

NEW SAINT ANDREWS COLLEGE  
MOSCOW, IDAHO



2024-2025  
NON-RESIDENT STUDENT  
CATALOG AND HANDBOOK

*Updated 4/26/2024*

*CCS Program and MFA Program*

New Saint Andrews College  
2024-2025 Non-Resident Student Catalog and Handbook

Address inquiries, requests for applications,  
and requests for visitation appointments to:

New Saint Andrews College  
405 S. Main St.  
P.O. Box 9025  
Moscow, ID 83843

Phone: (208) 882-1566  
Fax: (208) 882-4293  
Email: [info@nsa.edu](mailto:info@nsa.edu)  
[www.nsa.edu](http://www.nsa.edu)

Graduate Admissions  
Email: [graduate.admissions@nsa.edu](mailto:graduate.admissions@nsa.edu)

*The Non-Resident Student Handbook and Catalog is the College's authoritative public document for academic, financial, and administrative policies and procedures governing Non-Resident Program education at New Saint Andrews College (for information about the College's other programs, see the respective catalogs and handbook, published separately). The Administrative Policy and Procedures Manual (APPM) is the controlling document for all college procedural documentation. Corrections, updates, and policy changes approved after the Catalog and Student Handbook's printed publication will be posted electronically on the College's website ([www.nsa.edu](http://www.nsa.edu)). The web version (pdf) is the College's most current and authoritative edition. Students should check the web 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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# Student Questions and Services

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New Saint Andrews seeks to provide the most effective service to our students. For administrative appointments, please call the main office at (208) 882-1566.

*For questions about ..... Contact*

Prospective Student Inquiries *Mr. Caleb Salmon, Manager of Recruiting ([caleb.recruitment@nsa.edu](mailto:caleb.recruitment@nsa.edu) x 154)*

Course Registration ..... *Miss Emily Kapuscak, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu) x 115)*

Financial Questions ..... *Mrs. Kat Paradiso, Bursar ([bursar@nsa.edu](mailto:bursar@nsa.edu) x 113)*

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

Academic Advising/Progress towards Graduation

..... *Dr. David Talcott, Graduate Dean ([jlongshore@nsa.edu](mailto:jlongshore@nsa.edu)) x125*

..... *Mrs. Christine Cohen, MFA Program Director ([ccohen@nsa.edu](mailto:ccohen@nsa.edu))*

..... *Dr. Chris Schlect, CCS Program Director ([cschlect@nsa.edu](mailto:cschlect@nsa.edu))*

..... *Miss Emily Kapuscak, Registrar ([registrar@nsa.edu](mailto:registrar@nsa.edu)) x 115*

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

Library ..... *Miss Rebekah Leidenfrost, Head Librarian ([rleidenfrost@nsa.edu](mailto:rleidenfrost@nsa.edu) x110)*

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

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

President's Council:

Tim Harmon, CAO, holds a PhD. in Systematic Theology from Trinity College/University of Aberdeen.

Nathan Kirkpatrick, COO, holds a BS in Communications from Pensacola Christian College.

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

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

Jean Brainerd, the 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.

### VOCATIONS

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 PROSPECTIVE

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 & 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 M. A 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.

## **Facilities & Library Resources**

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

The College's administrative and faculty offices, classrooms and library are located in downtown Moscow, Idaho. The College occupies the Skattaboe Block (1893) on the city's central Friendship Square. This 25,000-square-foot facility is on the National Historic Register.

### ***Facility at 112 N. Main (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 the New Saint Andrews building, at the Main Street entrance. The College's Tyndale Library 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 housed at the Tyndale Library website (<http://tyndale.nsa.edu/index>).

Other services offered by Tyndale Library:

- Checking out books during resident weeks
- Reciprocal borrowing program with ACL
- Data Bases
- Ebooks
- Interlibrary Loans
- Writing Workshop

For further information on Tyndale Library, 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.

### ***Mission of New Saint Andrews College's Classical and Christian Studies***

The mission of New Saint Andrews College's CCS program is to provide the highest quality graduate education attainable through low-residence instruction. Our program is comprised of a faculty of scholars, committed to instructional excellence and a distinctively Christian and Reformed perspective, who deliver this education to men and women who are taking up the mantle of cultural leadership. We prepare our students to draw upon the Western liberal arts tradition as they shape culture in the twenty-first century.

### ***Mission of New Saint Andrews College's Master of Fine Arts Program***

The *Camperdown Writer's Kiln* is an MFA program with a name that embodies our mission. There is only one true Camperdown Elm in the world (located in Scotland). Every other Camperdown Elm, and there are many, has been grafted from this one original source. Likewise, students in this program are expected to learn the craft of writing in such a way that reflects the truth, beauty, and goodness offered by Jesus, the genuine tree of life.

On one hand, *Writer's Kiln* pays tribute to C. S. Lewis, a writer worth imitating, whose home in Oxford is called *The Kilns*. The writings of Lewis have significantly influenced this course and every student will study his work. On the other hand, *Writer's Kiln* signifies the process through which writers will go throughout this course. This is an intensive program which will place massive pressure upon messy jars of clay until they become vessels capable of holding refreshing waters to offer to others. This program will not be easy, but, for those willing to enter the *Writer's Kiln*, it will change them for the better.

## **Student Achievement**

### ***MFA***

Since 2018 when the MFA Program was founded, 12 students have graduated with their MFA in Creative Writing.

### ***CCS***

Since 2007 when the CCS Program was founded, 19 students have graduated with their M.St. in Classical Christian Studies, and 11 with their Graduate Certificate in Classical Christian Studies.

### ***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 College and Universities**  
8060 165th Avenue N.E., Suite 100  
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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We seek well-rounded applicants who have a healthy balance of strong academic ability, personal maturity, spiritual discipline, a strong work ethic, a teachable spirit, and a healthy sense of humor. Because of the advanced level of study, academic qualifications are obviously very important in our evaluation of graduate applicants, but they are only one part of that evaluation. We seek students who long to live an exuberant and balanced Christian life devoted to the Word of God, His Church, and the advancement of the Gospel and Christian worldview into every nook and cranny of every culture, community and public arena on the planet.

## Application Material for CCS Program

Applications for admission to the CCS Program must include the following elements:

1. Completion of Online Application
2. Application Fee
3. Copy of an Essay Previously Submitted for Academic Credit
4. Pastoral Evaluation
5. Statement of Financial Commitment and Disclosure
6. Letters of Recommendation from two academic faculty members
7. College Transcript
8. GRE Scores
9. Letter Summarizing Interest and Graduate Education Goals
10. Optional Interview
11. Digital Photo

### 1. COMPLETION OF THE ONLINE APPLICATION

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

### 2. APPLICATION FEE

Applicant must pay the application fee (see Appendix A: Expenses and Fees). Payment can be made online through our college management system, Populi.

### 3. COPY OF AN 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.

### 4. 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 complete the online Pastoral Evaluation Form.

## 5. STATEMENT OF FINANCIAL COMMITMENT AND DISCLOSURE

Because the College limits its enrollment, 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.

## 6. 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;
- 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).

## 7. COLLEGE TRANSCRIPT

Please arrange to have sent official copies of academic record from all postsecondary education to:

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

## 8. GRE SCORES

Please have your GRE Scores sent directly to the college.

## 9. LETTER SUMMARIZING INTEREST AND GRADUATE EDUCATION 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.

## 10. OPTIONAL INTERVIEW

Qualified applicants may, at the discretion of the admissions committee, also be interviewed, either in person or by telephone/Skype.

## 11. DIGITAL PHOTO

Applicants must attach a digital photo of themselves to their online application.

## Application Material for MFA Program

Applications for admission to the MFA must include the following elements:

1. Completion of Online Application
2. Writing Sample.
3. Pastoral Evaluation
4. Statement of Financial Commitment and Disclosure
5. Two Letters of Recommendation
6. College Transcript
7. Statement of Intent
8. Interview

### 1. COMPLETION OF THE ONLINE APPLICATION

The online application may be found at [www.nsa.edu](http://www.nsa.edu) under Graduate Studies. Applicants may also send in a printed version of the application to:

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

### 2. WRITING SAMPLE

4,000 to 6,000 words of prose (which may be any combination of short fiction, nonfiction, a novel, or manuscript excerpt).

*Optional:*

- 100 lines of poetry (which may be twenty individual short poems, or several longer poems).
- 10 pages of drama (which may be any 15 pages from a script for TV, short film, or a feature).

### 3. 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 complete the online Pastoral Evaluation Form. .

### 4. STATEMENT OF FINANCIAL COMMITMENT AND DISCLOSURE

Because the College limits its enrollment, 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.

## 5. LETTERS OF RECOMMENDATION

Two letters of recommendation from former professionals or former teachers who know your writing. The recommendation should comment specifically on the student's writing ability and suitability/qualification for a terminal degree. Letters should be sent directly to the College's Graduate Admissions at:

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

## 6. COLLEGE TRANSCRIPT

Please arrange to have sent official copies of academic record from all postsecondary education to:

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

## 7. STATEMENT OF INTENT

In 300-500 words, please discuss; your approach to writing and reading; the books, works of art, movies, and/or other sources which influence your writing; what you believe the purpose of writing is, what you'd like to accomplish during and after your MFA.

## 8. INTERVIEW

Qualified applicants may, at the discretion of the admissions committee, also be interviewed, either in person or by telephone/skype.

# Application Process

### *Application Submissions*

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

All test scores and transcripts should be sent to:

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

The Admissions Office 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.

### ***Provisional Admissions***

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 admission. The 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 enrollment, 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 tuition and fees are published on our website: [www.nsa.edu](http://www.nsa.edu)

## ***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.

### ***Other Fees***

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

Fee for dropping or adding after the close of open enrollment (see Appendix A for amount).

#### **LATE FEE:**

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

#### **DIPLOMA FEE:**

A fee is charged to cover the costs associated with graduation application processing and diploma printing (see Appendix A for amount).

#### **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 (see Student Questions and Services for contact information).

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

A service charge of 1.5 percent per month is due on all past due accounts. A penalty is assessed on payments that are over three working days late (see Appendix A).

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, and their tuition agreement may be terminated, 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 and pay in advance before attending any class.

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

Payments can be made in person or online through Populi. Credit card payments will be accepted for deposits, tuition, and fees, and will be assessed a 3.5 percent processing fee.

When not online, tuition payments may be submitted to the Bursar in the administrative suite or mailed to:

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

### **Scholarships**

To protect the religious integrity and freedom of our Christian institution, the College does not participate, on principle, with any government-sponsored financial aid programs. While a limited number of scholarship requests for the graduate program may be considered, most of our scholarships apply to the undergraduate program only. For scholarship inquiries, please contact the Bursar. Please see the “Student Questions and Services” section for contact information.

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# Academic Policies

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## Registration and Enrollment

### *Graduate Student Status*

An MSt or Grad. Cert. student is considered full-time when enrolled in two or more courses (or four or more credits) during the summer term or in two credits or more in the fall and spring terms.

An MFA student is considered full-time when enrolled in all available courses offered (16 credits per year). There is no part-time status within the MFA Program.

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. 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.

### *Late Enrollment*

#### CCS PROGRAM

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 open enrollment (See Appendix A for amount). Late enrollment is subject to space availability and the permission of the respective instructor and Program Director.

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.

#### MFA PROGRAM

MFA students are enrolled in all credits offered, there is no late-enrollment available.

### *Dropping and Withdrawing from Graduate Courses*

#### CCS PROGRAM

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 (see Appendix A). A student may drop a course in the first four weeks of a term. Dropping a course removes a student's record of enrollment for that course. A student may withdraw from a course after week four but before week 11. 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 tenth week of a term without the permission of the Program Director, and may be subject to a fee.

#### MFA PROGRAM

MFA students are required to enroll in all credits offered. Dropping a class is considered withdrawing from the Program.

### ***Course & Credit Requirements***

The graduate faculty expects students to demonstrate substantive growth in knowledge, skill, wisdom, and maturity over the course of their studies, and not merely to accumulate credits. The College, therefore, encourages its students to focus on the substance and quality of their learning more than on the quantitative accounting of their “credit” progress. While the College may reckon student academic progress by completion of “credits hours,” knowledge, especially in a Christian context, cannot be adequately gauged by credits alone.

All graduate course credits at New Saint Andrews College are calculated on a term credit-hour basis.

Within the MFA Program, the requirements of a term credit-hour are distributed over the course of a year.

### **DIRECTED STUDIES**

#### ***CCS PROGRAM***

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

#### ***MFA Program***

Directed Studies are not applicable to the MFA Program.

### **TRANSFER CREDITS**

#### ***CCS PROGRAM***

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 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 officially begins to matriculate.

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.

#### *MFA PROGRAM*

Transfer credits are not applicable to the MFA Program.

#### DURATION OF MATRICULATION AND EXPIRATION OF CREDIT

##### *CCS PROGRAM*

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.

##### *MFA Program*

Matriculating students must complete their graduate degree requirements within four years of initial matriculation. After four years, such students may become subject to the degree requirements that are then current, and coursework completed more than four years earlier may not apply toward their degree requirements.

#### LIMITATION OF CREDITS EARNED PRIOR TO MATRICULATION

##### *CCS PROGRAM*

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.

##### *MFA Program*

In order for a student to enroll in the MFA Program, they must be admitted as a matriculating student. Any New Saint Andrews College graduate coursework completed prior to matriculating will not be applied towards their degree requirement in the MFA Program.

## Grading System

### *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.

### *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.

<b>MARK</b>	<b>LATIN</b>	<b>ENGLISH TRANSLATION</b>	<b>4.0 DESIG</b>	<b>4.0 RANGE</b>	<b>100% RANGE</b>
<i>SCL</i>	<i>Summa Cum Laude</i>	<i>With Greatest Praise</i>	<i>4.00</i>	<i>3.85-4.00</i>	<i>94.0-100</i>
<i>CL</i>	<i>Cum Laude</i>	<i>With Praise</i>	<i>3.70</i>	<i>3.50-3.84</i>	<i>90.0-93.9</i>
<i>SCH</i>	<i>Summo Cum Honore</i>	<i>With Greatest Honor</i>	<i>3.30</i>	<i>3.15-3.49</i>	<i>87.0-89.9</i>
<i>CH</i>	<i>Cum Honore</i>	<i>With Honor</i>	<i>3.00</i>	<i>2.85-3.14</i>	<i>84.0-86.9</i>
<i>MCH</i>	<i>Minimo Cum Honore</i>	<i>With Lesser Honor</i>	<i>2.70</i>	<i>2.50-2.84</i>	<i>80.0-83.9</i>
<i>SCS</i>	<i>Summa Cum Sufficientia</i>	<i>With Greatest Adequacy</i>	<i>2.30</i>	<i>2.15-2.49</i>	<i>77.0-79.9</i>
<i>CS</i>	<i>Cum Sufficientia</i>	<i>With Adequacy</i>	<i>2.00</i>	<i>1.85-2.14</i>	<i>74.0-76.9</i>
<i>MCS</i>	<i>Minima Cum Sufficientia</i>	<i>With Lesser Adequacy</i>	<i>1.70</i>	<i>1.50-1.84</i>	<i>70.0-73.9</i>
<i>CD</i>	<i>Cum Deficientia</i>	<i>With Deficiency</i>	<i>1.00</i>	<i>1.00-1.49</i>	<i>60.0-69.9</i>
<i>M</i>	<i>Minime</i>	<i>Not Adequate</i>	<i>0.00</i>	<i>0.00-1.49</i>	<i>00.0-59.9</i>

### ***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 Director, 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 MSt [Hons.]

### ***Academic Probation***

#### ***CCS Program***

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 document.

#### ***MFA Program***

To remain in the program, students within the MFA Program must pass all classes. If a student neglects to turn in an assignment they may be subject to academic probation upon the recommendation of the faculty.

Students may appeal according to the Grievance Policy, which is set forth later in this document.

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

#### ***CCS Program***

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 both the instructors and 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.

#### ***MFA Program***

See Academic Probation.

#### ***Attendance***

Instructors may cite unexcused absences from online sessions as a cause for lowering a student's course grade in a given term. Failure to participate in required academic meetings may negatively affect a student's evaluation.

## **Lapsed Enrollment and Readmission Policy**

### ***Lapsed Enrollment***

#### ***CCS Program***

Matriculating students who have not enrolled for credit for four consecutive terms may be subject to automatic discontinuation from their degree program. Discontinued students must petition the program director for readmission to the College.

#### ***MFA Program***

See Duration of Matriculation and Expiration of Credit.

### ***Readmission Policy***

Students who have been dismissed 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 Graduate Admissions Committee in writing.

A student seeking readmission after two years from the date of dismissal must complete the same full application process that prospective new students complete. He must attach a cover letter that explains his understanding of why he was dismissed, and provide evidence that the circumstances that led to his dismissal are not likely to arise again.

Any student who has been dismissed from New Saint Andrews, if readmitted, pays the 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 any and all outstanding debts owed to the College prior to receiving consideration for readmission.

## **Application to Graduate**

Students who are nearing completion of their studies must formally apply with the Registrar for graduation. Students must submit the Application to Graduate form to the Registrar by the posted deadline in order to participate in the commencement ceremony in May. A graduation 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. If a student desires to participate in the Moscow graduation ceremony, please see additional fees and attire requirements under Expenses and Financial Aid.



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# Privacy, Information, and Records

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## Student Addresses and 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.

## Notification of Rights Concerning Educational Records

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

- The right to inspect and review the student's education records.
- The right to request the amendment of any information in the student's education records that the student believes is inaccurate or misleading.
  - 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.
  - 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.
- In most cases, the right to require that the college obtain the student's written consent before the college discloses personal information from the student's education records.

## 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 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. 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 from your educational records 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 or the Director. 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 Director. 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 three graduate programs: a Masters of Arts program, a Classical Christian Studies program, and Master of Fine Arts program. The MA program is a two-year, limited enrollment residency in Theology & Letters. For more information about it please consult the MA Program Catalog.

The Classical Christian Studies Program offers a 32-credit low-residency *Master of Studies* degree and a 16-credit *Graduate Certificate* with a zero-residency option. The coursework for both of these Classical Christian Studies programs involves summer-long courses with a weeklong in-residence session (required for MSt students) in Moscow in mid-July, plus zero-residence online courses in the fall and spring semesters. Courses taken to meet the Graduate Certificate program may be applied to the Master of Studies degree.

The MFA in Creative Writing is a limited enrollment, academically rigorous, low residency two-year course of graduate studies for those aspiring to recover a faithful, theologically rich approach to the creative arts, particularly writing. All students will study biblical theology as a foundational element for developing the creative imagination as well as work closely with tutors on their creative writing projects. The two-year course is built around three one-week intensive (resident) workshops per year. The students are assigned specific creative and critical work to be completed between Residences and handed in to set deadlines.

## **Masters of Studies in Classical Christian Studies (MSt)**

The Master of Studies in Classical Christian Studies is a limited-enrollment, low-residency degree designed for working educators and aspiring scholars who wish to:

- Broaden their understanding of the classical world from a distinctively Trinitarian perspective
- Deepen their knowledge of classical and medieval culture, especially in literature, history, and philosophy
- Strengthen their understanding of the classical Christian paradigm of education
- Strengthen their skills in classical languages and literature, especially Latin
- Refine their ability to apply a Christian worldview to classical education.

The Classical Christian Studies degree program will broaden students' understanding and appreciation of classical antiquity and the medieval tradition from a distinctive Trinitarian perspective.

Candidates for the MSt degree must pass a total of 32 credits with a minimum grade of MCH (B-) in each course module, and complete each of the following curricular requirements:

- A minimum of five 1-credit residence courses,
- A minimum of two credits of Language courses
- One Integrative Essay (2 cr.); the Integrative Essay must be presented and defended during the student's final residence period.

### ***Sample CCS Timeframe***

Here is a typical schedule for program completion. Students may enter the program at any time—fall, spring or summer.

<b>Fall of Year 1</b>	1 course = 2 credits
<b>Spring of Year 1</b>	1 course = 2 credits (4 credits accumulated)
<b>Summer of Year 1</b>	2 courses = 6 credits (10 credits accumulated)
<b>Fall of Year 2</b>	1 course = 2 credits (12 credits accumulated)
<b>Spring of Year 2</b>	1 course = 2 credits (14 credits accumulated)
<b>Summer of Year 2</b>	2 courses = 6 credits (20 credits accumulated)
<b>Fall of Year 3</b>	1 course = 2 credits (22 credits accumulated)
<b>Spring of Year 3</b>	1 course = 2 credits (24 credits accumulated)
<b>Summer of Year 3</b>	2 courses = 6 credits (30 credits accumulated)
<b>Summer of Year 3</b>	Integrative essay = 2 credits (32 credits accumulated)

### **Graduate Certificate in Classical Christian Studies (Grad.Cert.)**

The Graduate Certificate in Classical Christian Studies is a fifteen-month, limited-enrollment, low-residency program (with a zero-residence option) designed for working educators and aspiring scholars who wish to broaden their understanding of the classical Christian educational paradigm and deepen their knowledge of classical and medieval culture, but are unable to pursue the two-year Master of Studies degree. (Courses taken in the Graduate Certificate program may be applied to the Master of Studies program).

#### ***Requirements for the Graduate Certificate (Grad.Cert.) Degree***

Candidates for the Grad. Cert. degree must pass a total of 16 CCS course credits with a minimum grade of MCH (B-) in each course module.

### **CCS Calendar for Academic Year 2023-2024**

May 27, 2024	Summer Term Begins
July 22-26, 2024, M-F	Summer Intensive Week
August 23, 2024	Summer Term Ends
September 16, 2024	Fall Term Begins
December 20, 2024	Fall Term Ends
January 6, 2025	Spring Term Begins
April 11, 2025	Spring Term Ends
May 8, 2025 (Thursday)	Commencement

### **Master of Fine Arts in Creative Writing (MFA)**

The MFA is a limited enrollment, academically rigorous, low residency two-year course of graduate studies for those aspiring to recover a faithful, theologically rich approach to the creative arts, particularly writing. All students will study biblical theology as a foundational element for developing the creative imagination. Each year students are required to attend three one-week intensive (resident) workshops per year. These residencies are strategically designed by writers for writers in order to offer the most valuable content in the most efficient process.

Our commitment to an extraordinary admission standard, accepting only four to six students each year, means that only the most outstanding students will be seated next to you. This limited admission makes it possible for the staff of working writers to commit a significant amount of time to work with students outside of the classroom. Our expectation is for every student to finish with a completed novel.

The 32 credits required for this degree will be offered on a rotating schedule. Each year, students must enroll in 16 credit hours, following the MFA course map below, and every available class (there is no part-time schedule). Because all writing is a matter of re-writing, and it is impossible to truly help writers in the typical 8-week quarter, each class will run the duration of the academic year and will meet during every residence. You come, you write, you re-write, and you re-write some more. We expect great work, so we give you the time to make enough mistakes for that to be possible.

Following each intensive students will be given assignments (some independent, most accumulative) that are due before the following residence. Final grades for each class will be given at the end of each year. However, students will be given academic evaluations after each round of assignments.

## MFA Course Map

### Academic Years Ending in Even Numbers All Students Take These Five Courses (10 credits)

- ☐ THE 549 CS Lewis Readings II (2)
- ☐ THE502 Biblical Theology II (2)
- ☐ THE520 Aesthetic Wordsmithy I (2)
- ☐ LIT537 Literary Criticism (2)
- ☐ LIT595 The Editor II (2)

### Academic Years Ending in Odd Numbers All Students Take These Five Courses (10 credits)

- ☐ THE 540 CS Lewis Readings I (2)
- ☐ THE501 Biblical Theology I (2)
- ☐ THE518 Aesthetic Wordsmithy II (2)
- ☐ LIT532 Literary Fiction (2)
- ☐ LIT555 The Editor I (2)

### All first-year students also take, each year (6 credits)

- ☐ LIT533 Short Story (2)
- ☐ LIT531 Story Architecture (2)
- ☐ LIT535 Poetry (2)

### All second-year students also take, each year (6 credits)

- ☐ CP501 Creative Project (2)
- ☐ LIT513 Visual Storytelling (2)
- ☐ LIT554 Marketing and Advertising Insights (1)
- ☐ LIT510 Novel Disciplines (1)

## MFA Calendar for Academic Year 2023-2024

September 16, 2024	Fall Term Begins
October 7-11, 2024	Intensive Week on Campus
December 20, 2024	Fall Term Ends
January 6, 2025	Spring Term Begins
March 3-7, 2025	Intensive Week on Campus
April 11, 2025	Spring Term Ends
May 8, 2025 (Thursday)	Commencement
May 26, 2025	Summer Term Begins
June 9-13, 2025	Intensive Week on Campus
August 22, 2025	Summer Term Ends

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# Student Life

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## **Worship & Service**

A graduate student's experience should be more than narrowly academic. It should include practical Christian living and involvement in and service to the local church community. Worship is always at the heart of a Christian student's calling; scholarship is always doxological. Graduate students are expected to attend weekly Lord's Day services.

True religion is to visit orphans and widows, James tells us, so graduate students are encouraged to participate in service ministry in their respective communities. Service opportunities may include visiting the elderly at nursing homes, visiting prisoners, helping international students with English as a second language, working with handicapped residents, working at a local food pantry, etc.

## **Academic Advising**

Students are strongly encouraged to seek advice regarding academic concerns from any or all members of the faculty and college administration. For questions or concerns about specific course work, students should consult the relevant individual faculty member. Faculty members keep regular office hours which are posted on the class syllabus. For academic concerns of a more general nature, and for questions regarding progress toward graduation, students should seek an appointment with the Program Director.

## **Learning Assistance and Tutoring**

Students in need of more intensive, specific, and personalized academic assistance than that which the individual college instructors, and the Academic Advisor are able to provide, are encouraged to seek additional, paid tutorial services from other students, alumni, or other members of the academic community; students may ask their instructors for names of recommended tutors and referrals.

## **Student Health Insurance**

Because New Saint Andrews expects students to live independently, we do not provide medical insurance and health services as an institution. We urge students and their families to make sure that they have adequate health insurance coverage.

## **Student Government**

Due to logistical difficulties, there is no meaningful way for our graduate level non-resident students to participate in student government. Students are encouraged to contact the Program Director or the Academic Director with any feedback they have on the program.

## **Grievance Policy**

### *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 Director of the Program within fourteen days of receiving the previous response (if the grievance was against the Director, this appeal should be filed to the Chief Academic Officer). The Director (or CAO) 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 Director will provide a written response to the student within fourteen days.

If the student is not satisfied with that response, the student may file an appeal, in writing, to the President of the College within fourteen days. 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, or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website.

For SARA students with a grievance: If student (a) has a grievance (except for complaints about grades or student conduct), (b) has exhausted NSA's grievance procedure, and (c) remains dissatisfied, then the aggrieved student has further recourse to appeal within two years of the incident about which the complaint is made to either the institution's or student's home state portal. For a complete listing of portal contacts: (<http://nc-sara.org/content/state-portal-entity-contacts>).

### ***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 Program Director 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 Program Director 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 Program Director describing the complaint and indicating that the letter is intended as a formal grievance as specified elsewhere in the *Student Handbook* (unless the complaint is against the Program Director, in which case, the student may file the complaint with the CAO). The Director (or CAO) will have up to seven working days to investigate and respond to the student. If the Director (or CAO) 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 Program Director (or CAO). In cases where an ad hoc committee has been called, the Director (or CAO) has 7 days to respond to the student by notifying them that a committee has been formed; the student shall receive a 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 that 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, or, to TRACS by following the procedures outlined in the Complaint Information Sheet available at [tracs.org](http://tracs.org), the TRACS website.

For SARA students with a grievance: If student (a) has a grievance (except for complaints about grades or student conduct), (b) has exhausted NSA's grievance procedure, and (c) remains dissatisfied, then the aggrieved student has further recourse to appeal within two years of the incident about which the complaint is made to either the institution's or student's home state portal. For a complete listing of portal contacts: (<http://nc-sara.org/content/state-portal-entity-contacts>).

## Student Conduct

NSA exists to graduate leaders who shape culture living faithfully under the Lordship of Jesus Christ. To that end, students must join the faculty and staff in submitting themselves to Scripture's clear principles for our labors together as a community of Christian scholars, pledging annually to uphold NSA's ideals and obey NSA's standards. While we have found it convenient to group these ideals and standards under four headings—personal holiness, sound doctrine, academic integrity, and cultural reformation—we recognize that these are ultimately interconnected, and students who diligently follow Christ in all things will find themselves conforming to these standards by default. Our hope is that students will follow God's law without legalism and exercise their Christian liberties without worldliness. Students who have questions regarding anything in the Code of Conduct should feel welcome to approach their academic advisor, the DSA, or both.

**Students are expected to live faithfully under the Lordship of Christ with respect to**

- (1) Personal holiness**
- (2) Sound doctrine**
- (3) Academic integrity**
- (4) Cultural Reformation**

## *Student Code of Conduct*

### PERSONAL HOLINESS

**Expectations:** NSA expects students to read and obey the Word of God, to regularly attend church while at NSA, to conduct themselves in sexual purity as described by NSA's Statement of Faith, and to exercise their Christian liberties insofar as they are edifying both to themselves and to the body of Christ. NSA expects students to abstain from all works of the flesh (Gal. 5:19-21, 24, 26; Eph. 5:3-7), and also to not give any approval to those who practice them (Rom. 1:32). NSA expects students to honor and respect those in authority over them. NSA encourages students to maintain habits such as diligence, gratitude, honesty, maturity, and self-discipline.

**Disciplinary Issues:** While all sins are grievous in the eyes of God, NSA does not discipline all equally. Certain sins that are more grievous and/or public in nature warrant a disciplinary hearing from the Disciplinary Committee. These include, but are not limited to, sexual immorality (I Co. 6:16; 1 Tim 1:10); drunkenness (Eph 5:18); use of intoxicating drugs, including marijuana; cheating/plagiarism (see Academic Integrity below); overt disrespect toward other students, faculty, or administration; unruly and disruptive behavior. Other code of conduct infractions will be addressed administratively.

### SOUND DOCTRINE

**Basic Doctrine:** Students should embrace the Scriptures as their only ultimate rule on all matters of doctrine. All students are required to attend a confessional, evangelical, orthodox, Protestant church; students who are enrolled at the Moscow campus, but maintain their membership elsewhere, must regularly attend a local church.

**Profession of Faith:** NSA welcomes any faithfully practicing Protestant as a student, while itself teaching from a specifically Reformed perspective. Therefore, students must adhere to the Protestant faith. Students should respect the Reformed faith even if they do not embrace and practice from a Reformed standpoint themselves. All students, regardless of their personal creed or confession, must pledge to maintain a teachable spirit while they are instructed by faculty who are confessionally committed to Reformed theology.

1. **Discussion within NSA:** NSA encourages free and open discussion on the great theological debates of history within the framework of our common Christian faith. Students are not required to pledge their assent to any particular orthodox creed or confession, and NSA will not require students to violate their consciences with regard to Christian doctrine.
2. **Disciplinary Issues:** Students shall avoid theological liberalism, errant doctrine, false gospels, and the churches that embrace them, and abstain from actively promoting doctrines contrary to the Reformed mission and goals of NSA. If students do come to embrace errant doctrines personally, they promise by their signed pledge to inform NSA administration immediately and honestly in a letter offering to withdraw from NSA. If a student wishes to appeal a determination of what is considered an "errant doctrine" by the Provost and the President, they may do so by submitting a written request for reconsideration to the Board. If the student wishes to appeal the NSA Board's decision, they may make a final appeal in writing to the Elder Board of Christ Church, Moscow, Idaho. The decision of the Elder Board will be based on their interpretation of the underlying scriptural guidance, and will be final.

### COMMITMENT TO ACADEMIC INTEGRITY

**Expectations:** NSA expects students to express themselves truthfully in all of their academic work and in their personal relations with NSA faculty, staff, and fellow students. Students must not only do their own work honestly, but also do it to the best of their abilities. Students should avoid laziness, tardiness, or apathy. Students must do their own work, and their work alone, on all assignments, exercises, and

examinations, except where disclosed properly and fully in the appropriate forms, or where the instructor has specifically allowed or required group coordination on an assignment.

**Disciplinary Issues:**

**Academic Probation:** When students fail multiple classes in the same term, they must make substantive improvement in all classes during a probationary period set by the Provost. If this improvement is not made, they may be dismissed from NSA.

**Plagiarism and Academic Dishonesty:** Students must avoid plagiarism, misrepresentation, misappropriation of the work of others, or any other form of academic dishonesty, whether intentional or the result of reckless disregard for academic integrity. Such conduct will not be tolerated. Therefore, any student who has been found to be academically dishonest, following due process, may be dismissed from NSA.

**Online Academic Security:** It is each student's responsibility to keep his/her academic login passwords (e.g. Populi and Gmail) confidential from all other persons. It is the student's responsibility to share their grades with and to print out their invoices for their parents without allowing access to these platforms (since they are shared with other students).

**CULTURAL REFORMATION**

1. Reformation by Conduct and Example: The previous three points have all discussed the conduct of the students as Christians, the focus being the students' own integrity. However, anyone who faithfully conforms to the standards laid out above cannot help but affect the surrounding culture. Students are to be holy, honest, and doctrinally sound, not only for their own sake, but also that they might be a city set on a hill. They are to let their light shine before others, so that their good works might be seen and the world give glory to God (Matt. 5:14, 16).

2. Reformation by Engagement: NSA develops the students' understanding of how our culture's worldview manifests itself through the arts, and an ability to criticize thoughtfully and biblically. As such, NSA expects students to embrace and encourage the development of distinctly Christian music, art, literature, poetry, and drama, and to participate cautiously and critically in popular culture.

**DRESS CODE**

As the leading members of the College student body, students in residence should set the example for all students by dressing appropriately for every New Saint Andrews class session and College event. Faculty and graduate students normally attend all seminars, recitations, and forums in "business casual." That generally means collared shirts, sport jackets or sweaters, and slacks for the men; ties are encouraged. Women typically wear modest dresses, skirts, slacks, or suits. Jeans, denim, and sports attire are generally discouraged.

All students should strive to have their dress be neat, clean, modest, not too casual, and not outlandish. Any specific dress code can always be circumvented in effect while obeyed in the letter, so students are encouraged to work at reestablishing a Christian culture of beautiful, appropriate dress designed for the comfort and respect of others.

Full-time students must wear academic robes to all convocations, commencements, and other important events determined by the program director. The robes embellish, but do not replace, the standard dress. These robes must be purchased or rented from the Bookstore.

***Violations of the Code of Conduct***

Students who are accused of or confess to violations of the Graduate Student Code of Conduct will normally be called to appear before the Disciplinary Hearing Board, which includes two faculty members and one student representative. This Board will hear the accusation and supporting evidence, and will also

hear any denial or other remarks from the accused, if any. This Board will then present a recommendation to the program director, who will make a final determination for appropriate action in the matter.

In the event of an egregious violation of the Code of Conduct, the facts of which are not disputed by the student and/or the timing of which warrants immediate disciplinary action, the Program Director (or CAO) and the President have the authority to make a unilateral disciplinary decision without a recommendation from the Disciplinary Hearing Board in order to protect the students, staff, standards and reputation of the College. Such executive disciplinary decisions may be appealed through the Grievance Policy, which is set forth above.

When disciplinary action for a violation of the Student Code of Conduct is warranted, the Hearing Board may recommend:

- To place the student on probation, with appropriate conditions stipulated by the Director (or CAO) to encourage the student to improve his conduct and meet the standards of the College.
- To suspend the student for a limited, fixed period of time (with or without conditions to be stipulated by the Program Director or CAO), or
- To dismiss or expel the student from the College for egregious or repeated violations of the Code of Conduct. Students may receive formal discipline without a prior probationary period. Students under formal discipline may be subject to special restrictions or terms of accountability.
- To be removed from disciplinary status, students must demonstrate to the satisfaction of the program director that they have met the terms of the discipline and are adhering faithfully to the standards of student conduct at the College by their cheerful compliance and documented good behavior.

### ***The Student Pledge***

As a New Saint Andrews student, I represent by my words, actions, and attitudes the Lord Jesus Christ and the College before the local community, the academic community, the church, and the watching world. Therefore, I freely and solemnly pledge, with God as my Witness, to uphold the honor of my Lord and of the College by honoring and cherishing the principles of the Code of Conduct outlined above in their application to all facets of my life, in or out of the academy, as long as I remain a New Saint Andrews student.

**Commitment to Personal Holiness:** I pledge to conduct myself with all holiness and reverence in word, deed, and attitude, as Scripture requires.

**Commitment to Sound Doctrine:** I pledge to maintain sound Christian doctrine, to regularly attend a confessionally evangelical and orthodox Protestant church, and to maintain a teachable spirit. I pledge to abstain from actively promoting doctrines contrary to the mission and goals of the College. I pledge to resist temptations to entertain or to encourage vain speculations and historic or contemporary doctrinal errors.

**Commitment to Cultural Reformation:** I pledge to nurture a reformational Christian culture in my role as a student by submitting to the lordship of Christ in all areas of my life, especially in my social activities and entertainments, my personal habits and manners, my conversation and dress, and other cultural practices.

**Commitment to Academic Integrity:** And I pledge to commit myself to the practice and preservation of the highest standards of academic integrity.

## Facility Use

### *Community Living*

To maintain harmony with those communities within and around which New Saint Andrews College operates, and to foster a godly culture of Christian scholarship, students should observe the following protocols:

- Students should comport themselves appropriately in the areas around all school facilities, when going to and coming from class. This is important for the school's culture and reputation.
- Students should dress to show respect whenever they are in the NSA building, even when not attending classes.
- All student food and drink at the New Saint Andrews Building should be limited to the Commons unless specified elsewhere.
- Students should enter a classroom shortly before class begins and depart shortly after class adjourns. They should avoid loitering and talking loudly outside the classroom unless they are in an approved location for study groups. They should not raise any excessive noise in any classroom, study area, or the library. They should avoid loitering in office areas.
- Students should police their own waste and pick up after themselves.
- Students may not use college facilities (classrooms, library, foyers, the Nuart Theatre, etc.) as places to leave messages for one another, or to leave things (e.g., borrowed books) for someone else to pick up later.
- Students may post notices or leave fliers in designated areas only with permission of the Program Director or Registrar.

### *Parking*

Students are given NSA parking permits and access to designated NSA parking lots. A map is available upon request. The Friendship Square parking lot is municipal parking, and the downtown parking ordinances are diligently enforced by the Moscow Police.

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# Campus Safety and Emergency Plan

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**Purpose and limitations of the Safety Plan:** To foster an environment where members of the New Saint Andrews community may study and work together in relative security and with a sense of comfort and well-being. Because we readily acknowledge the destructive presence of sin in the world, we acknowledge that there are no human measures that can guarantee absolute safety for any individual or any institution. What follows therefore, can only be considered a summary of the efforts of the institution to expedite evacuation when conditions warrant, to promote communication in the event of emergencies, and to minimize the opportunity for physical harm to students and staff.

## ***Preventative Measures***

NSA has in place a system that prevents unauthorized access, vandalism, and theft:

1. The building is equipped with locking mechanisms on the crash-bars.
2. The building is equipped with an electronic warning system that detects unauthorized movement within.
3. This warning system notifies local law enforcement in the event unauthorized movement is detected.

## **CAMPUS ACCESS**

NSA controls campus access by minimizing entrances and supervising access points.

- A. Entrance access to the South Campus building is limited to one door:
  - a. The entrance from Main Street is monitored by school personnel.
  - b. The entrance from Friendship Square is marked as Exit Only and does not open from the outside.
- B. Entrance access to the North Campus building is limited to one door and controlled by use of a Brivo pass.

## **WEAPONS**

Students interested in carrying firearms on NSA property must request a copy of the APPM firearms policy in section 32 of the APPM, and they must comply with the aforementioned policy.

## **Emergencies**

When faced with any emergency or potential emergency at an NSA facility, any employee of NSA who is on site and aware of the situation should take action based on the following:

1. If the emergency presents a clear, immediate threat to any person's life or health, that employee should:
  - a. *CARE* - first take care of whatever immediate measures are necessary to ensure the safety of those in the vicinity (e.g., lock doors, apply first aid, direct students to evacuate, etc.),

- b. CALL - call 911 or delegate that to another present, then
- c. COORDINATE - contact NSA's emergency coordinator(s). The emergency coordinator then has the authority either to:
  - i. issue emergency instructions to all students and employees immediately, then inform the senior NSA officer of the situation, or
  - ii. pass the information along to the senior NSA officer present at that time for a decision on:
    - 1. issuance of emergency text(s)
    - 2. further communications with emergency personnel
- 2. If the emergency presents NO clear, immediate threat to any person's life or health (it is unclear whether there is a threat at all, the threat is real but not imminent, etc.), that employee should:
  - a. contact NSA's emergency coordinator(s). The emergency coordinator then has the authority either to:
    - i. call 911 and issue emergency instructions to all students and employees immediately, or
    - ii. pass the information along to the senior-ranking NSA officer present at that time, who will direct:
      - 1. communication with emergency personnel, and
      - 2. emergency coordinator(s) when to issue text(s)
  - b. monitor the situation in case the threat becomes clear and immediate, in which case the steps under 1) above should be followed.

### **Hostage Situation in the Building**

The appropriate officer is authorized to enact the following procedures to address the situation:

1. Any school employee will have the authority to NOTIFY LAW ENFORCEMENT (911) should a hostage emergency develop in the building.
2. Every effort should be made to resolve the hostage emergency without violence.
3. Demands of the perpetrator should be acceded to if they do not further endanger lives.
4. The goal is to delay the outcome of the emergency until law enforcement authorities arrive.

### **Bomb Threat or Threatening Calls**

The appropriate officer is authorized to enact the following procedures to address the situation:

1. Report ALL BOMB THREATS to 911 immediately.
2. Any person receiving a bomb threat or other threatening message over the phone is to alert the supervisor or a co-worker immediately by writing the nature of the call on a piece of paper, and then asking the caller a series of questions that approximate the following interview:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. Why did you place the bomb?
  - f. What message do you intend to send?
3. Keep the caller on the phone as long as possible, listen carefully and try to determine and record the following:
  - a. Date and time of the call
  - b. Exact words of the caller
  - c. Identifiable accent or unusual speech pattern
  - d. Emotional state of the caller

- e. Age and gender of the caller
  - f. Background noises (e.g. traffic, bar noises, house noises)
4. Law enforcement officers may conduct a search of the facility and staff may be requested to make cursory inspections of their areas for suspicious objects and to report to the Police.
  5. If you observe a suspicious object or potential bomb, DO NOT handle the object! Clear the area immediately!
  6. The building may be evacuated on the orders of NSA's administration, or by order of law enforcement officers.

#### **RECORDING EMERGENCY EVENT**

A *Record of the Event* should be kept. When possible, the record should note all key relevant information, such as:

1. The time of the event
2. The name of the individual that took responsibility for declaring the emergency
3. Who notified civil authorities, when they were notified, and which authority was notified.
4. What steps were taken to promote the safety of the building occupants and who carried out these steps.
5. The eventual outcome of the event: How it was resolved?

#### **Recorder:**

The Registrar shall act as recorder.

#### **DECLARING AN EMERGENCY**

Other than the situations outlined above, there may be a need to declare an emergency in unusual circumstances (such as weather, national or state emergency, etc.). Declaring an Emergency of any kind is the responsibility of the administration and/or the faculty. If the President is incapacitated or otherwise unavailable, the CAO/Provost will assume the responsibility. And so on down the following list:

1. COO
2. Director of Student Affairs
3. Chief Administrative Officer

#### **EVACUATION PLAN**

All faculty and staff must become familiar with the evacuation plan (see below). NSA has designated the following safe areas where students and staff should gather in the event of evacuation.

1. Primary: Jackson Street Parking Lot
2. Secondary: The Federal Post Office on Washington

#### ***Emergency Evacuation Plan***

All faculty and staff must become familiar with the emergency evacuation plan. NSA has designated the following safe areas where students and staff should gather in the event of an evacuation.

1. Primary Area: Jackson Street Parking Lot
2. Secondary Area: 2<sup>nd</sup> Street Police Station



## **SOUTH CAMPUS EVACUATION PLAN**

**Zone 1:** Administrative Offices (second floor, NE), including President, Admin, St. Brigid Conference Rm; Zone Coordinator: President; Best Exits: Friendship Sq. entry (A), library via east stairs (D), roof window (C), fire escape (B)

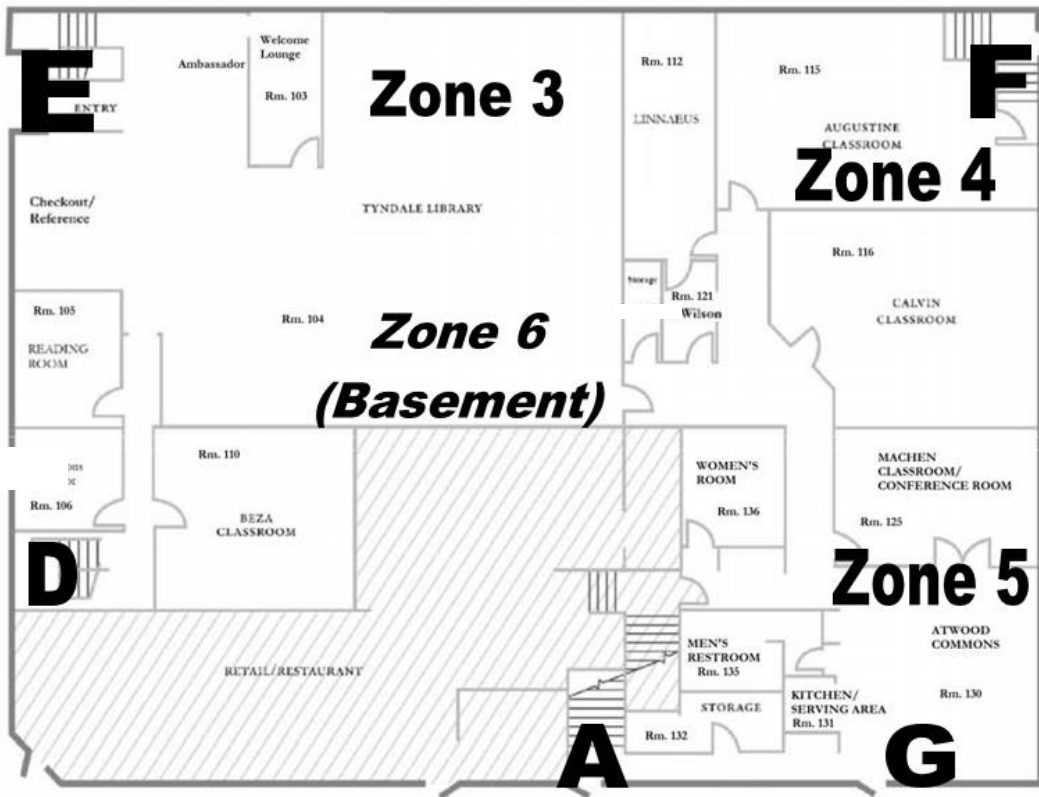
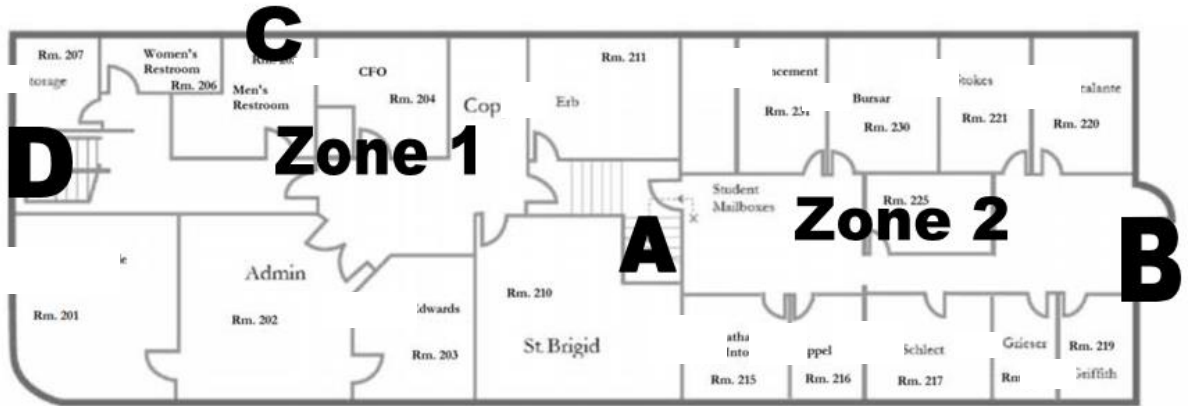
**Zone 2:** Administrative and Faculty Offices (second floor, NW). Zone Coordinator: Any present senior fellow; Best Exits: Friendship Sq. entry (A), Zone 3 via east stairs (D), roof window (C), fire escape (B)

**Zone 3:** Tyndale Library, Recruitment Ambassador, Bookstore, Faculty Office (main floor), Library staff; Zone Coordinators: Head Librarian; Best Exits: Main St. Library entrance (E), Commons Exit (G), alley exit (F)

**Zone 4:** Calvin and Augustine Classrooms (main floor SW); Zone Coordinator: Machen teacher (1), Calvin teacher (2), Augustine teacher (3); Best Exits: Alley exit (F), Commons Exit (G), Main St. library entrance (E)

**Zone 5:** Atwood Commons, Restrooms, Machen Seminar Room, Janitorial closet (main floor NW); Zone Coordinator: Any classroom teacher from Zone 4 (1), any staff present (2); Best Exits: Friendship Sq. exit (G), alley exit via Augustine classroom (F), Main St. library entrance (E)

**Zone 6:** Entire NSA Basement, Library storage, Bookstore shipping area, NSA vault; Zone Coordinator: Library staff; Best Exits: Main St. entry (E), alley exit (F)



**SOUTH CAMPUS EMERGENCY EXITS**

- A. The north-facing Friendship Square Entry/Exit door
- B. The west-facing Second Floor Fire Escape door (to a ladder)
- C. The south-facing window in the Men's restroom
- D. The stairwell from the Admin area to the library
- E. The east-facing Tyndale Library Entry/Exit door
- F. The west-facing Stairwell Exit (behind Augustine Classroom) to the alley
- G. The north-facing Atwood Commons Exit door

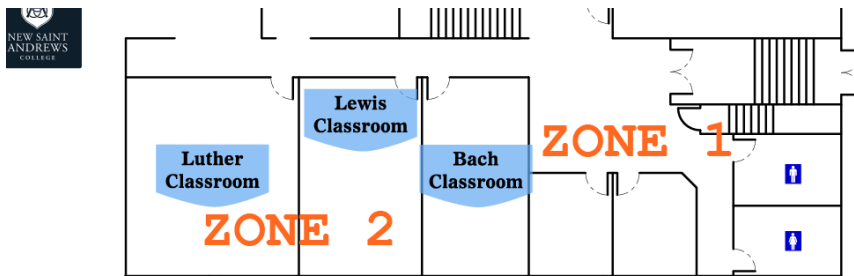
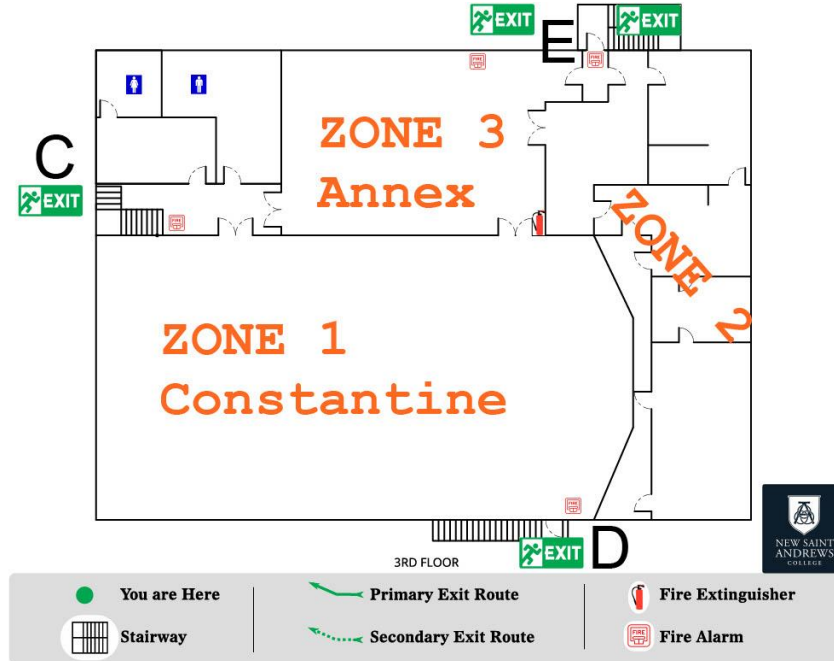
**NORTH CAMPUS EVACUATION PLAN**

**3rd Floor Zone 3:** Proceed to the nearest exit.  
**3rd Floor Zone 2:** Proceed to the nearest exit.

3rd Floor Zone 1: Proceed to the nearest exit.

2nd Floor Zone 1: Proceed to the nearest exit.

2nd Floor Zone 2: Proceed to the nearest exit.



### NORTH CAMPUS EMERGENCY EXITS

- A. Main Floor Entrance facing Main Street
- B. Main Floor Back Exit facing the alley on Washington Street
- C. 3<sup>rd</sup> Floor Exit leading downstairs to Main Entrance “A” Exit
- D. 3<sup>rd</sup> Floor Exit leading outside to the grassy area behind the Lodgepole Restaurant leading to alley on Washington Street
- E. 3<sup>rd</sup> Floor Classroom Exit leading to the alley on Washington Street
- F. Internal basement Exit that leads to Exit “A” on Main Floor
- G. Basement Exit that leads to sidewalk area Behind Lodgepole Restaurant and exits onto Main Street.

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# Course Descriptions

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## CCS Course Descriptions

### COURSES IN WESTERN CULTURE

Courses in western culture provide scholarly introductions to primary texts that exemplify one of the following eras of western civilization: ancient Greece, ancient Rome, medieval Europe, or early modern Europe. Each course will concentrate on a particular theme, author, discipline, or field of inquiry (e.g., history, theology, philosophy, mathematics, science, music, literature). Courses in western culture require students to read and interrogate the primary texts; identify their authors' contexts, concerns, and insights; and form their own assessment of the authors' achievements. These courses position the primary texts within the western intellectual tradition, compare them to other literatures, and relate them to our contemporary world. The courses deepen a student's understanding of the primary texts in one of two ways: by either proposing how to teach these texts to others; or by conversing meaningfully with leading scholars or schools of thought and their interpretive approaches to these texts, expressing their own voice in this conversation. Students in these courses will be required to communicate their engagement with the primary texts in writing. Courses in western culture offered during summer residency will also require students to assert their presence as scholars through spoken interaction in a seminar.

Specific texts and topics are unique to each course. Courses are scheduled on a cycle that moves chronologically through four eras of western civilization: ancient Greece, ancient Rome, medieval Europe, and early modern Europe. Our schedule allots two consecutive terms to each era, thus an entire cycle spans eight terms in all.

### COURSES IN LANGUAGES

Courses in language offer an intensive introduction to a classical language. These courses provide a foundation for continuing study in the language and the basic tools for applying the language to teaching or scholarship.

#### LATIN PEDAGOGY

This course introduces the basics of the Latin language while also addressing principles and problems of language pedagogy that educators encounter in their capacity as administrators, teachers, or parents. At the end of this course students will have a foundation sufficient for further Latin study, including an ability read adapted passages from a Latin translation of the Bible. The readings, discussion, and class exercises will also provide a solid a foundation in pedagogy, equipping students to better their classrooms, schools, and homeschools.

#### HEBREW

This course takes a student from not knowing the Hebrew alphabet to reading biblical texts using the BibleMesh online curriculum. Lessons incorporate various media and the most up to date vocabulary learning software to immerse the student into the biblical text in the original language and learn the grammar of that language in that context. Grammar ceases to be an abstract concept unattached to anything real and becomes embedded in the text that the students are reading. Students will be tested

regularly on each grammar topic and are required to have an active knowledge in each language as they are asked to type answers in Hebrew.

## GREEK

This course takes a student from not knowing the Greek alphabet to reading biblical texts using the BibleMesh online curriculum. Lessons incorporate various media and the most up to date vocabulary learning software to immerse the student into the biblical text in the original language and learn the grammar of that language in that context. Grammar ceases to be an abstract concept unattached to anything real and becomes embedded in the text that the students are reading. Students will be tested regularly on each grammar topic; since they are asked to type answers in Greek, students are required to have an active knowledge in each language.

## INTEGRATIVE ESSAY

Integrative Essay is the capstone assignment of the MSt degree. Students are assigned to a faculty advisor and write a 25-35 page essay examining the texts and/or time periods they have studied in the CCS program, integrating them around a select theme or thesis. The Integrative Essay is publicly defended by the student during his final in-residence session.

## MFA Course Descriptions

THE540 — C. S. Lewis Directed Readings I, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate the nature of the Lewis corpus, as well as to help them cultivate their own ability to write under the example of Lewis. Students will become familiar with a wide range of Lewis's writings.

THE501 — Biblical Theology I, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate certain key foundational themes in Scripture, as well as to help them cultivate their own ability to write under the influence of these great themes. Students will become familiar with how the New Testament treats the Old Testament.

THE519 – AESTHETIC WORDSMITHY, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate how stories and sentences should hang together. The thing that ties it all together is love, and not, as some suppose, the laws of grammar or the fads of writers' workshops.

LIT555 — The Editor I, 2 cr.

Through limited, practical assigned readings and interactive class workshops, students will learn about the publishing industry's editorial process from the inside out. The main goals of this course will be to understand what editors do for big-picture manuscript development and page-level copyediting, and to learn the craft of self-editing and editing for others. Additional topics may include publishing options, how to submit a book, and other insights into the writing business.

LIT533 – Short Story, 2 cr.

Students will read and analyze a variety of short stories across a range of genres and age levels. Special attention will be given to the methods of characterization, pacing, and structure. This course will help students identify the differences in voice and style of many of the literary greats and ultimately help them find their own unique writing voice. The short story is an excellent way to learn how to paint a character

and scene quickly and effectively. Writing exercises will focus on practicing the methods used in the short stories.

LIT531 – Story Architecture, 2 cr.

This course will help first-year students learn how to build a novel from the ground up. The lectures, writing exercises, and craft books will provide tools and techniques for students as they develop their outlines and pitches. By reading and analyzing a diverse selection of novels, students will see various techniques in action and learn how to read as a creator rather than a consumer. Workshops will focus on writing practice novel pitches and brainstorming the various elements of their own stories.

LIT535 – Poetry, 2 cr.

“Naphthali is a hind let loose; he uses goodly words” (Gen. 49:21). We will spend a year learning to grow in our apprehension and application of beautiful words because we were made in God’s image, and he has breathed beautiful words over us. Students will read and study a variety of modern English and American poems, focusing on a practical application of our readings. You will develop poetic discernment and apply that discernment to your own poetic compositions.

LIT537 – Literary Criticism, 1 cr.

Students will develop their close reading skills by studying the use of dialogue, narration, and characterization to develop theme, motif, character, symbol, conflict, and atmosphere in literary fiction. This class will also deepen literary enjoyment by means of surveying (and often rejecting) other major schools of literary criticism including formalists, structuralists, and postmodernists. Course work will consist of short assigned readings, student analysis, and class discussion to help students appreciate literary criticism.

THE549 — C. S. Lewis Directed Readings II, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate the nature of the Lewis corpus, as well as to help them cultivate their own ability to write under the example of Lewis. Students will become familiar with a wide range of Lewis’s writings.

THE502 — Biblical Theology II, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate certain key foundational themes in Scripture, as well as to help them cultivate their own ability to write under the influence of these great themes. Students will become familiar with how the New Testament treats the Old Testament.

THE520 – Aesthetic Wordsmithy, 2 cr.

Through the assigned reading, in conjunction with class discussion and student contributions, this course is intended to help students understand and appreciate how stories and sentences should hang together. The thing that ties it all together is love, and not, as some suppose, the laws of grammar or the fads of writers’ workshops.

LIT559 — The Editor II, 2 cr.

Through limited, practical assigned readings and interactive class workshops, students will learn about the publishing industry's editorial process from the inside out. The main goals of this course will be to understand what editors do for big-picture manuscript development and page-level copyediting, and to learn the craft of self-editing and editing for others. Additional topics may include publishing options, how to submit a book, and other insights into the writing business.

LIT513 – Visual Storytelling, 2 cr.

Through assigned readings, self-guided and roundtable viewings, seminars, and critical workshops, students

will develop their ability to engage with a wide variety of visual mediums from a distinctly Christian worldview. Topics will include composition, montage, pacing, lighting, stage direction, and 3 dialogue.

LIT510 – Novel Disciplines, 1 cr.

This course will help second-year students learn how to refine their novel on the scene, paragraph, and sentence level. Students will move toward the completion of their own novels while reading, analyzing, and discussing a wide variety of novel-length fiction across multiple genres. Live writing and editing will focus on disciplining prose, characterization, and pacing.

LIT554 – Marketing and Advertising, 1 cr.

Students will learn how to differentiate not only their product but themselves to publishers and the marketplace. This course will force students to broaden the scope of their work: a finished manuscript is half of the battle in publishing. Students will consider how they relate to their publishers and a potential audience. Additionally, they will learn the scope of the marketing process: copywriting, packaging, and building out a campaign. Writing exercises will force students to compel their classmates and professor toward their product.

LIT557 – Literary Criticism, 1 cr.

Students will develop their close reading skills by studying the use of dialogue, narration, and characterization to develop theme, motif, character, symbol, conflict, and atmosphere in literary fiction. This class will also deepen literary enjoyment by means of surveying (and often rejecting) other major schools of literary criticism including formalists, structuralists, and postmodernists. Course work will consist of short, assigned readings, student analysis, and class discussion to help students appreciate literary criticism.

LIT518 Aesthetic Wordsmithy 2 cr.

Through the examination of texts, in combination with class discussion, student writings, this course will help students develop (or enhance) a critical eye grounded in a biblical aesthetic. Students will become familiar with the basic elements of aesthetic evaluation, with particular application being made to the craft of writing. At the end of this course, students will have completed a critical essay, evaluating some written work, whether fictional prose, non-fictional prose, or poetry (~ 5,000 words).

LIT532 -- Literary Fiction, 2 cr.

This course will help students to become familiar with the voices and prose styles of various authors who have won the Pulitzer Prize for literary fiction. (Literary fiction is the genre of novels that are seeking to become distinguished classics.\*) Course work will consist of reading and analyzing selected opening chapters of lit fic novels, appreciating and criticizing appropriately. In addition, through short imitative writing exercises, students will refine their own abilities as they seek to develop a compelling voice of their own and to write with force and beauty.

\*"Distinguished" is the defining adjective chosen by the Pulitzer Prize. A more precise definition of literary fiction would be: "a character-driven novel that operates outside the plot-driven requirements of genre fiction and attempts to address the deeper questions of art."

CP501 MFA Creative Writing Project & Supervision 2 cr.

Students will work in close contact with a thesis advisor over the course of the year to write the first draft of a work of fiction (projected word count: 60,000) and complete one round of edits.

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# Directories

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## Program Directors & Faculty

Classical Christian Studies Program Director: Dr. Christopher R. Schlect

Master in Fine Arts Program Director: Mrs. Christine D. Cohen

*(Date after a faculty member's name indicates the year he joined the College Faculty)*

CHRISTINE D. COHEN (2022-)

*MFA Program Director*

MFA in Creative Writing, New Saint Andrews College, 2021

B.A. in Liberal Arts and Culture, New Saint Andrews College, 2009

AMANDA DORNEY (2024-)

*Adjunct Lecturer*

Ph.D. in Political Science, University of California Davis 2023

B.A. in Political Science, Boise State University 2015

JORDAN DORNEY (2022-)

*Fellow of History*

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

M.A. in Political Science, University of Notre Dame, 2015

B.A. in Political Science, Boston College, 2013

IAN DUNCAN (2022-)

*MFA Assistant Program Director*

MFA in Creative Writing, New Saint Andrews College, 2021

B.A. in Philosophy, Cedarville University 2000

TIMOTHY M. EDWARDS (2014-)

*Fellow of Theology*

D.Phil. In Oriental Studies, Oxford University, 2004

MA in Jewish Civilization, Hebrew University of Jerusalem, 2000

B.Ed. in Physical Education with Religious and Moral Education, West London Institute of Higher Education, 1991

FORREST DICKISON, (2022-)

*MFA Instructor*

MFA in Creative Writing, New Saint Andrews College, 2021

B.F.A. in Painting, University of Idaho, 2014

JAYSON C. GRIESER (2007-)

*Fellow of Humanities*

Ph.D. in Literature, University of Dallas (2010)

MA in Literature, University of Dallas (2005)

BA in Liberal Arts & Culture, New Saint Andrews College (2002)

Associate of Arts, Mt. San Antonio Community College (1998)



TIMOTHY L. GRIFFITH (2007-)  
*Fellow of Classical Languages*  
MA in Latin, University of Kentucky (2003)  
BA in Liberal Arts & Culture, New Saint Andrews College (2001)

TIMOTHY G. HARMON (2018-)  
*Provost, Fellow of Theology (CAO)*  
Ph.D. in Systematic Theology, Trinity College/University of Aberdeen (2019)  
Th.M. Western Seminary (2015)  
MA in Biblical and Theological Studies, Western Seminary (2014)

JONATHAN S. MCINTOSH (2007-)  
*Academic Advisor, Fellow of Humanities*  
Ph.D. in Philosophy, University of Dallas (2009)  
MA in Philosophy, University of Dallas (2005)  
BS in Philosophy, University of Idaho (2001)

BENJAMIN R. MERKLE (2000-)  
*President, Senior Fellow of Theology*  
D.Phil. in Oriental Studies, Oxford University (2012)  
M.St. in Jewish Studies, Oxford University (2007)  
MA in English Literature, University of Idaho (2005)  
BS in Education, University of Idaho, (1996)

DANIEL ORTON (2023-)  
*Lecturer in Medieval Languages and Literature*  
D.Phil in English (to 1550), Oxford University (2020)  
M.Phil 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

CHRISTOPHER R. SCHLECT (1996-)  
*Senior Fellow of History*  
Ph.D. in History, Washington State University (2015)  
MA in History, University of Idaho (2005)  
BA in History, Washington State University (1990)

MITCHELL O. STOKES (2005-)  
*Senior Fellow of Philosophy*  
Ph.D. in Philosophy, University of Notre Dame (2005)  
MA in Philosophy, University of Notre Dame (2003)  
MA in Philosophy of Religion, Yale University (2001)  
MS in Mechanical Engineering, University of Central Florida (1994)  
BS in Mechanical Engineering, University of Florida (1992)

David Talcott (2023-)  
*Fellow of Philosophy*  
Ph.D. in Philosophy, Indiana University (2012)  
BA in Philosophy, Hillsdale College (2003)

DOUGLAS J. WILSON (1994-)  
*Chairman and Senior Fellow of Theology*  
MA in Philosophy, University of Idaho (1979)  
Additional Graduate Studies in Theology, Regent College (1979)  
BA in Classical Studies, University of Idaho (1988)  
BA in Philosophy, University of Idaho (1977)

#### **ADMINISTRATION**

Benjamin R. Merkle, D.Phil., President  
Timothy G. Harmon, Ph.D., Chief Academic Officer and Provost  
David Talcott, Ph.D., Graduate Dean  
Nathan Kirkpatrick, Chief Operations Officer  
Brenda Schlect, MS, Chief Administrative Officer  
Andrew Trauger, Chief Financial Officer  
Jean Brainerd, Director of Assessment and Institutional Effectiveness

Emily Kapuscak, Registrar

Rebekah Leidenfrost, Head Librarian  
Tim Rice, Facilities Manager  
Caleb Salmon, Director of Recruitment  
Adam Walter, Bookstore Manager  
Tim Zornes, Accountant

## Board of Trustees

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Elected Term Member  
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Principal Lawyer, Monnette Law Firm  
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Tyler Hatcher  
Elected Term Member  
Associate Pastor, Trinity Church  
Woodinville, WA

Israel Waitman  
Elected Term Member  
Co-founder and owner of PDC Logic, GIS  
Holdings, and Hyper Energy Solutions.  
Boise, ID

C.R. Wiley  
Elected Term Member  
Author  
Battle Ground, WA

\* *Indefinite term*

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# Appendix A: Expenses and Fees

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## AYE2025

### GRADUATE TUITION

\$700 per credit for MA and CCS courses

MFA annual tuition for the upcoming year is posted on the website

### FEES

Application Fee: \$50

Diploma Fee: \$60

Drop/Add Fee: \$10 per request form

Withdrawal Fee: \$50

Transcript \$5 (paper or electronic)