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PRACTICAL CHURCH LEADERSHIP
Stewarding the Church in the 21st Century

Policies for Practical Church Leadership Certificate

Application and Admission to the Practical Church Leadership (PCL) Graduate Certificate Program

Actively practicing clergy and other church leaders are eligible to pursue a certificate in practical church leadership at Dakota Wesleyan University. Program participants must have the ability to execute an applied project in their ministry context (e.g., developing and launching a new fundraising initiative, reviewing and revising church governance structures and policies, developing a new marketing and communications plan). Interested individuals should refer to the application instructions and procedures for the PCL graduate certificate program on the Dakota Wesleyan website. Students may apply for admission to the PCL program through the DWU website. Students with questions about the program or related admission policies and procedures should contact the admissions office. Students enrolling in the program with an earned bachelor's degree will receive graduate credit for their certificate work. Students enrolling in the program without an earned bachelor's degree will receive undergraduate credit for their work. Credit will be granted through the Nonprofit Administration program, a program of the Business Department at DWU, and therefore transcribed as NPA credits.

Transfer of Credit

The university does not accept transfer credits into the PCL certificate program.

Credit Hours

The PCL certificate is a 21-credit hour certificate. All credit-bearing coursework is transcribed accordingly. Students who successfully complete all courses within the PCL program receive a certificate of completion signifying their achievement of proficiency in the area of nonprofit administration for ministry environments.

Grading in the PCL Certificate Program

The grading system at Dakota Wesleyan University utilizes letter grades that are assigned a quality point value per hour of credit as follows:

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.4
C	Average	2.0
C-		1.7
D+		1.4
D	Below Average	1.0
D-		0.7
F	Failure	0.0

Additional grades may also be assigned, and these grades are not computed into a student's GPA:

CR	Credit awarded in a Credit/No Credit course
NC	No Credit awarded in a Credit/No Credit course
I	Incomplete
W	Withdrawal
*	Indicates class was repeated and not used in computing GPA (see "Repeating a Course").
R	Indicates class was repeated and used in computing GPA (see "Repeating a Course").

Credit/No Credit

The Credit/No Credit (CR/NC) option allows students to complete a course, or courses, in a non-degree seeking program without adherence to the traditional grading policy. Those who elect to pursue the CR/NC option must complete and have an approved CR/NC application form on file in the registrar's office no later than one week following the first day of the course in which they are applying for CR/NC. Courses taken as CR/NC may not be applied toward a degree (i.e. MBA). The minimum acceptable grade students must achieve in courses taken for Credit/No Credit in order to receive Credit (CR) is a C. Students receiving less than a C will receive No Credit (NC) for the course. Grades of CR and NC are not computed into a student's GPA. Students who receive NC are not eligible to earn a certificate.

Successfully Completing the Certificate Program

In order to successfully complete the certificate program, students must maintain a minimum cumulative grade point average of 2.0 or higher in all courses within the certificate program. Students who fail a course within the program (and who do not retake the course and earn a passing grade) will not be awarded a certificate. Students who receive an F in a certificate program course may progress in the certificate program (i.e., take additional coursework), but will be ineligible to receive the program certificate unless, or until, they retake the failed course (or courses) for a passing grade and complete the program with a cumulative grade point average of 2.0 or higher. Students may retake a certificate program course no more than two times in an effort to achieve a higher grade.

Repeating a course

A student pursuing a certificate may choose to repeat a course in which the earned grade was C or lower. Prior to repeating a course, the student must consult with the program director. Students are responsible for working with the registrar's office to reenroll in courses. Students are also responsible for paying any additional charges associated with retaking a course. The higher of the two grades will be applied to the student's GPA.

Applying Credits Earned in a Graduate Certificate Program to a Graduate Degree

Up to 18 graduate credits earned in the PCL certificate program at Dakota Wesleyan may be applied to the university's MBA program. However, only courses in which a student has earned a grade of B or higher may be applied to this degree program.

Certificate Program Costs (PCL Specific)

For information on the current cost of the PCL certificate program please contact the admissions office.

When third parties (e.g., employers, charitable foundations) are paying for the majority of a student's certificate program tuition, the university bills for the entire program prior to the start of the program. If a student is paying for a certificate on their own, they should consult the university's business office for payment options.

Financial Aid

Federal financial aid is not available for students who enroll *solely* in certificate programs. Students completing a certificate as part of an MBA or M.Ed. degree may be eligible for financial aid. Students should consult with the university's financial aid office regarding their eligibility for financial aid.

Dropping a Certificate Program, Withdrawing from a Certificate Program, Certificate Program Refund Policy

Students who drop the PCL certificate program prior to the program start date (as specified on the PCL academic calendar) receive a full refund. In order to drop the PCL certificate program prior to the program's start, students should contact the Dakota Wesleyan Registrar's Office by emailing registrar@dwu.edu and complete and attach the [drop form](#).

The PCL graduate certificate program designates a withdrawal deadline date on the annual PCL academic calendar. Students wishing to withdraw from the PCL graduate certificate program on, or prior to, the designated withdrawal deadline date should contact the Dakota Wesleyan Registrar's Office by emailing registrar@dwu.edu. Students who

have prepaid for their certificate program and withdraw from the program on, or prior to the designated withdrawal date on the PCL academic calendar, receive a 75% refund. After the designated withdrawal date has passed, no refunds are issued.

Students who are forced to withdraw from the program after the designated withdrawal date are eligible to reenroll in the program and complete the remaining credits within one year of their withdrawal date subject only to a reenrollment fee (if applicable). Students wishing to re-enroll or wishing to keep that option open should request and complete a leave of absence form and submit the completed form to the program director or registrar.

Requesting an Incomplete Grade

Occasionally, situations arise that prevent a student from completing work in a particular graduate certificate course. Students wishing to request an incomplete for that course must do so at least one week prior to the end of the course in which they are seeking an incomplete. Students who have a qualifying rationale should submit their request, by email, to their course instructor. If the instructor deems that a qualifying justification for an incomplete exists, she/he will file an appropriate incomplete request form on the student's behalf. Students who have been granted an incomplete have six weeks from the end of the course to complete their work in that course unless an alternative completion date has been approved by the program director or provost.

Grade appeals

Students who believe they have not been graded fairly and wish to appeal a course grade must file an appeal no later than 14 days after the grade has been received. Student who believes they have been graded unfairly should follow the following steps:

1. Discuss the grade in question with the course instructor as soon as possible after the student has received the grade.
2. If the student remains dissatisfied with their grade following their conversation with the course instructor, they should consult with director of the certificate program.
3. If the student remains dissatisfied with their grade following their conversation with the director of the certificate program, the student may file a formal appeal of the grade with the graduate studies committee. The program director will facilitate this process.

Academic Integrity Violation

Please refer to the policy in the current graduate studies catalog.

Certificate Program Completion

Students who have satisfactorily met the requirements for the certificate program will receive a certificate of completion along with their final transcript. In some cases, certificate programs may have a formal ceremony to acknowledge completion. Please refer to the program webpage or contact the respective program director for more information.