

NEW SAINT ANDREWS COLLEGE
MOSCOW, IDAHO



2019-2020
NON-RESIDENT STUDENT CATALOG AND HANDBOOK

CCS Program and MFA Program

Updated 4/26/2019

New Saint Andrews College
2019-2020 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
www.nsa.edu

Undergraduate Admissions
Email: admissions@nsa.edu

Graduate Admissions
Email: 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). 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). 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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Non-discrimination Statement

New Saint Andrews College affirms that mankind was created in the image of God (Gen. 1:26-27). Though thoroughly corrupted by sin after the fall, all men retain dignity and worth as image bearers (Psalm 8, Rom 1:20-2:11). In submission to the absolute authority of Scripture, therefore, New Saint Andrews 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, (3) scholarship programs, and (4) the hiring and employment of its faculty, administration and staff (see Matt. 7:12, 22:37-40, Rom. 2:11, Gal. 3:28, Eph. 4:1-6:9, Col. 3:10-25, I Pet. 2:17). The College maintains its constitutional and statutory right to discriminate on the basis of religion in order to accomplish the Christian mission of the College. New Saint Andrews maintains its right to obey Scripture rather than men by esteeming women as created in the image of God as the glory of man, fully equal yet complimentary to him (Gen. 2:18, Ex. 20:12, 1 Cor 11:7, 1 Tim 5:3, 1 Peter 3:7). Sexual harassment of any form is a violation of this biblical requirement and will in no way be countenanced. New Saint Andrews maintains its right to obey Scripture rather than men by honoring the disabled and the elderly as persons worthy of great honor, care, and respect (Ex. 20:12, Lev. 19:32, Eph. 6:2-3). The College also maintains its right to obey Scripture rather than men by regarding children, including the unborn, as a great blessing from God and precious in His sight. As parents and educators, we maintain the right to treat them with all tenderness and compassion, and to bear full covenantal responsibility to nurture, educate, love and discipline them in the Lord as Scripture requires (Deut. 6:6-9, Matt. 19:13-15, Eph. 6:4). According to the Word of God, this responsibility rests solely with parents and educators, not with civil authorities.

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Student Questions and Services

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 aboutContact

Prospective Student Inquiries*Mr. John Sanyer, Graduate Program Recruiter (jsanyer@nsa.edu × 100)*
Miss Grace Hendrix, Undergraduate Program Manager of Recruiting (ghendrix@nsa.edu × 114)
Mr. Jacob Rush, Undergraduate Program Recruiter (jrush@nsa.edu × 114)

Course Registration.....*Miss Grace Burnett, Registrar (registrar@nsa.edu × 115)*

Financial Questions.....*Mrs. Brenda Schlect, Bursar and Director of Admissions (admissions@nsa.edu × 113)*

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

Academic Advising/Progress towards Graduation.....*Dr. Chris Schlect, CCS Program Director (cschlect@nsa.edu × 103)*
Mr. Jesse Hall, MFA Assistant Program Director (jhall@nsa.edu)
Miss. Grace Burnett, Registrar (gburnett@nsa.edu) × 115

Bookstore.....*Miss Lydia Sorrell, Bookstore Manager (lsorrell@nsa.edu × 110)*

Library*Mrs. Helen Howell, Head Librarian (hhowell@nsa.edu × 110)*

Parking Permits, Parking Issues*College Administration Office*

Institutional Overview

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

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 21st 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, that 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.

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.

The classical Christian paradigm for higher learning emphasizes wisdom and truth more than pragmatism, integration and beauty more than specialization, and service and goodness more than power. The College honors this classical Christian heritage and stresses a Trinitarian perspective on truth, beauty, and goodness. In its classical Christian approach to higher learning, the College stresses the integrated nature of knowledge (all things cohere in Christ) and the servant-leader nature of every calling before God (Christ is Lord of all) at both the undergraduate and graduate levels.

New Saint Andrews is a classical and Christian college committed by policy and practice to the pursuit of truth, beauty, and goodness through the rigorous study of classical antiquity, Western civilization, Christian culture, and the liberal arts in the light and freedom of the Gospel and under the sovereign authority of the Lord Jesus Christ. 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 electronically in the "Other Info" section under the "Info" tab in Populi.

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, the Heidelberg Catechism, the Belgic Confession, and the Canons of Dort), 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.

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.

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 and in 2018, NSA added a Master of Fine Arts Program.

Today, the College has approximately 200 students, and 16 full- and part-time faculty members. Students have come from more than 35 states, and eight foreign countries. More than half of the undergraduate student body has some home school background.

New Saint Andrews became an institutionally accredited member of the Transnational Association of Christian Colleges and Schools (www.tracs.org) in 2005. The College is also a member of the Association of Reformed Institutions of Higher Education.

Facilities & Library Resources

Facility at 405 S. Main

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

During 2018, NSA purchased 112 N. Main, a 30,000 square-foot shuttered nightclub formerly known as Cadillac Jack's (CJ's). Our goal is to remodel it so that it serves as a venue for classrooms, events, and musical performances that glorify God.

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

CHECKING OUT BOOKS

During residency weeks, distance students are welcome to check out any materials at the library, and take them home for further research. When the materials are due, they can contact the library to renew them, or ship them back to Tyndale Library at the New Saint Andrews address.

RECIPROCAL BORROWING PROGRAM WITH ACL

The reciprocal borrowing program allows distance students to use participating libraries as student patrons. For more information about the program and for participating locations, see this website:

<http://www.acl.org/index.cfm/christian-library-consortium/reciprocal-borrowing-program/>

DATA BASES

Distance students have access to all of Tyndale's online data bases which can be found at the following address:

<https://tyndale.nsa.edu/az.php>

EBOOKS

Tyndale has a collection of roughly 300 ebooks through EBSCO which can be accessed by logging into Populi, clicking on the "library" tab, and then clicking on the "links" tab.

INTERLIBRARY LOANS

Tyndale library participates in OCLC's Worldshare interlibrary loan service. If you are interested in borrowing materials via ILL, contact the Head Librarian (see Student Questions and Services for contact information).

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

Bookstore

The New Saint Andrews College bookstore is located on the main floor of the College building. Its mission is to serve the College's academic purpose in the following ways: primarily by providing required texts and materials to students at a discount; also by providing supplementary books and other educational supplies to faculty and students, and by promoting collegiality among students, alumni, and friends of the College through the sale of appropriate attire and memorabilia which bear the College's name, motto, or symbols. Proceeds from these secondary sales support the

Bookstore's primary purpose of providing required texts and materials to students at reasonable cost. The Bookstore procedures and policies are available to students via Populi with hard copies available upon request.

Nuart Theater

The Nuart Theater is located at 506 South Main in downtown Moscow. New Saint Andrews students are guests there. Because *Disputatio* sessions are open to the public, and other groups use the facility after us, it is particularly important for students to take responsibility for picking up after themselves, thereby keeping the Nuart clean and orderly.

Student Achievement

MFA

Since the MFA Program is in its first year, there is no student achievement data available.

CCS

Since 2007 when the CCS Program was founded, 9 students have graduated with their M.St. in Classical Christian Studies, and 6 with their Graduate Certificate in Classical Christian Studies out of a total of 92 students accepted into the Program.

Accreditation

New Saint Andrews College is an accredited member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded accredited status as a Category II institution in 2005. The College was approved as a Category III institution, authorized to offer Associate's, Bachelor's, and Master's degrees, by the TRACS Accreditation Commission in April 2007.

The U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) recognize TRACS as a national accrediting agency for Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees, including distance learning.

According to the TRACS *Accreditation Manual*, "Accreditation indicates that the institution is in substantive compliance with the Standards and Criteria, has been peer evaluated after completing a self-study, and in the professional judgment of the on-site evaluation team and the Accreditation Commission, the institution provides quality instruction, student services, and is financially stable." Accredited institutions have achieved this level of recognition through continuous self-study and evaluation.

For more information about TRACS, visit their website at www.tracs.org, or write:

Transnational Association of Christian Colleges and Schools
15935 Forest Road
Forest, Virginia 24551
Phone: (434) 525-9539; fax: (434) 525-9538
E-mail: info@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

Admissions

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 under Graduate Studies.

2. APPLICATION FEE

Applicant must pay the application fee of \$50. 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 humour; 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 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 \$50 application fee.

All test scores and transcripts should be sent to:

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

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

Admission of Transfer Students

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

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

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 Graduate Admissions Committee establishes the specific conditions of a student's provisional admission on an individual basis.

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

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

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

Expenses and Financial Aid

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

CCS Refund Policy

This policy applies only to courses offered Summer, Fall, and Spring terms:

- Students who officially withdraw from a course on or before Friday of week two in any given term may receive a 75% refund for that course, less the regular \$5 drop fee.
- Students who officially withdraw from a course after week two, but before Friday of week 4 in any given term may receive a 50% refund for that course, less the regular \$5 drop fee.
- Students who officially *withdraw* from a course after week 4 but before Friday of week 10 in any given term may receive a 25% refund for that course, less the regular \$5 drop fee. A withdrawal will be indicated on the student's transcript with a "W" posted for each withdrawn course.
- **Students enrolled 'in residence' who officially withdraw from a course after Friday of week 4 in any given term are ineligible for tuition refund on the 'in residence' portion of their tuition.**
- Students who withdraw after Friday of week ten in any given term are ineligible for tuition refunds.
- Auditors who officially drop a course before Friday of week one in any given term may receive an 80 percent refund for that course, less the regular \$5 drop fee.
- Auditors who officially drop a course after Friday of week one are ineligible for a refund.
- All registration deposits and non-tuition fees are non-refundable.

MFA Program Refund Policy

In Development.

Other Fees

DROP/ADD FEE:

\$5 for dropping or adding after the close of open enrollment.

LATE FEE:

\$50 is charged to all payments that are more than three business days late. A service charge of 1.5 percent per month will be charged on all past due accounts.

DIPLOMA FEE:

\$50 is charged to cover the costs associated with graduation application processing and diploma printing.

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 \$50 penalty is assessed on payments that are over three working days late.

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

Academic Policies

Registration and Enrollment

Graduate Student Status

An M.St. 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. Credits will be applied toward a graduate degree only for students who are matriculating. Matriculating status is normally granted upon regular admission to the Graduate Program. A student is non-matriculating if he has been admitted provisionally or is enrolled in one or more graduate courses at the College but is not pursuing a degree.

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 \$5 fee is required to add a course after open enrollment. Late enrollment is subject to space availability and the permission of the respective instructor and academic dean.

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 \$5 fee. 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 Dean, 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 semester credit-hour basis.

Within the MFA Program, the requirements of a semester credit-hour is 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 Arts degree requirements for graduation. Exceptions require the Dean'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 Dean 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.

MFA PROGRAM

Transfer credits are not applicable to the MFA Program.

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.

Transfer credits are not applicable to the MFA Program.

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.

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

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 Dean, extraordinary graduate students of exceptional academic ability and performance (with no less than an overall G.P.A. of 3.85) may be recognized “With Honors” (M.A. [Hons.] or M.St. [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 on page 23.

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 on page 23.

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 of \$50 must accompany the application. 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.

Privacy, Information, and Records

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, earned honors, and directory information corresponding to duration of their enrollment. 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 from your education records. However, the College may disclose "directory information" without written consent, unless you have advised the College to the contrary. The primary purpose of directory information is to allow the College to include this type of information in certain publications, such as the College Directory, honor roll or other recognition lists, and commencement programs. If you do not want the College to disclose directory information 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 Dean. 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 Dean. 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.

Degree Programs

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 programs offer 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 M.St. 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 M.F.A. 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 (M.St.)

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 M.St. 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.

Fall of Year 1	1 course = 2 credits
Spring of Year 1	1 course = 2 credits (4 credits accumulated)
Summer of Year 1	2 courses = 6 credits (10 credits accumulated)
Fall of Year 2	1 course = 2 credits (12 credits accumulated)
Spring of Year 2	1 course = 2 credits (14 credits accumulated)
Summer of Year 2	2 courses = 6 credits (20 credits accumulated)
Fall of Year 3	1 course = 2 credits (22 credits accumulated)
Spring of Year 3	1 course = 2 credits (24 credits accumulated)
Summer of Year 3	2 courses = 6 credits (30 credits accumulated)
Summer of Year 3	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 2019-2020

May 27, 2019	Summer Term Begins
July 15-19, 2019, M-F	Summer Intensive Week
August 23, 2019	Summer Term Ends
September 9, 2019	Fall Term Begins
December 19, 2019	Fall Terms End
January 13, 2020	Spring Term Begins
April 17, 2020	Spring Term Ends

Master of Fine Arts in Creative Writing (MFA)

This 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 at least one completed novel.

The 32 credits required for this degree will be offered on an Alpha/Beta schedule with only 16 credits available each year. Each year, students must enroll in 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 Calendar for Academic Year 2019-2020

September 9, 2019	First Week of Fall Term
October 14-18, 2019	Intensive Week on Campus
December 19, 2019	Fall Term Ends
January 13, 2020	Spring Term Begins
February 10-14, 2020	Intensive Week on Campus
April 17, 2020	Spring Term Ends
June 1, 2020	Summer Term Begins
June 8-12, 2020	Intensive Week on Campus
August 28, 2020	Summer Term Ends

Student Life

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 Dean 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 Dean of the College within fourteen days of receiving the previous response. The Dean 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 Dean will provide a written response to the student within fourteen days.

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

For SARA students with a grievance: If student (a) has a grievance, (b) has exhausted NSA's grievance procedure, and (c) remains dissatisfied, then the aggrieved student has further recourse to appeal to SARA. Students should notify SARA contact in their state (<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 Dean for help in confronting the offending party.

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

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

If the student is not satisfied with the Dean's response, the student may appeal, in writing, to the College President, within fourteen days of receiving the previous response. The appeal should specify the reasons why the previous decision(s) do not adequately resolve the student's grievance. The President will respond, in writing, within thirty days.

The President's decision is final on all personal (non-academic) matters. The student's grievance and all written communication will be kept confidential.

Unresolved grievances, once the College's appeals process has been exhausted, 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, the TRACS website.

Student Conduct

New Saint Andrews seeks to reform Christian higher education biblically from top to bottom—from its academic vision and curricula to the testimony of its faculty and students. We seek to recover true academic freedom, that is, submission to God's Word in all our actions and attitudes in and out of the classroom. We have designed the Code of Conduct, therefore, to nurture a healthy Christian academic environment characterized by the zealous pursuit of biblical knowledge and wisdom. Our hope is that students will follow God's law without being legalistic and exercise their Christian liberties without being worldly. The Graduate Student Code of Conduct reflects Scripture's warning that it is folly to strain against the protective fence of God's law just to see how close one can get to sin without getting burned (Prov. 14:9; 16:17; 28:7, 10). The Code also expresses the faculty and staff's hope of working with students who delight in the freedom found within Christ's vast domain safely encompassed by God's holy law (Ps. 119:97 and 112).

New Saint Andrews students must pledge in writing their commitment to personal holiness, sound doctrine, cultural reformation, and academic integrity. By their pledge, students join the faculty and staff in submitting themselves to the Scripture's clear standards for all our labors together as a community of Christian scholars. The Code should encourage students to grow in faith, wisdom, and self-control. While the Code provides for the discipline of those who willfully violate its letter or spirit, we hope that the biblical principles embodied in the Code of Conduct will inspire all students toward greater obedience, self-discipline, and Christian love.

Student Code of Conduct

PERSONAL HOLINESS

New Saint Andrews encourages students to cultivate with all diligence the fruits of the Spirit: love, joy, peace, patience, gentleness, goodness, faithfulness, meekness, and self-control (Gal. 5:22–23; Eph. 5:8–21). As holy and loved children of God, students should clothe themselves with compassion, kindness, humility, forgiveness, and, most of all, brotherly love, and do everything, whether in word or deed, in the name of the Lord Jesus with thanksgiving (Col. 3:12–17).

New Saint Andrews provides no lists of extra-biblical rules for students to follow that foster legalism or pietism. Rather, we expect students to live quiet and peaceable lives, devoted to the Word of God as their only ultimate rule for faith and practice, and to submit themselves fully and respectfully to all lawful familial, academic, ecclesiastical, and civil authorities.

We expect that students will regularly worship God with the assembled saints of His church (Ps. 95:6–7; Heb. 10:25), pray with praise, confession, thanksgiving, and petitions to our Heavenly Father (Matt. 6:9–13; 1 Thess. 5:17), read and submit to God's Word (Ps. 119:89–112), and encourage their fellow students to pursue peace, godliness, and reverence (1 Tim. 2:1–4).

Students should exercise their Christian liberty not as an occasion to indulge the flesh, but to serve others out of love through the wise and moderate exercise of their liberty (Gal. 5:13–14; 1 Peter 2:13–16). By God's grace and through the church's instruction and discipline, students should abstain from the works of the flesh, such as sexual immorality, idolatry, hatred, discord, jealousy, wrath, selfish ambition, drunkenness, or debauchery, and to flee all temptations to those sins (Gal. 5:19–21, 24, 26; Eph. 5:3–7). The College expects students to conduct themselves in sexual purity as described by the College's Statement of Faith.

SOUND DOCTRINE

New Saint Andrews expects students to hold to sound doctrine understood biblically within historic evangelical and orthodox Protestantism. The College expects students to embrace the Scriptures as their only ultimate rule of faith and life, on all matters of doctrine. While we affirm our fundamental unity with all the saints within the body of Christ,

including those in the Roman Catholic and Eastern Orthodox churches, as well as our great appreciation for the many gifts, insights, and contributions they bring to the broader Church, and we also affirm with great thankfulness our own Protestant history and Reformed tradition and strive for our college to be in the forefront of modeling and promoting a vigorous Protestantism, while remaining free of a narrow or sectarian spirit. To cultivate and preserve that tradition on which the College stands, we require matriculating students to be members of a confessionally evangelical and orthodox Protestant church, to seek out the same while in the Moscow area, and to attend church regularly while a matriculating student of the College. Students who have any questions about appropriate church attendance should contact the Director of Student Affairs.

Students at New Saint Andrews will study the great historic Christian creeds, confessions, and councils, and the great theological debates in Church history. We do not expect students to arrive with a thorough understanding of doctrine and theology, but encourage free and open discussion and debate on these matters within the framework of our common Christian faith. Our students are not required to pledge their assent to any particular orthodox creed or confession within the wide realm of the historic Christian faith, and the College will not require students to violate their consciences with regard to Christian doctrine. However, students should avoid theological liberalism and other false gospels (and the churches that embrace them) and abstain from actively promoting doctrines contrary to the Reformed mission and goals of the College. All students, regardless of their personal creed or confession, must pledge to maintain a teachable spirit while they are instructed by faculty confessionally committed to Reformed theology.

The College also warns students, for the protection of their souls and the peace of the College, to avoid false teaching and errant doctrine. If students do come to embrace such errant doctrines personally, they promise by their signed pledge to inform the College administration immediately and honestly in a letter offering to withdraw from the College.

For more information about these doctrinal errors, see Berkhof, *The History of Christian Doctrines* (Baker); Piper and Grudem, *Recovering Biblical Manhood/Womanhood*; Seraiah, *The End of All Things* (Canon Press); Beisner, *Evangelical Heathenism* (Canon Press); and Wilson, ed. *Bound Only Once* (Canon Press).

CULTURAL REFORMATION

New Saint Andrews encourages students to diligently maintain and encourage habits becoming of faithful Christian men and women: hard work, thankfulness, promptness, neatness, respectfulness, honesty, maturity, and self-discipline.

We expect students to cultivate holy and edifying social relationships with their fellow students and with the faculty and staff, avoiding even the appearance of unruly behavior, inappropriate conduct, disrespect, rebellion, or sinful and unlawful activities commonly associated with ungodly students (e.g., drunkenness, sexual sins, illegal drug use, disrespect to teachers, etc.).

Students are encouraged to embrace and promote the development of distinctively Christian music, art, literature, poetry, drama, and crafts. We expect students to participate cautiously and critically in our predominantly pagan popular culture, and to avoid and to repudiate the culturally destructive (but often “socially acceptable”) glorification of sin found in today’s films, music, video games, web sites, and so forth.

We expect students to exercise proper manners and social graces, as befit Christian gentlemen and ladies, and so treat others with dignity and respect, especially those to whom honor is due.

Students should present themselves in public in a way that considers the comfort and ease of others more important than their own. We expect students to be well-groomed and clean, to dress neatly and modestly, and to present themselves in a manner appropriate for the dignity of the occasion.

COMMITMENT TO ACADEMIC INTEGRITY

New Saint Andrews expects students to express themselves truthfully and honestly in all facets of their academic work and personal relations with the faculty, staff, and students.

Students must do their own work, and their work alone, on all assignments, exercises, and examinations, oral or written, except where disclosed properly and fully in citations, footnotes, endnotes, bibliographies, and/or other appropriate forms, and only within the limits allowed by the instructor and commonly recognized academic standards.

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 academic dishonesty may be grounds for disciplinary action by the instructor and the administration up to and including dismissal from the College.

Because computers are prominent tools for academic work, students are responsible to keep their academic login passwords (e.g. Populi and Biblemesh) confidential to avoid even the appearance of impropriety. We expect students neither to give nor receive any assistance on their assignments, exercises, or examinations, oral or written, beyond that allowed by their instructor.

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 Dean 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 Dean 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 Dean), 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.
- Students should not take food or drink from the Nuart lobby into the theater during any school events. 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 Dean or Registrar.

Parking

Students are given NSA parking permits and access to designated NSA parking lots. A map is available upon request. Students are encouraged to park in the Jackson Street parking lot behind the College when using the services of other downtown businesses; if that isn't feasible, please park in spaces furthest from the buildings as a way of loving our neighbors. The downtown parking ordinances are diligently enforced by the Moscow Police.

Because NSA does not provide off-site security, we encourage the students to guard each other's safety. The gentlemen are encouraged to escort women students to their cars after dark.

Campus Safety and Emergency Plan

The purpose of the Safety Plan is 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. However, the following plans have been made as an effort 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.

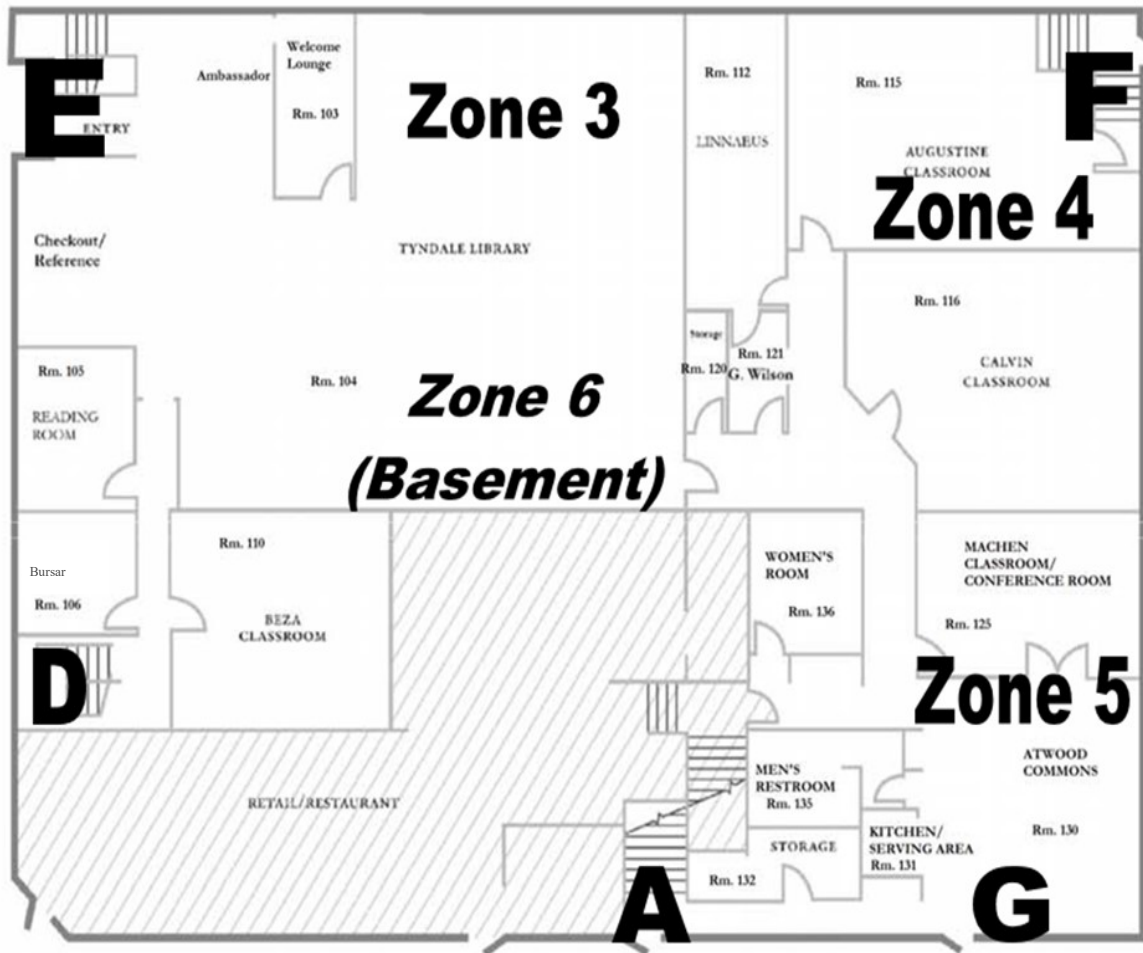
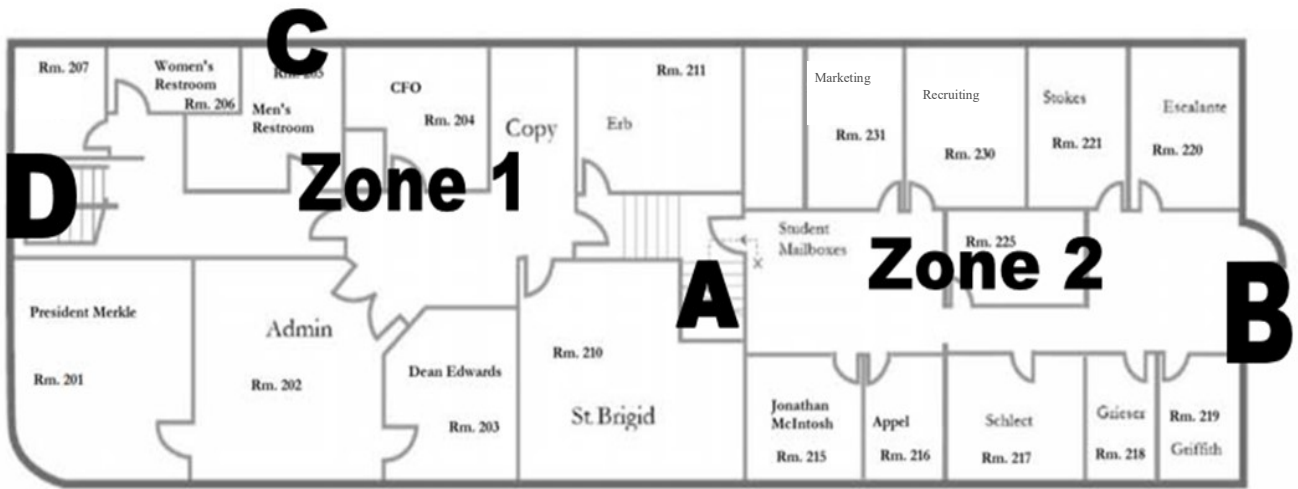
- I. Campus Access and Emergency Exits: The College controls campus access by minimizing entrances and supervising access points.
 - A. Entrance access to the campus building is limited to two doors:
 1. The entrance from Main Street is monitored by school personnel.
 2. The entrance from Friendship Square is not regularly monitored.
 - B. The College building has three additional emergency door exits:
 1. The College Commons exit door on Friendship Square
 2. The College's second floor fire escape door (to a ladder) on the Jackson St. side alley
 3. The College's west side exit door at ground level (connecting to the basement and through the Augustine classroom) off the Jackson St. alley
- II. Preventative Measures: The College has in place a system that prevents unauthorized access, vandalism, and theft:
 - A. The building is equipped with locking mechanisms on the crash-bars.
 - B. The building is equipped with an electronic warning system that detects unauthorized movement within.
 - C. This warning system notifies local law enforcement in the event unauthorized movement is detected.
- III. Weapons: Students and visitors are not allowed to bring weapons on campus or to keep them on the premises without the written permission of the President. Administrators, faculty, and staff who have access to deadly weapons on campus may do so only with the knowledge and approval of the President. Employees who have a license to carry concealed weapons and who do in fact intend to carry on campus must notify the President of their intent.
- IV. Communication: The College will attempt to communicate with everyone affected by a given emergency. Communication will take place at several levels:
 - A. A group text message and Email will be sent to all students and staff. For individuals not on campus, this will constitute the primary means of communication.
 - B. Email will also be used if the emergency took place during hours when the building was not occupied.
 - C. The building phone system will be used to notify occupants of the building when such use does not pose a further danger to occupants. If use of the phone system is deemed inadvisable, runners will be sent to notify building occupants.
- V. Procedures: New Saint Andrews College has identified procedures for each of the following emergencies:
 - A. Dangerous Intruder: The following officers of the College have the authority to determine if an intruder is to be considered dangerous: The President, the Dean, the CFO, the Librarian, Director of Student Affairs, and the Registrar. The appropriate officer is authorized to enact the following procedures to address the situation:
 1. If any of these individuals determine an intruder to be dangerous, they shall call the area of the building not immediately threatened and signal an emergency. Other offices that can be reached by telephone will then be notified as expeditiously as possible (if telephone is inadvisable, runners will be sent).
 2. Personnel working in the area of the building not immediately threatened will CALL LAW ENFORCEMENT AUTHORITIES (911) if there is a dangerous intruder in the building.
 3. Personnel working in the area of the building not immediately threatened shall then attempt to notify the classrooms, the students in the Commons, and the library if applicable.
 4. Depending on circumstances, school personnel should then get students into a space that can be locked down. This may include classrooms, faculty offices, the basement, or other space that may be secured.
 - B. 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.
 - C. Riot or Fight Outside the Building that Threatens Trespass. The appropriate officer is authorized to enact the following procedures to address the situation:
 1. The preferred precaution in this event is a lockdown in the basement.

2. Evacuation by a safe route may be ordered by the Administrator in charge of the emergency.
- D. 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 the college administration (as specified below in #8), or by order of law enforcement officers.
- VI. Evacuation Plan: All faculty and staff must become familiar with the evacuation plan (see below). Evacuation of the building will be signaled by activation of the fire alarm (whether it is automatically activated in response to building conditions or manually activated by college personnel).
 - A. Conditions requiring evacuation include:
 1. Fire or smoke in the building
 2. Earthquake
 3. Bomb threat or other threatening call
 4. Actual explosion in or near the building
 5. Dangerous chemical spill in or near the building
 - B. Designated Safe Areas: The College designate safe areas where students and staff should gather in the event of evacuation:
 1. Primary: directly across Main Street at the fountain on Fourth Street.
 2. Secondary: The south end of the Jackson Street parking lot.
- VII. Emergency Declaration: Declaring an Emergency of any kind is the responsibility of the administration and/or the faculty.
 - A. If the President is incapacitated or otherwise unavailable, the Dean will assume the responsibility. And so on down the following list:
 1. CFO
 2. Director of Admissions
 3. Director of Student Affairs
 4. Faculty member most directly affected or closest to the scene.
 - B. A Record of the Event should be kept. The Registrar shall act as recorder. 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?

VIII. NSA Evacuation Routes: Emergency evacuation exit signs are located throughout the College facility. Students should use the Emergency Evacuation Zones List to locate and familiarize themselves with the closest evacuation routes when studying or attending classes in the building.

A. NSA Emergency Evacuation Zones List:

1. Zone 1: Administrative Offices (second floor, NE), including President, CFO, Director of Assessment, 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)
2. Zone 2: Administrative and Faculty Offices (second floor, NW), including faculty, Marketing and Recruitment Tem and Conservatory Operations. Zone Coordinator: Jonathan McIntosh; Best Exits: Friendship Sq. entry (A), Zone 3 via east stairs (D), roof window (C), fire escape (B)
3. Zone 3: Tyndale Library, Recruitment Ambassador, Bookstore, Faculty Office (main floor), including G. Wilson, J. Sawyer, H. Howell Library staff; Zone Coordinators: H. Howell, J. Sawyer; Best Exits: Main St. Library entrance (E), Commons exit (G), alley exit (F)
4. Zone 4: Calvin and Augustine Classrooms (main floor SW); Zone Coordinator: G. Wilson, Machen teacher (1), Calvin teacher (2), Augustine teacher (3); Best Exits: Alley exit (F), Commons exit (G), Main St. library entrance (E)
5. Zone 5: Atwood Commons, Restrooms, Machen Seminar Room, Event closet (main floor NW); Zone Coordinator: Any classroom teacher from Zone 4 (1), male student by seniority (2), female student by seniority (3); Best Exits: Commons exit (G), Zone 4 to Zone 3, alley exit via Augustine classroom (F)
6. 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)



Course Descriptions

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, and also by 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 M.St. 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

Alpha Year

LIT511 – FILM WORKSHOP, 2 cr.

Mr. Jesse Hall

Film: A two-pronged exploration of the broadest literary form in this (or any) age. Students will engage with the medium on every level of narrative creation, from writing through production, connecting their experience to a more informed level of criticism.

LIT531 – STORY ARCHITECTURE, 2 cr.

Mr. Nate Wilson

The Mechanics of the Novel will seek to provide the students taking the course with an understanding of writing traditions, genre, plot, pace, dialog, arc, and more.

LIT532 – CREATIVE NONFICTION, 2 cr.

Mr. Nate Wilson

Students will pursue the craft of creative nonfiction writing through self-guided but discussed readings, topical round-table seminars, presentation of original work, and live writing.

LIT540 – DIRECTED READINGS IN CS LEWIS, 2 cr.

Mr. Douglas Wilson

Through the reading of books and essays written by C.S. Lewis, in combination with class discussion, and viewing the four online mini-lectures for each book located on Populi, this course will acquaint the students with the range and depth of Lewis's writing ability. At the end of this course, students will have completed reading approximately half of Lewis's corpus, will have participated in six seminars, and will have turned in an essay that interacts in a thoughtful way with the Lewis project (approximately 5,000 words).

LIT550 – WRITING WORKSHOP, 2 cr.

Mr. Nate Wilson

Throughout the course of the year, the tutors of LIT 550 Writing Workshop will guide students through independent storytelling workshops. These workshops are designed to cover modules that are significant in writers development but fall outside of curriculum covered in other courses.

LIT552 – POLEMICS AND SATIRE, 2 cr.

Mr. Douglas Wilson

This course introduces students to certain samples of satiric writings and has them practice their own skills in “metaphor mechanics.” In addition, the study will look at historical examples and theological defenses of biblical satire.

THE501 – BIBLICAL THEOLOGY I, 2 cr.

Mr. Douglas Wilson

Students will look at how the New Testament handles the Old Testament passages that it quotes. For example, Gen. 1:27 and 2:24 are quoted in Matthew 19:4-5, Mark 10:6-7, 1 Corinthians 6:16, and Ephesians 5:31. In each one of these passages we have divinely inspired commentary on what the passages of the Old Testament mean. Each week will focus on a topic such as marriage, the child of the promise, sabbath rest, etc.

THE518 – AESTHETICS AND JUDGEMENT, 2 cr.

Mr. Douglas Wilson

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).

Beta Year

THE502 – BIBLICAL THEOLOGY II, 2 cr.

Mr. Douglas Wilson

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).

LIT 510 – Novel Disciplines, 2 cr.

Mr. Nate Wilson

This course provides students with an understanding of writing traditions, genre, plot, pace, dialog, arc, and more.

LIT512 – FILM ENGAGEMENT (VISUAL STORYTELLING), 2 cr.

Mr. Nate Wilson

Engaging with the Film.

LIT535 – POETRY WORKSHOP, 2 cr.

Mr. Aaron Rench

Poetry Workshop will consist of students writing new poems and bringing them to class for feedback and critique from the instructor as well as each other. Group discussion and interaction will be key in this class. In addition to writing poems, students will also select published poems and provide brief commentary on them.

LIT554 INDUSTRY INSIDER TIPS, 2 cr.

Mr. Nate Wilson, Mr. Aaron Rench, Mr. Jesse Hall

In Development

LIT551 – WORDSMITHING, 2 cr.

Mr. Douglas Wilson

This course provides an introduction to writing that is clear, effective, and beautiful, building up from the foundational levels of words. Interesting writing is made easier when you have interesting words at your disposal, and in order for that to happen, it is necessary to go hunting for them. If you never go out into the bush with your gun, you will never see the lexical equivalent of an antelope ibex on the wall of your trophy room.

M.F.A. CREATIVE WRITING PROJECT & SUPERVISION 4 cr.

In. Development

Directories

Program Directors & Faculty

Theology and Letters Program Director: Jonathan S. McIntosh
Classical Christian Studies Program Director: Christopher R. Schlect
Master in Fine Arts Program Director: Nathan D. Wilson

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

TIMOTHY EDWARDS (2014-)

Dean, Fellow of Theology

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

M.A. 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

PETER ESCALANTE (2015-)

Fellow of Rhetoric

M.A. in Philosophy, Dominican School of Philosophy and Theology, Berkeley, CA

B.A. in Philosophy, Dominican School of Philosophy and Theology, Berkeley, CA

JAYSON C GRIESER (2007-)

Fellow of Humanities

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

M.A. in Literature, University of Dallas (2005)

B.A. in Liberal Arts & Culture, New Saint Andrews College (2002)

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

JESSE HALL (2017-)

Assistant Director of MFA Program

M.St. in Creative Writing, Oxford University (2017)

CST in Theology, Oxford University (2015)

B.A. in Communications in Digital Media, Vanguard University (2010)

JONATHAN S. MCINTOSH (2007-)

Academic Advisor, Fellow of Humanities

Ph.D. in Philosophy, University of Dallas (2009)

M.A. in Philosophy, University of Dallas (2005)

B.S. in Philosophy, University of Idaho (2001)

BENJAMIN R. MERKLE (2000-)

President, 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)

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

AARON R. RENCH

Professional in Residence (2011-)

M.A. in Poetry, Oxford University (2010)

BA in Liberal Arts and Culture, New Saint Andrews College (2001)

CHRISTOPHER R. SCHLECT (1996-)
Director of Student Affairs, Senior Fellow of History
Ph.D. in History, Washington State University (2015)
M.A. in History, University of Idaho (2005)
B.A. in History, Washington State University (1990)

JOSEPH TIPTON (2018-)
Fellow of Classical Language
Ph.D. in Classical Language, University of Pittsburgh (2013-)
M.A. in Classical Language and Literature, University of Kentucky (2003)

MITCHELL O. STOKES (2005-)
Senior Fellow of Philosophy
Ph.D. in Philosophy, University of Notre Dame (2005)
M.A. in Philosophy, University of Notre Dame (2003)
M.A. in Philosophy of Religion, Yale University (2001)
M.S. in Mechanical Engineering, University of Central Florida (1994)
B.S. in Mechanical Engineering, University of Florida (1992)

DOUGLAS J. WILSON (1994-)
Trustee and Senior Fellow of Theology
M.A. in Philosophy, University of Idaho (1979)
Additional Graduate Studies in Theology, Regent College (1979)
B.A. in Classical Studies, University of Idaho (1988)
B.A. in Philosophy, University of Idaho (1977)

NATHAN D. WILSON (2001)
Fellow of Literature, Professional in Residence
M.A. in Liberal Arts, Saint John's College, Annapolis (2001)
B.A. in Liberal Arts & Culture, New Saint Andrews College (1999)

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Moscow, ID

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Elected Term Member
Associate Attorney
Wenatchee, WA

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

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