registered in courses for credit. A resident MA student has full-time status at New Saint Andrews when enrolled in two or more graduate courses (or four or more credits) in one term. A resident MA student has part-time status at New Saint Andrews when enrolled in fewer than two courses (or less than four credits) in one term.

A graduate student is matriculating at New Saint Andrews only if he or she has been admitted by the College to full degree-seeking status and is currently pursuing a Master's degree or Graduate Certificate at the College. Credits will be applied toward a graduate degree only for students who are matriculating. Matriculating status is normally granted upon regular admission to the Graduate Program. A student is non-matriculating if he has been admitted provisionally or is enrolled in one or more graduate courses at the College but is not pursuing a degree.

### *5th Year MA*

Undergraduate Seniors with a GPA of 3.0 or higher who have applied and been accepted into the MA in Theology and Letters are eligible to take up to eight graduate credits (or one graduate course per term) towards the MA in Theology and Letters during their senior year at no additional charge to their full-time undergraduate tuition.

### *Auditing Courses*

An auditor is one who attends a class without participation or credit. An auditor is granted the limited privilege of "listening" to lectures on a space-available basis only. An auditor may not submit any work to a course instructor for grading or evaluation, or sit for examination. Auditors must have the permission of the instructor to attend recitations.

An auditor who later enrolls in the same course for credit may receive no special considerations, and must meet the same course requirements in the same way as all other students enrolled in the course for credit.

Full-time students may audit any course without charge, provided space is available. Part-time students who audit a course must pay the applicable fee.

### *Late Enrollment*

To add a course after the published registration deadline, either to audit or enroll for credit, a completed "Drop/Add" form must be submitted to the Registrar. A fee is required to add a course after registration (see Appendix A). Late enrollment is subject to space availability.

No student may add a course after Friday of the second week of a term. Required books for a course may not be available in the bookstore to students who enroll late.

### *Changing Course Sections*

In order to change course sections after the published registration deadline, the student must submit a completed Drop/Add form to the Registrar, along with the required fee (Appendix A). Section changes are not granted automatically and may be denied for administrative reasons.

### ***Dropping and Withdrawing from Graduate Courses***

Students who drop or withdraw from a course are subject to the Refund Policy (see above), which they should consult prior to making a decision to drop or withdraw. In order to drop or withdraw from a course, the student must submit a completed Drop/Add form to the Registrar, along with the required fee.

A student may drop a course in the first two weeks of a term. Dropping a course removes a student's record of enrollment for that course.

A student may withdraw from a course in the third, fourth, or fifth week of a term. Withdrawals will be indicated on the student's transcript with a "W" posted for each withdrawn course. Students who wish to withdraw from a course after Friday of the fifth week of a term must seek and obtain permission from the office of Graduate Dean, which may be granted only under unusual or extenuating circumstances.

Different drop and withdrawal deadlines may apply for students enrolled in intensive or "short" courses. Students who decide to withdraw from a course may in fact be changing to part-time status. This change may entail financial and/or enrollment consequences.

### ***Attendance***

Full-time graduate students are required to attend every graduate orientation, convocation (academic robes required), seminar, recitation, graduate forum, and commencement. (Graduate attendance at the weekly undergraduate *Disputatio* is welcome but optional.) As the academic and spiritual leaders of the student body, the graduate students are encouraged to take an active leadership role in the life of the College and attend all the academic and social events designed specifically for graduate students and the wider College community.

Instructors may cite unexcused absences as a cause for lowering a student's course grade in a given term. Attendance at weekly grad forums will be noted.

### ***Incomplete Course Work***

Graduate students are expected to complete all course work, including all assigned readings, within the term in which they are assigned. However, a student may request an incomplete ("I") for no more than one course per term. In order to request an incomplete, the student must file written permission from the course instructor with the Registrar.

No more than one incomplete is allowed per term unless the graduate student's course work has been constrained by unusual extenuating circumstances (e.g., serious illness, family-related hardship). Lack of discipline or organization, church ministry involvements, job responsibilities, and other ordinary avoidable factors do not constitute extenuating circumstances.

In order to request more than one incomplete, the student must obtain written permission from each of the instructors as well as the program director. This written consent must be presented to the Registrar prior to the term's end.

If an incomplete is granted, all remaining course work must be completed within four weeks of the end of the term for which the incomplete was granted.

When incompletes are approved, each course instructor registers a default grade, that is, the grade the student would receive if no additional work were completed. Should the student fail to complete remaining work within the allowed time frame, this default course grade will be posted by the Registrar automatically.

### ***Grade Reports***

Student grade reports are made available after the completion of each academic term. Because grade reports include personalized remarks from instructors, grade reports may take up to three to four weeks after an academic term to be finalized and made available to students.

## Grading System

### Terminology

The grading system at New Saint Andrews employs a unique terminology, as outlined below. The reason we do not grade according to the standard A, B, C formula is three-fold. First, the fairly common problem of grade inflation has made the older system less informative than it used to be. Second, with a different system of grading, our focus can return to where it ought to be—on the knowledge being acquired, rather than on a very limited measuring stick of that knowledge. Third, we do not believe that quantitative measures adequately describe student performance.

For students who request transcripts to be sent to other colleges, the Registrar's Office provides transcripts with the College's grades converted to the common grading system.

Courses taken on a pass/fail basis are not factored into grade point average (GPA) calculations. A student's GPA will be interpreted according to the numerical range shown below.

MARK	LATIN 100% RANGE	ENGLISH TRANSLATION		4.0 DESIG	4.0 RANGE
SCL	<i>Summa Cum Laude</i>	<i>With Greatest Praise</i>	4.00	3.85-4.00	94.0–100
CL	<i>Cum Laude</i>	<i>With Praise</i>	3.70	3.50-3.84	90.0–93.9
SCH	<i>Summo Cum Honore</i>	<i>With Greatest Honor</i>	3.30	3.15-3.49	87.0–89.9
CH	<i>Cum Honore</i>	<i>With Honor</i>	3.00	2.85-3.14	84.0–86.9
MCH	<i>Minimo Cum Honore</i>	<i>With Lesser Honor</i>	2.70	2.50-2.84	80.0–83.9
SCS	<i>Summa Cum Sufficientia</i>	<i>With Greatest Adequacy</i>	2.30	2.15-2.49	77.0–79.9
CS	<i>Cum Sufficientia</i>	<i>With Adequacy</i>	2.00	1.85-2.14	74.0–76.9
MCS	<i>Minima Cum Sufficientia</i>	<i>With Lesser Adequacy</i>	1.70	1.50-1.84	70.0–73.9
CD	<i>Cum Deficientia</i>	<i>With Deficiency</i>	1.00	1.00-1.49	60-69.9
M	<i>Minime</i>	<i>Not Adequate</i>	0.00	0.00-1.49	00.0–59.9

### Academic Probation

Graduate students who receive a grade of SCS (C+) or lower in one course in any term will automatically be placed on academic probation. Students placed on probation are considered to be at risk of not completing their studies at New Saint Andrews. Such students may be required to reduce their course load, and may be subject to special terms of accountability. Probationary status will be lifted after the student demonstrates by improved academic performance that he is likely to complete a degree program. Multiple terms of poor academic performance will result in dismissal from the program. Decisions regarding probation and dismissal rest with the program director.

Students may appeal according to the Grievance Policy, which is set forth later in this Catalog, as well as in the Resident Student Handbook.

### Academic Honors

Normally, academic honors are not conferred upon graduate students, who are, by definition, expected to be performing academically at the honors level. However, upon the recommendation of the Graduate Dean, extraordinary graduate students of exceptional academic ability and performance (with no less than an overall G.P.A. of 3.85) may be recognized "With Honors" (MA [Hons.] or M.St [Hons.] )

## Lapsed Enrollment and Readmission Policy

### Lapsed Enrollment

Matriculating students who have not enrolled for credit for four consecutive terms are subject to automatic discontinuation from their degree program and may be required to reapply for admission to the College.

### Readmission Policy

Students who have been expelled from New Saint Andrews for academic reasons or Code of Conduct violations may apply for readmission *within* two years of the date of dismissal by petitioning the Admissions Committee in writing. They will not be required to re-complete a full application. However, a student seeking readmission *after* two years from the date of dismissal must complete the same full application process that prospective new students complete.

In either case, the student must attach a cover letter that conveys an understanding of why the dismissal occurred, and provide evidence that the circumstances that led to the dismissal are not likely to arise again. Any student who has been expelled from New Saint Andrews, if readmitted, is subject to the degree requirements, tuition, and fees in effect at the time of readmission. All (previous) tuition and fee payment schedules or tuition agreements are nullified at the time of dismissal. A student who has been expelled for any reason must pay in full all outstanding debts owed to the College prior to receiving consideration for readmission.

## **Graduation**

### ***Recognition at Commencement***

To be recognized at Commencement as a member of the graduating class, students must either (a) meet all graduation requirements (including passing thesis), or (b) have no more than four credits remaining for graduation (none of which can be Thesis) *and* be registered and paid for the remaining coursework prior to Commencement. Such payment is non-refundable.

### ***Application to Graduate***

Students who are nearing completion of their studies must formally petition the Registrar for consideration for graduation. Students must submit the Application to Graduate form to the Registrar by the posted deadline (usually in Nicea Term) in order to participate in the upcoming commencement in May. A diploma fee must accompany the application (see Appendix A for amount). Upon receipt of this form, the Registrar will review that student's record and certify that the student is indeed on course to satisfy all requirements for graduation.

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# Privacy, Information, and Records

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The New Saint Andrews Registrar maintains academic and personal records on all matters necessary for the efficient functioning of the College and its operations. Admissions materials, academic records, and related correspondence for each student are kept confidential, accessible only to those whose job it is to make use of them. Students may seek permission, in writing, to get copies of documents that remain in their active files. No confidential documents (such as pastoral recommendations) will be released to the student.

## Notification of Rights Concerning Educational Records

New Saint Andrews College affords students certain rights with respect to their education records. Educational records include: grades, transcripts, comments, earned honors. The student is afforded the following rights concerning their education records:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
  - a. A student who wishes to ask the college to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.
3. In most cases, the right to provide written consent before the college discloses directory information from the student's education records.

Online access to academic records and resources is a privilege. The college actively manages access-holders and reserves the right to limit or remove access at any time.

## Student Addresses & Mail

For the faculty and other college personnel to effectively communicate with students, the office must have correct local and permanent addresses, phone number(s) and e-mail address(es) of each student. It is the responsibility of the student to keep their contact information up to date in Populi, the College's online student information system. Students may not, for any reason, have personal correspondence or personal shipments sent to New Saint Andrews.

## Computer Networks and Resources

All students are to access college management resources by using their own unique login and password. All students are to safeguard the associated wireless network access passwords. Passwords are considered confidential information and shall not be shared with or transferred to others. The college's computing, management, and networking resources may not be used either to commit or facilitate academic dishonesty, or to compromise the privacy of personal or academic information.

## College Name, Symbols & Academic Property

The New Saint Andrews Board reserves all rights for the use of the College names, New Saint Andrews College, New Saint Andrews (when used in reference to the College and its associated operations), symbols and its academic property. The name or the symbols of New Saint Andrews College may not be published, reproduced, stored, transmitted, or appropriated, in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, for commercial, personal, or academic use without prior written permission of the Board of Trustees or its duly appointed agent.

New Saint Andrews limits the use of its name, symbols and academic property to official documents, materials, events, publications and academic offerings authorized by the Board of Trustees or its duly appointed agents. All other unauthorized uses of the College name and symbols are prohibited.

## **Privacy**

Because New Saint Andrews takes no federal funding, it is not bound by FERPA. However, to ensure the privacy of our students, we have put into effect the following privacy policies:

The College's Privacy Policies requires that the College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose "directory information" without written consent, unless you have advised the College to the contrary. The primary purpose of directory information is to allow the College to include this type of information in certain publications, such as the College Directory, honor roll or other recognition lists, and commencement programs. If you do not want the College to disclose directory information without your prior written consent, you must notify the Registrar's Office in writing by September 1. The following student information is considered directory information by the College: name, telephone, e-mail address, photograph, degrees, honors, and awards received, parent's names, hometown, dates of attendance, attendance at past and future educational institutions, participation in officially recognized College activities, graduate school attendance and/or employment.

Recording of lectures, presentations, discussions, or any other College-sponsored activity or event, in any form (e.g., audio, video, photograph, stenograph) is prohibited without the express permission of the appropriate instructor. If granted, such permission extends only for individual, private and temporary use. Such recordings may neither be copied, permanently stored or archived, published, nor distributed in any form, including (but not limited to) e-mail and personal web sites, without the express permission of the Provost. In accordance with this policy, students should be aware that any class, and discussions held therein, may be subject to recording.

All students are advised that New Saint Andrews College takes photos, videos, and sound recordings throughout the year. These photographs, videos, and sound recordings include New Saint Andrews classes, study areas, events, and other College related activities for the purposes of publicity and marketing. Students grant New Saint Andrews College, and its employees and agents, the right to make, use, and publish any recorded footage in which their name, likeness, image and/or voice may be included. Students waive any and all right to inspect and approve the finished product.

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## Degree Programs

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New Saint Andrews College offers two residential graduate programs, an MA in Theology and Letters and an MDiv (Master of Divinity).

### Master of Arts in Theology and Letters (MA)

The MA in Theology and Letters is a limited enrollment, academically rigorous, interdisciplinary program where students engage in advanced studies in Reformed theology and the classical liberal arts. Students take a graduate-level survey of theology combined with electives in history, philosophy, and/or literature. Qualified students will be prepared for further academic study in a disciplinary MA or PhD program. Incoming students should typically have an undergraduate degree in a liberal arts discipline, biblical studies, or theological studies.

#### *Degree Requirements for Earlier Cohorts*

Students are held accountable to the degree requirements which were in effect at the time of their initial matriculation at New Saint Andrews. The requirements printed below apply to students who matriculate at New Saint Andrews in the current (as of the publishing of the catalog) academic year. Returning students should consult previously published student handbooks or catalogs for degree requirements that apply to them. Questions may be directed to the Registrar.

#### *Requirements for the Master of Arts (MA) Degree*

Candidates for the MA degree must pass a total of 32 credits, with a minimum grade of MCH (B-) in each course. The MA degree requirements include:

1. Four, two-credit terms of *Theology Seminars* (8 cr. Total)
2. Two, two-credit *Liberal Arts Proseminar* courses (4 credits total)
3. Eight, two-credit *MA Seminar Electives* (16 credits total)
4. MA Thesis (4 credits total) which must be finished prior to Graduation.
5. Attendance at Graduate Forum

#### *Model MA in Theology and Letters Schedule*

<i>4 credits per term</i>	<i>Year One</i>	<i>Year Two</i>
<b><i>Jerusalem</i></b>	Theology Seminar Liberal Arts Proseminar	MA Seminar Liberal Arts Proseminar
<b><i>Nicea</i></b>	Theology Seminar MA Seminar	MA Seminar MA Seminar
<b><i>Chalcedon</i></b>	Theology Seminar MA Seminar	MA Seminar Thesis I
<b><i>Westminster</i></b>	Theology Seminar MA Seminar	MA Seminar Thesis II

#### *Course & Credit Requirements*

In order to determine the appropriate amount of credit hours assigned to each course, the Provost takes into account the amount of time spent by students in lecture, in recitation, in labs, in choir practice, on field trips, etc., and the type of class being evaluated. Generally speaking, each credit hour corresponds to at least one hour of direct instruction and a minimum of 2 hours of additional student work each week.



In any conversation of credits the graduate faculty want to remind students that their education is greater than the total credit hour attainment.

MA Seminar courses will be offered in disciplines across the liberal arts, including history, philosophy, and literature. A substantial portion of the courses for the MA degree may be cross-listed with undergraduate offerings.

Undergraduate language courses in Latin, Greek, and Hebrew will not receive graduate credit. At this time we are not offering general graduate courses in the classical languages. Directed studies in primary source readings may be taken for graduate credit in Latin, Greek, Hebrew, and Middle English.

Each year's Liberal Arts Proseminar will occur during Jerusalem Term and will introduce new students to graduate studies at NSA. Specific subject matter and discipline (theology, history, philosophy, literature) will vary depending upon the instructor. The course will pay special attention to 1) research methods necessary for graduate study in theology and the liberal arts, and 2) skills necessary to identify and develop successful graduate-level research projects. Second year MA students will also take the Proseminar as a mid-program review of these skills at a stage where they will need to be using them to develop appropriate MA theses.

The degree is designed to be completed over a two-year period. It is not available as a one year intensive program. Students seeking preparation for a disciplinary Ph.D. should work closely with their academic advisor to ensure adequate preparation for their intended program. This will generally include the following:

- Clustering their MA elective courses in their intended area of study to the extent possible.
- Investigating potential MA Thesis topics during their first year of study in order to achieve adequate depth of knowledge on their eventual topic.
- Doing additional readings and directed studies in order to achieve adequate breadth of preparation for their proposed doctoral program.

Sample MA Electives taught over the past several years: Shakespeare and Desire, Anselm's Theology of the Possible; Plato's Laches, Symposium, and Laws; Xenophon's The Education of Cyrus; Machiavelli's Discourses on Livy; Augustine and Early Christian Political Thought; Aquinas and Classical Liberalism; History of American Protestantism.

### ***Directed Studies***

No more than four credits (or two one-term electives) in Directed Study may be applied toward the Master of Arts degree requirements for graduation. Exceptions require the Graduate Dean's written approval.

### ***Transfer Credits***

New Saint Andrews evaluates each transfer student's proficiency, knowledge, and skill gained from courses taken at other institutions, accredited or non-accredited, prior to accepting a transfer course as meeting any graduate degree requirement.

The College follows the *Joint Statement on the Transfer and Award of Credit* approved by the American Council on Education (ACE), the Council on Higher Education Accreditation (CHEA), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) when evaluating transfer credit requests.

The College reserves the right to take into account the quality of the applicant's academic record and the educational institution whence that record came when considering the equivalency of any course by transfer. The College also reserves the right to grant transfer credit upon condition of satisfactory completion of an approved higher-level New Saint Andrews course in a related field.

Upon admission of a transfer student to New Saint Andrews, the Graduate Admissions Committee evaluates all courses taken or attempted and all grades received at any post-secondary institution. The committee determines at that time the applicability of any course equivalencies or transfer credits to the student's program of graduate study at New Saint Andrews. The Program Director makes the final determination regarding acceptance of transfer credits after receiving the admission committee's evaluation of the student's previous graduate work. The College may request copies of graduate course syllabi, catalogs, or other documentation when the nature of the courses taken or course goals and

requirements are unclear from an official transcript. The student requesting a transfer of credit is solely responsible for providing any and all documentation the Graduate Faculty may need to make an informed decision about the transferability of graduate credits earned at another institution. Requests for a transfer of graduate credits must occur at the time of admission and prior to initial enrollment.

All course equivalencies, transfer credits, and academic conditions are recorded on the student's permanent record after he or she is officially matriculated.

Transfer courses and credits are not used to determine a student's overall academic standing or grade point average at New Saint Andrews.

***Transfer credit limitations:*** A maximum of 25 percent of the total credits required for a graduate degree may be accepted and applied to the degree requirements at New Saint Andrews. No undergraduate credits taken at other institutions may be applied to any graduate degree at New Saint Andrews. Only graduate credits from other institutions that have not been applied towards an already completed graduate degree may be considered for possible transfer credit.

The College accepts transfer course equivalencies only for courses completed with a grade of B+ or higher. No transfer credit may be used to meet the Theological Foundations course requirements.

### ***Duration of Matriculation and Expiration of Credit***

Matriculating students must complete their graduate degree requirements within seven years of initial matriculation (see below on "Lapsed Enrollment"). After seven years, such students may become subject to the degree requirements that are then current, and coursework completed more than seven years earlier may not apply toward their degree requirements.

***Limitation of credits earned prior to matriculation:*** Matriculating students who had previously completed New Saint Andrews graduate coursework as non-matriculating students may apply no more than 12 such credits toward their degree requirements.

### ***Graduate Forum***

All resident graduate students are expected to attend and participate in Graduate Forum. The hour-long forum is designed to showcase faculty and student scholarly and creative work and to provide a venue for constructive feedback.

### ***Residency Requirement***

Matriculating MA students must enroll full- or part-time for at least one full academic year (August-May/June), taking consecutive terms in sequence.

As matriculating students approach completion of their degree requirements, at least four of the final six courses (eight of the final 12 credits) must come from New Saint Andrews coursework taken in residency. No more than four of the final 12 credits may come by transfer credits unless previously approved in writing by the Graduate Dean.

## **Calendar**

### ***Terms in the Academic Year***

The regular academic year at New Saint Andrews is divided into four eight-week terms, each named after a great council of the Christian church. The first is Jerusalem Term, named for the great council recorded in Acts 15 that confronted the heresy of the Judaizers. The second term is called Nicea, deriving its name from the council held in A.D. 325 that definitively addressed disputes regarding the Trinity. The third is Chalcedon Term, named after the council which convened in A.D. 451 to address Christological controversies. The fourth is Westminster Term, named for the assembly of divines that met in London from A.D. 1643 to 1652 and gave us one of the great systematic expressions of the Reformed faith.

Seminars, Recitations, and *Disputatio* are not held during examination week. Oral examinations are administered Monday through Saturday. Students wanting to leave town for breaks must not make plans to leave early unless they have consulted the exam schedule. The exam schedule will typically be posted by the end of the third week of each term.

Because of the nature of our weekly schedule, New Saint Andrews takes no three-day weekends except for the Good Friday-Easter weekend. All other breaks are a full week in duration. Thus, classes remain in session during Labor Day, Columbus Day, and Presidents' Day. The calendar for the current and successive years can be found on the college web page.

### **Master of Divinity (MDiv)**

To be included.

***Calendar for the Academic Year 2025-2026***

August 12-15, 2025	Prologus Studiorum
August 16, 2025	Convocation
August 18, 2025	Jerusalem Term Begins
October 6-10, 2025	Final Examination Week
October 10, 2025	Jerusalem Term Ends
October 13-17, 2025	Fall Break
October 20, 2025	Nicea Term Begins
November 24-28, 2025	Thanksgiving Break
December 15-19, 2025	Final Examination Week
December 19, 2025	Nicea Term Ends
December 20, 2025	Christmas Break Begins
January 19, 2026	Chalcedon Term Begins
March 9-13, 2026	Final Examination Week
March 13, 2026	Chalcedon Term Ends
March 16-20, 2026	Spring Break
March 23, 2026	Westminster Term Begins
April 3, 2026	Good Friday
May 11-15, 2026	Final Examination Week
May 14, 2026, Thursday	Commencement
May 15, 2026	Westminster Term Ends

***Tentative Calendar for the Academic Year 2026-2027***

August 11-14, 2026	Prologus Studiorum
August 15, 2026	Convocation
August 17, 2026	Jerusalem Term Begins
Oct 5-9, 2026	Final Examination Week
October 9, 2026	Jerusalem Term Ends
October 12-16, 2026	Fall Break
October 19, 2026	Nicea Term Begins
November 23-27, 2026	Thanksgiving Break
December 14-18, 2026	Final Examination Week
December 18, 2026	Nicea Term Ends
December 19, 2026	Christmas Break Begins
January 18, 2027	Chalcedon Term Begins
March 8-12, 2027	Final Examination Week
March 12, 2027	Chalcedon Term Ends
March 15-19, 2027	Spring Break
March 22, 2027	Westminster Term Begins
March 26, 2027	Good Friday
May 10-14, 2027	Final Examination Week
May 13, 2027, Thursday	Commencement
May 14, 2027	Westminster Term Ends

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# Grievance Policy

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## Academic

All grievances, disputes, and appeals related to the educational and academic preparation of the student should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Students who violate the Code of Conduct in their pursuit of a grievance may be subject to separate disciplinary action regardless of the merits of the initial grievance.

Students who have an academic grievance against a faculty member, staff member, school policy, or school action should submit a complaint in writing to the relevant person or office. The complaint should specify the details of the grievance and that the student is filing a grievance as specified by the Student Handbook. The faculty member or appropriate College employee must respond in writing within seven working days.

If the student is not satisfied with the response, the student may file an appeal, in writing, to the Provost of the College within fourteen days of receiving the previous response. The Provost may call an ad hoc committee to consider the matter. The student's appeal should specify the reasons why the decision does not adequately resolve the student's grievance. The Provost will provide a written response to the student within fourteen days.

If the student is not satisfied with the response of the Provost, the student may file an appeal, in writing, to the President of the College within fourteen days of receiving the Provost's response. Again, the appeal should specify the reasons why the previous decisions do not adequately resolve the student's grievance. The President has 30 days to respond to the appeal, and the President's decision is the final administrative decision on all student academic appeals.

If the student is not satisfied with the response of the President, the student may file an appeal, in writing, to the College's Board.

All communication between the student and the College regarding the grievance shall be confidential.

Unresolved grievances may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500 (Complaint form available in Populi Files), or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](https://nwccu.tfaforms.net/f/complaint), the TRACS website, or, to NWCCU at the following link: <https://nwccu.tfaforms.net/f/complaint>.

## Personal – Non Academic

All other grievances, disputes, and appeals within the College community should be handled with Christian charity, following biblical ethics and the letter and spirit of the College's Code of Conduct. Grievances, no matter how justified, do not warrant violations of the Code of Conduct. Violations of the Code of Conduct, such as gossip, disrespect, or malice, may be subject to separate disciplinary action regardless of the merits of the initial grievance.

If a student has a personal grievance or complaint against a faculty or staff member, we urge the student not to harbor the complaint, but to bring it forward in a biblical manner, lest the complaint turn into a root of bitterness, which defiles many (Heb. 12:15). To act biblically the student should bring the complaint to the offending party first, in a spirit of humility, as directed in Matthew 18:15-17 and 1 Cor. 6:1-8. If, for any number of reasons, the student feels that he is not equipped to confront the offending party, the student may speak with the Director of Student Affairs or the Graduate Dean for help in confronting the offending party.

If the student is not satisfied with the results of the first confrontation, the student may ask the Director of Student Affairs or the Graduate Dean to act as a second witness in confronting the offending party.

If this does not bring about satisfactory results or if the student feels that this is not an option, then the student may file a formal complaint by writing a letter to the Graduate Dean describing the complaint and indicating that the letter is intended as a formal grievance as specified elsewhere in the *Student Handbook*. The Dean will have up to seven working days to investigate and respond to the student. If the Dean feels that the grievance that has been brought before them is of a severe nature, he may request that an *ad hoc* committee fulfill the job of investigating the grievance and responding to the student. An investigative committee has up to 14 working days to report to the Dean. In cases where an ad hoc committee has been called, the Dean has 7 days to respond to the student by notifying them that a committee has been formed; the student shall receive the Dean's response within a total of 21 working days (7 for the initial response, 14 to allow for the work of the committee).

If the student is not satisfied with the Dean's response, the student may appeal, in writing, to the College President, within fourteen days of receiving the previous response. The appeal should specify the reasons why the previous decision(s) do not adequately resolve the student's grievance. The President will respond, in writing, within thirty days. The President's decision is the final administrative decision on all personal (non-academic) matters. The student's grievance and all written communication will be kept confidential.

Unresolved grievances may be appealed to the Idaho State Board of Education for resolution, as allowed by IDAPA 08.01.11.500 (Complaint form available in Populi Files), or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website, or, to NWCCU at the following link: <https://nwccu.tfaforms.net/f/complaint>.

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# Course Descriptions

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## **Graduate Proseminars:**

Each year's Liberal Arts Proseminar will occur during Jerusalem Term and will introduce new students to graduate studies at NSA. Specific subject matter and discipline (theology, history, philosophy, literature) will vary depending upon the instructor. The course will pay special attention to 1) research methods necessary for graduate study in theology and the liberal arts, and 2) skills necessary to identify and develop successful graduate-level research projects. Second year MA students will also take the Proseminar as a mid-program review of these skills at a stage where they will need to be using them to develop appropriate MA theses.

## **Master's Foundations Courses:**

Reformed Systematics:

This course is a year-long introduction to Systematic Theology from a Reformed perspective. We will approach theology as an exercise of regenerate reason, following the Creator's instruction in Holy Scripture, to the end of fellowship with Him. Undertaken with the saints in the economy of salvation, derivative of God's perfect knowledge, and reliant on His gracious provision, our theological reflection will embrace practices befitting its task, including confession, prayer, and praise. We will contemplate individual theological topics in view of the whole, giving careful attention to the placement of and connections between different elements.

The main topics covered in the third term are Christology (the person and work of Christ) and soteriology (the application of the work of redemption).

## **MA Seminars:**

Graduate versions of electives taught by the following faculty will be available for credit:

- Dr. Jordan Dorney (History/Politics)
- Dr. Chris Schlect (History)
- Dr. Jayson Grieser (Literature)
- Dr. Dan Kemp (Philosophy)
- Dr. Cade Marcotte (Science)
- Dr. Jared Longshore (Theology)
- Dr. Ben Merkle (Theology)

## **MA Thesis**

The MA Thesis is the capstone assignment of the MA degree. Students work under the supervision of a faculty mentor to compose a 20-25,000 word essay that examines texts, issues and/or events related to any aspect of the MA in Theology and Letters program. Students defend their MA Thesis before a panel of faculty.

## **MDIV Courses**

To be included.

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# Directories

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## Faculty & Administration

JORDAN DORNEY (2022-)

*Fellow of History*

Ph.D. in Political Science, University of Notre Dame, 2019

MA in Political Science, University of Notre Dame, 2015

BA in Political Science, Boston College, 2013

TIMOTHY HARMON (2018-)

*Provost (CAO), Fellow of Theology*

Ph.D. in Systematic Theology, Trinity College/ University of Aberdeen (2019)

Th.M. Western Seminary (2015)

M.A. in Biblical and Theological Studies, Western Seminary (2014)

BENJAMIN R. MERKLE (1999-)

*President, Senior Fellow of Theology*

D.Phil. in Oriental Studies, Oxford University (2012)

M.St. in Jewish Studies, Oxford University (2007)

M.A. in English Literature, University of Idaho (2005)

Additional Theological Studies, Greyfriars Hall (1998-2000)

B.S. in Secondary Education, Chemistry, University of Idaho (1996)

DANIEL ORTON (2023-)

DPhil in English, Oxford University (2020)

MPhil in English Studies, Oxford University (2014)

BA in English Literature, Durham University (2012)

JOSEPH RIGNEY (2023)

*Fellow of Theology*

Ph.D. University of Chester

M.St. in Classical Christian Studies, New Saint Andrews

M.A. in Biblical and Pastoral Studies, Bethlehem College and Seminary

B.A. in Communication, Texas A&M

MITCHELL O. STOKES (2005-)

*Senior Fellow of Philosophy*

Ph.D. in Philosophy, University of Notre Dame (2005)

M.A. in Philosophy, University of Notre Dame (2003)

M.A. in Philosophy of Religion, Yale University (2001)

M.S. in Mechanical Engineering, University of Central Florida (1994)

B.S. in Mechanical Engineering, University of Florida (1992)

DAVID TALCOTT (2023-)

*Graduate Deam. Fellow of Theology*

Ph.D. in Philosophy, Indiana University (2012)

B.A. in Philosophy, Hillsdale College (2003)



CADE MARCOTTE (2024-)  
Ph.D. in History and Philosophy of Science, Indiana University (2024)  
M.A. in History and Philosophy of Science, Indiana University (2022)  
M.A. in Philosophy, Western Michigan University (2019)  
B.A. in Liberal Arts and Culture, New Saint Andrews College (2017)

DAN KEMP (2025-)  
Ph.D. in Philosophy, Baylor University (2023)  
M.A. in Philosophy, Georgia State University (2017)  
B.A. in Politics, Philosophy and Economics, The King's College (2014)

## **ADMINISTRATION**

Benjamin R. Merkle, D.Phil., President  
Timothy Harmon, Ph.D. Provost and CAO  
Nathan Kirkpatrick, VP of Operations  
Brenda Schlect, MS, VP of Administration  
Andrew Trauger, VP of Finance and CFO  
Jean Brainerd, Director of Assessment and Institutional Effectiveness

Sarah McCabe, Registrar

Caleb Harris, MA, Head Librarian  
Tim Rice, Facilities Manager  
Adam Walter, Bookstore Manager  
Tim Zornes, Bookkeeper

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Elected Term Member  
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Elected Term Member  
Battle Ground, WA

\* *Indefinite term*

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## Appendix A: Expenses and Fees

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### **AYE2026**

#### **GRADUATE TUITION**

\$750 per credit

#### **FEES**

Application Fee: \$50

Diploma Fee: \$60

Drop/Add Fee: \$10

Withdrawal Fee: \$100

Transcript Fee: \$5