



GATHER 4 HIM

CHRISTIAN COLLEGE

Catalog

2018-2019

MAY 1, 2018

Our Mission

The mission of Gather 4 Him is to motivate and equip college students for Christ-centered service in the church and community.

3021 W. Clearwater Ave. Kennewick, WA 99336 college.gather4him.net

Notes about the use of this Catalog

This catalog is provided for guidance in course selection and program planning. While every effort is made to ensure the accuracy of the information in this catalog, in no sense is it to be considered a binding contract and it may be changed by action of appropriate bodies with the college.

Courses listed in this catalog are subject to change through normal academic process. New courses and changes in existing course work are initiated by the appropriate department and approved by the Faculty Council or other bodies as needed.

ACADEMIC CALENDAR

Fall Semester	2018
Tuition Due	Aug 1 st (W)
Student Orientation (Mandatory)	Aug 20-21 (M-T)
Instruction begins	Aug 22 (W)
Close of course registration	Aug 31 (F)
Last day to add courses to any class schedule	Aug 31 (F)
Last day to drop courses without a fee	Aug 31 (F)
Labor Day (no classes)	Sept 3 (M)
Early scheduling for Spring Semester	Oct 29 – Dec 7
Last day to drop any course with a W grade. No Tuition Refund.	Nov 9 (F)
Veterans' Day Observed (no classes)	Nov 12 (M)
Thanksgiving vacation	Nov 21 – 23
Classes resume	Nov 26 (M)
Last day of instruction	Nov 30 (F)
Final exams	Dec 3-7
Spring Semester	2019
Tuition Due	Jan 1 st (T)
Orientation for new students	Jan 8 (T)
Instruction begins	Jan 9 (W)
Close of course registration	Jan 18 (F)
Last day to add courses to any class schedule	Jan 18 (F)
Last day to drop courses without a fee	Jan 18 (F)
Martin Luther King Day (no classes)	Jan 21 (M)
President's Day (no classes)	Feb 18 (M)
Leadership Conference (to be confirmed)	
Last day to drop any course with a W grade. No Tuition Refund.	Mar 15 (F)
Spring break	Mar 25-29
Classes resume	Apr 1 (M)

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Registration for summer courses	April 8 (M)
Early scheduling for Fall Semester	April 8 – May 3
Last day of instruction	April 26 (F)
Final exams	April 29 - May 2
Commencement	May 3 (F)
Summer Term (if scheduled)	2019
Summer Session begins	May 13 (M)
Close of course registration for Summer Session	May 13 (M)
Last day to drop summer course w/o financial penalty	May 23 (Th)
Summer Session ends	July 12 (F)

All calendar dates are subject to change

Gather 4 Him Christian College (G4HCC) is the first two-year Christian Liberal of Arts College in the Lower Mid-Columbia Region. It is the only college where students can finish their general university requirements, receive an in-depth knowledge of the Bible and discover God's call on their lives. Our professors are experts in their fields not only in academics, but also in their professions. Our class sizes are small, giving each student the opportunity to increase their depth of learning.

The mission of Gather 4 Him Christian College is to reach the community for Christ by motivating and equipping students through their college education, seeking God, and living what they have learned through practical application.

Gather 4 Him Christian College is an outgrowth of Gather 4 Him Ministries, which was created in 2005 through a youth outreach event called, "*The Gathering.*" Through this event, we developed a relationship with Corban University which eventually led to starting G4HCC in 2008. G4HCC followed all the Washington State requirements for starting a college through the Washington Student Achievement Council (WSAC). G4HCC has been approved as an educational services provider by the Veteran's Benefits Administration for eligible military and uniformed services veterans. Currently, we are in the Applicant Status as a Category I institution and pursuing a national accreditation with Transnational Association of Christian Colleges and Schools (TRACS).

The actual G4HCC degree is an Associate of Arts degree in Biblical Studies. The foundational courses for the degree generally parallel those found at all other colleges in the first two years of study and include coursework in communications, quantitative skills, human performance, humanities, social sciences and mathematics/science. Our electives are in Biblical Education. The degree requires 69 semester hours which for most colleges it is one-half the number of credits required for a baccalaureate degree.

American society is changing so rapidly that the most forward-thinking approach to the future needs is to focus on students who are seeking more out of a college than just an academic environment. While academics are one of our top priorities at G4HCC, we believe there is also a vital spiritual component that emphasizes moral and ethical responsibilities during the students' overall college experience. With the focus being on Jesus as Lord, this will instill in students a sense of self-confidence, obedience, perseverance and knowledge necessary to lead their generation and generations to come.

In Christ,

Robert B. Nash
President

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COLLEGE PROFILE

WASHINGTON STUDENT ACHIEVEMENT COUNCIL (WSAC)

Gather 4 Him Christian College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Gather 4 Him Christian College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

ACCREDITATION

Gather 4 Him Christian College is pursuing national accreditation with Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] Awarded Applicant status as a Category I institution by TRACS in February 2018. G4HCC completed the Self-Study in May and will be evaluated on-site by a TRACS Evaluation peer team July 16-20, 2018 and anticipates appearing before the TRACS Commission October 29-30th for Candidate Status. TRACS is recognized by both the Council of High Education Accreditation (CHEA) and the U.S. Department of Education.

STATEMENT OF PURPOSE

GATHER 4 HIM CHRISTIAN COLLEGE MISSION STATEMENT

The mission of Gather 4 Him is to motivate and equip college students for Christ-centered service in the church and community.

STUDENT LIFE CHARGE

As instruments of God, we exist to develop servant leaders who will exemplify wisdom and integrity, express truth and compassion, and embrace life-long learning.

STUDENT LIFE PURPOSE

The purpose of Student Life at Gather 4 Him Christian College (G4HCC) is to provide students with services, training, support, and activities that uphold the academic mission of the College, support student learning and development, and nurture the whole person in and out of the classroom.

STATEMENT OF FAITH

The Nicene Creed (Adopted by the First Council of Nicaea, 325 CE)

We believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

And in one Lord Jesus Christ, the only Son of God, begotten from the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made; of the same essence as the Father. Through him all things were made.

For us and for our salvation he came down from heaven; he became incarnate by the Holy Spirit and the virgin Mary, and was made human.

He was crucified for us under Pontius Pilate; he suffered and was buried. The third day he rose again, according to the Scriptures. He ascended to heaven and is seated at the right hand of the Father. He will come again with glory to judge the living and the dead. His kingdom will never end.

And we believe in the Holy Spirit, the Lord, the giver of life. He proceeds from the Father and the Son, and with the Father and the Son is worshiped and glorified. He spoke through the prophets.

We believe in one holy catholic and apostolic church.

We affirm one baptism for the forgiveness of sins.

We look forward to the resurrection of the dead, and to life in the world to come. Amen.

GATHER 4 HIM CORE VALUES

- We are committed to God and His Relevant Word (Matthew 22:37-39).
- We believe we were created by God to live in a loving relationship with Him, ourselves, and others. (Colossians 1:16).
- We believe the great commission of bringing people to Christ and discipleship through a spiritual formation process (Matthew 28:19).
- We believe He (Christ) is the one who gave these gifts to the church... (and therefore)...their responsibility is to equip God's people to do His work and build up the body of Christ. The local Body of Christ is God's multiplication agent (Ephesians 4:11-13, 15).
- We are accountable servants that work as a team (Romans 12:5, I Cor. 12:25-26).
- We believe "since we are all one body in Christ", we belong to each other, and each of us needs all the others (I Cor. 12:12).

PHILOSOPHY OF EDUCATION

Gather 4 Him Christian College is dedicated to the following Philosophy of Education:

To excellence in scholarship and teaching:

We maintain a high priority on excellence in teaching within the context of exemplary scholarship and research. Guided by our faith in Jesus Christ, who is "the way, the truth, and the life" (John 14:6), we believe in the unity of God's truth, whether supernaturally revealed or humanly discovered; we value the search for knowledge and understanding in all areas of life. Thus, we desire to foster an environment in which:

- Students develop intellectual curiosity, passion, and academic agility, valuing the life of the mind and life-long learning;
- Students develop their critical thinking, reflection, analysis, and communication skills;
- Students develop knowledge and competencies in the arts, sciences, and professions;
- Faculty are supported in and recognized for scholarship of discovery, integration, application, and teaching.

To the whole Gospel for the whole world through whole persons:

We recognize the Bible, composed of the Old and New Testaments, as inspired of God and as the supreme and final authority in faith and life. We submit ourselves to carrying out our mission under its authority and seek to apply biblical principles to all facets of human aspiration and action, including the centrality of personal transformation. We affirm the importance of calling all persons everywhere to personal faith and faithful discipleship in following Jesus Christ as Savior and Lord, including living out the whole Gospel in a needy and lost world. Thus, we seek:

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- To enable students to develop a Christian worldview, grounded in the Scriptures;
- To enable students to discern the ethical consequences of decisions and actions;
- To foster an environment in which all members of the campus community desire and participate in their own Christian formation;
- To develop a campus community where all give witness to a Christian worldview, through action and voice, motivated to explore faithfulness to Christ through Christ-centered study, work, and living.

To justice, reconciliation, and transformation:

In our commitment to sharing the whole Gospel to the whole world, we acknowledge with sorrow the brokenness of the world at personal, national, and international levels. Thus, we seek to work for Christian transformation, justice, and reconciliation, in all areas of life as these are grounded in our understanding of Christ's calling to us. We particularly seek to work with and for the poor, oppressed, and suffering persons as part of our Christian discipleship. Thus, we seek:

- To provide educational opportunities and financial aid as best we can for those with few or no financial resources to attend a private Christian college;
- To motivate students to assume responsibility for justice and to show a transformative influence — especially regarding social, political, and economic justice;
- To enable all members of the campus community to participate in opportunities for meaningful service, demonstrating love for God and neighbors and working towards justice.

To responsible leadership and stewardship:

We believe that our complex society needs leadership in all institutions that is intelligent, informed, insightful, ethical, strategic, and just. We are dedicated to graduating students whose wisdom, Christian values, and skills enable them to lead and manage such institutions, including those that are the most influential. Similarly, we commit to excellence in the leadership of the College and in the stewardship of College resources. Further, we believe that we are to care not only for people throughout the world, but also for creation itself as responsible stewards of the environment and other physical resources. Thus, we seek:

- To prepare students to live in an interdependent world, aware of societal and global problems and committed to engage in solving them;
- To engender the wisdom and character necessary for sound Christian leadership;
- To inspire all members of the campus community to care for creation as responsible stewards and to model that care in the use of College facilities and resources.

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To Christian community:

Our commitments lead us to work towards shaping a campus community that embodies values of Christian witness, caring and compassion, justice and integrity, competence and affirmation. We wish to treat each member of the campus community with fairness, dignity, and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission. Thus, we seek:

- To foster genuine community, where individuals show compassion and friendship towards others in the spirit of Christian love;
- To help students increase in self-awareness and in their sensitivity towards others and others' needs and situations;
- To foster an environment where diversity is appreciated and reconciliation is practiced;
- To equip all members of the campus community to live well with one another, honoring, supporting, and affirming one another.

Educational Values:

We are Christ-centered in all of our programs. We are committed to high quality in all areas, whether academic, spiritual or service oriented. In particular, we look for creative ways to be effective in the classroom, embracing innovative methodology as an important adjunct to traditional pedagogy.

We are student-centered—the primary focus of our work is the intellectual, spiritual and psychological development of students. We care about the whole person, seeking to provide a variety of student services, learning experiences and service opportunities that support emotional, spiritual, professional and physical development.

We are committed to a discipleship model of education. Faculty give themselves to students—life on life—resulting in a deep impact. We want our education to be life transforming and incarnational, acquired through relationships as well as information. Unlike much in the culture around us, we will not divorce competence from conscience. We have a passionate desire that the Kingdom of God be experienced and embraced by people who live out their faith in their lives.

We seek to educate and develop men and women of intellectual ability, strong character and deep Christian commitment. We seek students who are serious, teachable and invested in their educational experience, so that we can have maximum impact on their intellectual and spiritual formation.

Within the unity of our faith, we seek to be an inclusive Christian community. Held together by our passionate commitment to Jesus Christ as Savior and Lord of all, we are enriched by persons of different ethnicities, ages, academic programs, nationalities, gender, economic backgrounds, political views and ways of understanding the Christian's place in the world.

INSTITUTIONAL STUDENT LEARNING OBJECTIVES

Students will have a depth of knowledge and expertise in the core areas of language, mathematics, the sciences, social science, history, psychology, writing, and biblical studies. These are measured by the following criteria:

1. Communicate effectively in both oral and written forms in a variety of rhetorical contexts, including Standard English
2. Employ critical and creative thinking and mathematic and scientific principles for problem solving, literary and socio-cultural analysis, intercultural understanding, and research in the sciences and humanities.
3. Students will be able to apply the gained knowledge to the world around them in contemporary thought and culture.
4. Students will be able to explicate the major themes and dynamics of the Church in history and place the events of today into historical contexts.
5. Students will gain and be able to apply a deeper understanding of theology, biblical principles, church history, and hermeneutics to everyday living.
6. Demonstrate familiarity with available research, writing and technological tools and be able to use them effectively.
7. Demonstrate the integration of academic insights and experiences by constructing and employing a personal framework in which ethical decisions can be made in light of societal values and a Christian worldview.

STUDENT LEARNING OBJECTIVES FOR COURSE AREAS

WRITTEN COMMUNICATION

The courses in this category are designed to develop and demonstrate the following abilities:

- Discern a writer's argument or purpose.
- Use appropriate sources responsibly.
- Use context-appropriate conventions of written English.
- Form and support a coherent position on an issue.
- Write in a manner appropriate to the audience and context.

MATH

The courses in this category are designed to develop and demonstrate the following abilities:

- Apply mathematical logic to solve equations.
- Describe problems using mathematical language.
- Solve problems given in mathematical language using mathematical or statistical tools.
- Interpret numerical data or graphical information using mathematical concepts and methods.

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- Construct logical arguments using mathematical language and concepts.
- Use mathematical software effectively.

ORAL COMMUNICATION

The courses in this category are designed to develop and demonstrate the following abilities:

- Evaluate appropriate sources.
- Utilize effective verbal and non-verbal expressions.
- Deliver effective speeches appropriate to the context.
- Orally present a coherent position on an issue.
- Assess oral argumentation as a critical consumer.

DEMOCRACY IN PERSPECTIVE

The courses in this category are designed to develop and demonstrate the following abilities:

- Explain the roles that democratic concepts, including individual rights, play in a just democracy.
- Analyze how citizens engage in democracy.
- Evaluate democratic practices across different contexts (such as settings, time, socioeconomic conditions, cultures, and political boundaries).

SOCIAL SCIENCES

The courses in this category are designed to develop and demonstrate the following abilities:

- Articulate the relevance of the Social Science course to their general education.
- Describe basic concepts and methods used in a social science discipline.
- Demonstrate how basic concepts and methods from a social science discipline explain individual or group behavior.
- Evaluate the connection between social science research and social or political policy.
- Apply concepts and methods from a social science discipline to social science research.

NATURAL SCIENCES

The courses in this category are designed to develop and demonstrate the following abilities:

- Articulate the relevance of the Natural Science course to their general education.
- Explain how knowledge of natural science is applicable to their lives.
- Apply appropriate scientific methodology within one of the natural sciences.
- Evaluate the validity and limitations of scientific theories and claims.

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- *(Required for lab courses only)* Analyze scientific data acquired through laboratory experiences in one of the natural sciences.

ANALYTICAL AND QUANTITATIVE THOUGHT

The courses in this category are designed to develop and demonstrate the following abilities:

- Articulate the relevance of the Analytical & Quantitative Thought course to their general education.
- Express formal relationships using various forms of analytical reasoning.
- Define problems using techniques appropriate to the discipline.
- Solve problems using techniques appropriate to the discipline.
- Draw appropriate inferences from data in various forms.
- Evaluate analytical results for reasonableness.

WELLNESS

The courses in this category are designed to develop and demonstrate the following abilities:

- Articulate the relevance of the Wellness course to their general education.
- Describe components of wellness.
- Recognize the potential consequences of personal choices.
- Analyze the roles of society in wellness promotion.
- Develop an action strategy for wellness.

ADMINISTRATION, FACULTY, AND BOARD OF DIRECTORS

ADMINISTRATION

Bob Nash, **President, Chief Executive Officer (CEO)** bob@gather4him.net
MEd Counseling/Psychology, Washington State University, WA
BS Physical Education, Minor in Health & Coaching Washington State University, WA
2008 - Present

Nathan Smith, **Director of Student Affairs** nathan@gather4him.net
BA Organizational Communication-Public Relations, Northwest University, WA
2017 – Present

Johan Curtiss, **Registrar** registrar@gather4him.net
MA Business Administration, Saint Leo University, FL
BA Business Administration-Management, Saint Leo University, FL
2012 – Present

Alice Christenson, **Financial & Administrative Services** alice@gather4him.net
AA, Minor in Missions, Northwest University, WA
2010 – Present

Dr. Darrell Puls, **Dean of Academic Affairs** Dean@gather4him.net
MA Educational Leadership, Western Michigan University, MI
BA Music Education, Western Michigan University, MI
2011 – Present

Dr. Diana Petty, **Head of Faculty** dpetty@gather4him.net
Doctor of Atmospheric Sciences, Nagoya University, Japan
MS Physics, Major Meteorology, Sofia University, Sofia, Bulgaria
BS Physics, Sofia University, Sofia, Bulgaria
2012 - Present

ADJUNCT FACULTY

Bender, Laurie, **Instructor** – *Communication Skills*
MEd English as a Second Language, Texas Wesleyan University, TX
BA Secondary English Education, Oklahoma Baptist University, OK
2014 - Present

French, Larry, **Instructor** – *Humanities*
MEd, Oregon State University, OR
BS Science, Western Oregon University, OR
2015 - Present

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Goulet, Sadie, **Instructor** – *Social Science*

MS Predictive Analytics, Currently Enrolled, Northwestern University, Evanston IL
BS Economics, Central Washington University
Economist, Pacific Northwest National Laboratory
2017 - Present

Morris, Jacob, **Instructor** – *Biblical Education*

ThM Theology, Dallas Theological Seminary, TX
BS Biblical Studies, Moody Bible Institute, WA
2014 - Present

Peters, Brandy, **Instructor** – *Social Science*

MS Counseling Psychology, Walla Walla University, WA
BA Psychology, Washington State University, WA
2018 – Present

Petty, Dr. Diana, **Head of Faculty/Instructor** – *Science, Mathematics*

Doctor of Atmospheric Sciences, Nagoya University, Japan
MS Physics, Major Meteorology, Sofia University, Sofia, Bulgaria
BS Physics, Sofia University, Sofia, Bulgaria
2012 - Present

Puls, Dr. Darrell, **Dean of Academic Affairs/Instructor** – *Biblical Education, Humanities*

MA Educational Leadership, Western Michigan University, MI
BA Music Education, Western Michigan University, MI
2011 – Present

Smith, Cori, **Instructor** – *Communication Skills*

MA English, Currently Enrolled, Arizona State University, AZ
BA English, Eastern Washington State University, WA
Harvest Bible College, Glasgow Scotland
2016 - Present

Stevens, Ann, **Librarian**

M.L.S., California State University, CA
BA Art, California State University, CA
2015 - Present

Taylor, Mark, **Head of Biblical Studies/Instructor** - *Biblical Studies, Humanities*

MA Biblical Studies with a New Testament Emphasis, Denver Seminary, CO
BS Biblical Studies, Western Baptist College (Corban University), OR
2014 - Present

BOARD OF DIRECTORS

Peter Dufault, Mattawa, WA

Susan Dufault, Mattawa, WA

Mike Ellis, Kennewick, WA

Pete Firth, Richland, WA

Doug Guy, Kennewick, WA

Derek Higgins, Kennewick, WA

Jerry Johnson, Richland, WA

Penny Johnson, Richland, WA

Kyle Nash, Richland, WA

Jon Patterson, Pasco, WA

Michael Patterson, Salem, OR

Jamei Perez, Richland, WA

GENERAL INFORMATION

TRANSFORMATIVE LEARNING

G4HCC is committed to creating a transformative learning culture where teaching from a biblical worldview perspective is incorporated across the curriculum. To do this effectively, G4HCC's curriculum builds on the foundation for biblical and theological training including general university requirements as students are educated and prepared to impact the world for Christ. Foundational principles provide students with a depth of knowledge that allows them to identify, examine, and evaluate their circumstances to make wise and informative decisions.

COMPREHENSIVE DEVELOPMENT

G4HCC is committed to creating a community that promotes leadership, outreach, worship, events and activities that reflect God's character. The overall development of a person is essential to enabling students to fully express themselves as people created in the image of God. A comprehensive approach encourages physical and emotional health as well as a well-developed spiritual life and positive social relationships.

CHRISTIAN STEWARDSHIP

G4HCC promotes a life of stewardship and service toward God, humanity and creation throughout its programs. Christian Stewardship equips students to discover God's call in their life. Discovering their call gives students a purpose driven life of leadership in action. Following the biblical priority of stewardship, students are given opportunities to develop organization skills, manage time and to use their gifts, talents and abilities to effect positive change in our community. Using resources and personal talents to serve others demonstrates a life of integrity and service.

TRANSFERRING G4HCC AA IN BIBLICAL STUDIES TO OTHER INSTITUTIONS

G4HCC has established direct transfer agreements with regional institutions Corban University (Salem, OR), Eastern Washington University, Northwest University (Kirkland, WA), Northwest Nazarene University (Nampa, ID), Lewis & Clark State College (ID), and Eastern Oregon University. These articulation agreements provide G4HCC students that their AA degree credits will meet the institutions freshman and sophomore general education credits

Entrance requirements into other institutions undergraduate programs will vary according to each college and university. G4HCC students are encouraged to work with the Student Advising Center to evaluate transfer options. It is highly advisable to maintain the highest possible GPA to remain competitive in admission to the institution of their choice.

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Note: The transferability of credits earned at Gather 4 Him Christian College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Gather 4 Him Christian College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Gather 4 Him Christian College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Gather 4 Him Christian College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

ADMISSIONS

The policy of G4HCC to provide equal opportunity to all applicants and students. The college does not discriminate on the basis of sex, gender identity, disability, race, color, national origin, or age in admission, and access to, or treatment in educational programs. However, the College specifically reserves the right to make decisions based on biblical imperatives and prohibitions, and also based on compatibility of the applicant's religious beliefs and practices with those of the College. G4HCC provides admission to graduates from high schools accredited by a regional accrediting association or have a GED® certificate. Applicants receiving diploma through a private education program or home schooling are required to submit proof of Washington State Standards Certificate of Compliance (WAC 180-90-130) or out of state equivalent. It is the practice to admit based on availability of space all applicants if the total evidence indicates a reasonable probability of success

FRESHMAN ADMISSIONS REQUIREMENTS

Freshman applicants will be considered on their academic record and other supporting documents. Students interested in enrolling in G4HCC must do the following in order to be considered for admission:

1. Complete an Application for Enrollment online or return the completed Application for Enrollment packet with the required non-refundable application fee before the semester deadlines. The application fee is \$35.00. The fee maybe waived if apply by priority deadlines. The application for admission includes a brief autobiographical essay and statement regarding the applicant's relationship to Jesus Christ.
2. Submit a copy of your high school transcript or GED to G4HCC. Students who are applying to the College before they have graduated from high school may send a transcript showing work completed to date.
3. Submit your Scholastic Aptitude Test (SAT) or American College Test (ACT) to the College. At this time, the College does not require the writing section of the SAT or ACT for acceptance decisions.
4. Complete a Math* and Writing Placement Test at G4HCC.

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5. Submit a personal Christian Character reference from a pastor or church leader and one Professional Character reference. Reference forms are included with the application or online.
6. A personal interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the college has received all required forms as indicated in these application procedures.

The final official transcript containing dates of graduation, grade point average, and class standing is required prior to enrolling in classes.

***Math Bridge Intensive Workshop**

This workshop is for incoming students who place below College Level in Math based on ALEKS assessment. The course is designed to help students to refresh their math skills and transition from high school to college. Students work with an instructor and the web-based ALEKS program to assess and build math skills in preparation for a college math course prior to the start of the semester.

TRANSFER ADMISSION REQUIREMENTS

Acceptance of transfer credit is solely at the discretion of G4HCC. Transfer applicants will be considered on their academic record and other supporting documents.

1. Complete an Application for Enrollment online or return the completed Application for Enrollment packet with the required non-refundable application fee before the semester deadlines. The application fee is \$35.00. The application for admission includes a brief autobiographical essay and statement regarding the applicant's relationship to Jesus Christ.
2. Applicants that have earned greater than 30 semester credits are required to submit transcripts from each academic institution(s) where credits were earned.
3. Applicants that have less than 30 semester credits are required to submit transcripts from high school or GED, each academic institution(s) where credits were earned and Scholastic Aptitude Test (SAT) or American College Test (ACT) scores sent to the College. At this time, the College does not require the writing section of the SAT or ACT for acceptance decisions.
4. May be required to take a Math* and Writing Placement Test at G4HCC.
5. Submit a personal Christian Character reference from a pastor or church leader and one Professional Character reference. Reference forms are included with the application or online.
6. A personal interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the college has received all required forms as indicated in these application procedures

The final official transcript containing dates of graduation, grade point average, and class standing is required prior to enrolling in classes.

***Math Bridge Intensive Workshop**

This workshop is for incoming students who place below College Level in Math based on ALEKS assessment. The workshop is designed to help students to refresh their math skills and transition from high school to college. Students work with an instructor and the web-based ALEKS program to assess and build math skills in preparation for a college math course prior to the start of the semester.

TRANSFER CREDIT EVALUATION

Prior to evaluating transfer credits, students must submit a completed Application for Admission. The evaluation will be completed when all official transcripts have been received by the Registrar's office. A transcript is official if it is sent directly from the sending institution to G4HCC. A transcript may be hand delivered to G4HCC only if it is sealed in an official envelope from the sending institution. Transcripts are evaluated based on the semester/year the student plans to start and the order in which they are received. All official transcripts from other colleges must be received by the end of the student's first semester here at G4HCC.

All credits are subject to approval by the Registrar's office based on credit equivalency, applicability to the degree or certificate, and the transfer institution's accreditation. The College reserves the right to accept or reject credits earned at other institutions. Applicants whose cumulative grade point average is lower than a 2.5 will have their academic record reviewed more comprehensively to determine admission eligibility.

In general, it is College policy to accept credits transferred from regionally accredited institutions, provided the credit is essentially equivalent in academic level and content to courses offered at G4HCC. Credits earned at institutions during their candidacy for accreditation by a regional accrediting association are accepted if accreditation was granted three years subsequent to the candidacy. Transfer students coming from institutions which are not accredited will be evaluated on a case-by-case basis.

Transfer courses accepted by the Registrar are recorded in the Populi system but G4HCC's official transcript will show only the name of the transfer institution, credits earned, and GPA.

RETURNING STUDENTS

You will need to reapply for admission if you previously enrolled at G4HCC as a degree-seeking student and have been away for more than one semester, excluding the summer semester.

1. Complete an Application for Enrollment packet with the required non-refundable application fee before the semester deadlines. The application fee is \$35.00.
2. Submit any transcripts of other institutions you attended between enrollment at G4HCC.
3. If you earned below a 2.0 GPA in your last semester at G4HCC or had a cumulative GPA below 2.0, you'll need to complete a reinstatement application which includes a personal statement.

ADMISSIONS REQUIREMENTS FOR OTHER APPLICANTS

G4HCC recognizes applicants may not chose to enter college immediately after a high school education. Therefore, alternative admission requirements are used inconsideration for admission applicants will be considered on their academic record and other supporting documents.

ADULT STUDENTS OVER AGE 24

1. Complete an Application for Enrollment online or return the completed Application for Enrollment packet with the required non-refundable application fee before the semester deadlines. The application fee is \$35.00. The application for admission includes a brief autobiographical essay and statement regarding the applicant's relationship to Jesus Christ.
2. Submit a copy of your high school transcript or its equivalent to G4HCC.
3. Take a Math and Writing Placement Test at G4HCC.
4. Submit a personal Christian Character reference from a pastor or church leader and one Professional Character reference. Reference forms are included with the application or online.
5. A personal interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the college has received all required forms as indicated in these application procedures.

NON-MATRICULATED STUDENTS (NON-DEGREE SEEKING)

You're considered a non-degree student for admission purposes if you don't intend to complete a degree at G4HCC and are taking coursework for personal enrichment or to transfer to another college. Non-degree students aren't eligible for financial aid. If you decide to pursue a degree at G4HCC, you must apply for regular admission status.

PRIOR LEARNING ASSESSMENTS

Gather 4 Him Christian College is committed to fostering an educated and skilled workforce, which is essential for economic prosperity and meaningful work for its citizens. Increased enrollment in – and successful completion of – postsecondary learning programs is critical to achieving that goal.

Assessing and awarding academic credit for prior learning is appropriate for courses which are currently offered by G4HCC, and for courses which will contribute to the completion of the student's certificate or degree pathway. Academic credit for prior learning can help more students complete their training and degree programs sooner.

Definitions

- Prior Learning as defined by the Washington State Legislature in RCW 28B.77.230, is the "knowledge and skills gained through work and life experience; through military training and

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experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions.”

- Prior Experiential Learning includes the skills, knowledge and attitudes gained through non-formal (mainly work-based) and informal (life-experience) means.
- Assessment of Prior Learning is primarily accomplished through standardized tests, course challenge examinations, portfolio evaluation, and crosswalks between work-based learning and college courses.

Award of Credit for Prior Learning occurs when a student’s prior learning outcomes are assessed and determined to be the equivalent of the learning outcomes attained upon completion of a college course, and if the award of credit aligns with the student’s education pathway.

DUAL CREDIT PROGRAMS (RUNNING START, COLLEGE WITHIN HIGH SCHOOL)

Dual-enrollment credits are college credits that have been earned prior to graduation from high school, on the campus of either a college or a high school (in partnership with a sponsoring college or university). Running Start is an example of a dual-enrollment program, though similar programs have different names in many states. High school students with dual-enrollment credits are considered first-time freshmen as long as they attempt no college-level coursework after high school graduation.

Students with dual-enrollment credits must meet freshman application deadlines and G4HCC freshman admissions requirements, and qualified students will be eligible to receive one of G4HCC freshman academic scholarships. Dual-enrollment and Running Start credits are accepted as transfer credits based on receipt of official academic transcripts from the college attended or the college sponsoring the course. Courses in which a student has received a grade lower than "C," vocational/technical courses, non-college-level courses, and incomplete courses are not transferable. A maximum of 30 semester credits may be transferred from dual-enrollment credits.

ADVANCED PLACEMENT (AP)

G4HCC is an active participant in the College Entrance Examination Board Advanced Placement program. A score of three or above on an AP test is accepted for credit in some disciplines at G4HCC. In many cases, this score will also satisfy a general graduation requirement and/or a requirement for an academic major

INTERNATIONAL BACCALAUREATE (IB)

G4HCC recognizes the international baccalaureate diploma and subject examinations; the college awards credit on a course-by-course basis for only high-level courses passed with a score of five or higher.

COLLEGE LEVEL EXAMINATION (CLEP)

G4HCC grants academic credit for sufficiently high scores on CLEP general exams and selected CLEP subject examinations. Information regarding taking CLEP exams and cutoff scores may be found at <https://clep.collegeboard.org/>. Credit for general CLEP exams will be awarded only if the exam is taken within one year of matriculation. Credit for CLEP subject exams will be awarded only if the exam is taken before higher-level coursework in the same discipline is completed. Students must complete an application to take a CLEP exam and have it approved by the registrar's office prior to taking the exam. The College Board allows an exam to be taken only once every three months.

CHALLENGE EXAMINATIONS

Matriculated students currently registered at G4HCC, with permission of their advisor or Dean of Academic Affairs and of the chairperson of the department offering the course, may take challenge examinations for college credit in courses in which they are not registered. Students may not take challenge examinations in courses which they have audited, or in which they have received a final grade. Students may not receive credit by challenge examination in any course prerequisite to a course in which they are enrolled or have received a final grade. The maximum alternative credit including challenge examinations is 30 semester credits. Consult the Registrar's Office for challenge exam fees. Credits by examination shall yield no grade points.

ACADEMIC CREDIT FOR PRIOR MILITARY EDUCATION AND TRAINING

Military service provides opportunities for a learning in a wide range of areas of study. Credit may be granted for satisfactory completion of the following (or other means as described in the general policy):

1. Military service, including basic training, as determined through established crosswalks of learning outcomes comparison to specific college courses.
2. Military service schools and specific training as recommended by the American Council of Education (ACE). See ACE publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
3. United States Armed Forces Institute courses.
4. DANTES subject standard tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
5. Portfolio assessment.

The policy shall apply to any individual who is enrolled at Gather 4 Him Christian College and who has successfully completed a military training course or program as part of his or her military service that is:

- (a) Recommended for credit by a national higher education association that provides credit recommendations for military training courses and programs;
- (b) Included in the individual's military transcript issued by any branch of the armed services; or

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(c) Other documented military training or experience.

(3) Gather 4 Him Christian College will provide a copy of its policy for awarding academic credit for military training to any applicant who listed prior or present military service in his or her application. G4HCC maintains a current list of military training courses and programs that have qualified for academic credit.

Students wishing to gain credits for military training must submit official records showing the successful completion of the course(s).

MAXIMUM ALTERNATIVE CREDITS

A maximum of 30 alternative semester credits may be counted toward graduation. Alternative credit includes Advanced Placement (AP), International Baccalaureate (IB) degree courses, College Level Examination Program (CLEP) credit, and DANTES credit, based on completion of course challenge examinations, advanced work, portfolios, and credit for military service and schools.

TRANSCRIPTS

An official transcript is a record of a student's permanent academic work at Gather 4 Him Christian College. It bears the College seal and the Registrar's signature. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), a transcript of grades will be sent to a college, university, or other agency only upon the student's written request. Students may order an official transcript via the College's website at college.gather4him.net. Transcripts will not be released to a third party without written permission of the student. Unofficial transcripts are available at no cost on the college's website at college.gather4him.net. Holds on permanent records resulting from non-payment of financial obligations, or failure to return College equipment or material, must be cleared by the student before transcripts will be released. G4HCC does not release transcripts from high schools or other educational institutions. Transcripts submitted during the admissions process are part of the student's official file and will not be returned to the student.

RECORD RETENTION

Gather 4 Him Christian College academic records will be maintained according to the state retention guidelines. For further information, contact the Registrar.

ACADEMIC / OFFICE OF THE REGISTRAR

The Registrar oversees registration and withdrawal from courses, maintains academic transcripts, verifies enrollment and academic standing, processes application and audit requirements for graduation, and sets the academic calendar.

ACADEMIC ADVISING

The Student Advising Center (SAC) will be available to discuss student's academic progress. The SAC will be able to handle any questions or concerns regarding academic programs and graduation requirements. All students should meet with the SAC throughout the year when scheduling classes or when formulating plans for changes in educational goals.

ACADEMIC / OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

The Dean of Academic Affairs oversees faculty, establishes academic standards, and monitors curriculum.

ACADEMIC INFORMATION AND POLICIES

DEGREE PROGRAM DESCRIPTION

G4HCC offers a two-year Associate of Arts Degree in Biblical Studies. The core degree courses consist of the same general academic requirements in the humanities and sciences found at other colleges, but from a biblical worldview perspective. Numerous electives are available in biblical studies as well as practicum opportunities for our students to earn credit while working in the community. Whether or not the student intends to go into ministry, G4HCC offers a solid academic background coupled with biblical worldview perspectives in each area of study.

GATHER 4 HIM CHRISTIAN COLLEGE GRADUATION REQUIREMENT

G4HCC requires 69 semester credit hours for an Associate of Arts Degree in Biblical studies.

Communication Skills (9 credits)

Quantitative / Symbolic Reasoning Skills (3 credits)

Human Performance (2 credits)

Humanities (12 credits)

Social Sciences (12 credits)

Math/Science (11 credits)

Biblical Education Electives (20 credits)

Minimum GPA standard is 2.0.

SEMESTER CREDIT HOUR DEFINITION.

One semester credit is a quantitative measure representing a class meeting for 15 weeks. Lecture classes meet a minimum of 50 minutes together with out-of-class preparation of approximately two hours per credit, per week, or the equivalent.

Laboratory classes meet 1 hour for laboratory instruction per week.

The minimum time commitment for independent study or Practicum is 3 hours per week of effort on approved project for each credit hour.

LIBRARY RESOURCES

Students have access to a 3,000-volume library located on the first floor of the College. All books and periodicals are properly catalogued. Titles can be viewed in Populi and check-out is processed through Populi in the Financial Services Office. The college has a qualified Librarian. The students and faculty have physical and digital access to the complete resources of the Mid-Columbia Libraries, including such academic search engines as ProQuest. Students and faculty also have access to the library of Washington State University Tri-Cities.

ACADEMIC GOOD STANDING

For the purpose of retention, academic good standing for degree-seeking students is defined as a minimum cumulative GPA of 2.00. This standard is in effect for all students, regardless of catalog year.

A student who does not maintain the minimum GPA standard is subject to academic probation or dismissal.

ACADEMIC PROBATION

Any student whose current semester and cumulative grade point average (GPA) falls below 2.00 is subject to academic probation. Students on academic probation must receive academic counseling prior to future registration.

Students whose GPA falls below 2.00 the first time must apply for reinstatement to continue their enrollment. Students may be required to modify semester credit enrollment, limit extracurricular activities and/or student success workshops.

If a student is on academic probation for two consecutive semesters, they may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar.

If a student on a learning contract fails to achieve a semester GPA of 2.00, the result may be dismissal from school.

A student who has completed 36 credit hours at G4HCC, and has two consecutive semesters of academic probation along with a cumulative GPA below 2.00 may be dismissed.

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Students accepted provisionally have two semesters to establish a minimum cumulative 2.00 GPA. Failure to establish this minimum GPA may result in dismissal from the college.

Students dismissed because of scholarship deficiency must apply for readmission and will not be considered for readmission until one full semester (summer session excluded) has intervened. It is highly recommended that students on academic probation take advantage of the services offered in the Student Advising Center (SAC). Questions may be directed to the SAC.

ACADEMIC STANDARDS

A "D" grade in a course required for a major or minor will not count toward Gather 4 Him graduation requirements. A minimum cumulative grade point average of 2.00 (C) is necessary to graduate; however, some programs may require a higher GPA for the major. A grade of C- is counted as passing but credit for the course may not be accepted by other institutions, depending on the policies of the receiving institution.

PLAGIARISM STRICTLY PROHIBITED

Plagiarism is the use of words and ideas of another as if they were one's own and without acknowledgment of their source. Plagiarism is stealing, and constitutes a serious offense against any ethical code, be it scholastic, artistic, or professional. Plagiarism can be committed intentionally, or it can happen inadvertently, due to careless note-taking, or to a lack of knowledge of the conventions by which sources are credited, or even because of a misunderstanding on what constitutes original thinking.

Plagiarism is unethical and dishonest in any context, and especially so in college, where the development of personal integrity and original thinking are the primary goals. Gather 4 Him Christian College is no exception. Indeed, the G4HCC specialized nature as a distinctly Christian college makes the issue of plagiarism more critical, and more complex, than it might be elsewhere. In all areas, the accurate and honest communication of ideas is fundamental.

The submission of materials which are purchased from various "term paper" companies or from another student is considered by the College to be a blatant disregard of the regulations involving plagiarism, and is strictly prohibited. The attempt of any student to present as his or her own work, the work of another, or any work which he or she has not honestly performed, or to pass an examination by improper means, renders the offender liable to immediate suspension and expulsion from the College.

A lack of awareness of the regulations governing plagiarism and cheating on the part of the student does not exempt a student from the responsibility to abide by the College's regulations governing the matter.

GRADUATION REQUIREMENTS AND COMMENCEMENT

All candidates for graduation must apply for their degree. Graduation is a three-step process consisting of submitting an Application for Graduation form, completing all academic requirements for your degree, and settling all financial obligations. The administrative process of degree conferral will indicate

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your official date of graduation. The application for graduation is due in the Student Advising Center in the spring semester of your graduating year. Applications for Graduation are available in Populi or in the Student Advising Center.

HONORS AT GRADUATION

Candidates may graduate with honors on the basis of their collegiate record at G4HCC. In order to graduate with honors, the student must earn at least 60 graded semester hours through G4HCC. This includes transfer credits approved by G4HCC. Pass/fail courses do not meet residence requirements.

3.90 GPA	Summa cum laude
3.75 GPA	Magna cum laude
3.60 GPA	Cum laude

PARTICIPATION IN COMMENCEMENT

Commencement refers to the ceremony, officiated by the President of G4HCC and a keynote address, where you share the excitement and importance of your academic accomplishments with peers, family, and friends. It is also a time for the G4HCC, Board of Directors, senior administrators, and faculty to pay special tribute to you for the outstanding efforts you have shown in earning your degree. The school ceremonies feature remarks from the dean and the calling of your name, upon which you will proceed across the stage and receive your certificate of participation.

Your actual diploma will be mailed to you approximately six weeks after your specified conferral date. Your degree becomes official when it is posted to your transcript and not by your participation in commencement exercises.

It is expected that all graduating students will be present at commencement except in cases of extreme emergency or circumstances beyond their control. Notice to graduate in absentia must be given to the registrar well in advance. In order to participate in commencement exercises, a student must have approval from Academic Advisor and Registrar.

CLASSIFICATION OF STUDENTS

Matriculated students are those who have met the requirements for admission and have registered for courses in their program of choice.

Non-Matriculated Students are those who do not wish to seek a degree, and who want to attend only specific courses, are classified as non-matriculated students. These students are not required to submit the credentials required for admission as a matriculated student.

The normal load for full-time undergraduate students is 12 to 19 semester credits for fall or spring semesters. Permission to enroll in more than 19 credits must be approved in writing by the advisor for any

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student whose cumulative grade point average is lower than 3.0, and by the advisor and/or registrar for any student who requests enrollment in more than 20 credits.

Students enrolled for fewer than 12 semester credits are considered part time for fall or spring semesters. The part-time-student classification can be on a credit or audit basis.

WITHDRAWING FROM THE COLLEGE

A Cancellation/Withdrawal Request Form needs filled out and turned into the Registrar's Office. In order to withdraw from the college and receive a full refund the request form must be submitted and approved by Friday of the second week of the semester as outlined in the academic calendar. Students must consult with Academic Advisor prior to withdrawal.

STUDENTS FAILING TO SUBMIT THE FORM IN A TIMELY MANNER WILL BE RESPONSIBLE FOR ALL TUITION AND FEES DUE FOR THE SEMESTER.

DROPPING A COURSE

During the registration period, which is published in the academic calendar, students may drop a course by completing the Course Change Form, signed by the advisor, professor, and filing this form with the Registrar. This class will not appear on the student transcript and no fee is charged for the changes. If a student drops courses during this period and the class load is less than 12 semester hours, financial aid awards may be reduced. See the Financial Aid Office for more information.

Changes made after the close of registration will not receive a refund of tuition, the course change fee applies, and a "W" will appear on the transcript for that course. No course may be dropped after the 10th week of class.

Students who discontinue attendance without official withdrawal will receive an FW grade for the course.

The FW grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The FW grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.

Course changes are not complete until the Office of the Registrar receives the completed Course Change Form. The effective date of the course change is the date when the completed form is received in the Office of the Registrar.

ADDING A COURSE

During the registration period, which is published in the academic calendar, students may add a course to their schedule by completing the Course Change Form available in the office of the registrar. The form must be signed by the academic advisor and filed with the registrar.

Students are required to make up any course work missed due to late enrollment.

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No course may be added after the end of the first calendar week without approval of the faculty member teaching the course and Academic Advisor.

AUDITING A COURSE

Matriculated Students

An auditor is a student who is permitted on a space-available basis to observe class discussions but not take examinations or consume the instructor's time. Attendance in class as an auditor requires official approval and enrollment. Students may seek permission, after the start of classes, to audit a lecture course by securing the approval and signature of the class instructor on the Registrar's Enrollment Change Form. Students may not attend classes as auditors past the second Friday of the semester.

Students wishing to audit must pay the appropriate fee and bring the signed Enrollment Change Form to the Registrar's Office by the end of the second week of instruction. Students wishing to change their enrollment status from credit to audit, or audit to credit, must submit the Enrollment Change Form by the end of the second week of instruction.

A maximum of one audit is allowed for any semester or term. A registration fee per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students.

No college credit will be allowed for auditing courses, nor may students apply for or take special examinations for college credit in courses which they have audited. Students may not take challenge examinations in courses they have audited. Audit enrollments will be recorded on the student's permanent record and the statement, "Audit Only -- No Credit Given."

Non-Matriculated

A non-matriculated auditor is eligible to enroll starting with the third day of each semester, permitted on a space-available basis to observe class discussions and keep a notebook on class lectures but not take examinations or consume the instructor's time. Attendance in class as an auditor requires official approval and enrollment and payment of fees.

NON-CLASSROOM INSTRUCTION

G4HCC believes student learning is best accomplished in a classroom setting; we will make every attempt to fulfill the standard mode of learning. However, in the event of a schedule conflict caused by G4HCC, an online or independent study course may be made available.

The student will be assigned to a professor for courses offered online or as a non-classroom instruction. The professor will act as an advisor to the student overseeing their progress and grading all required work. The student will need to meet the prerequisites, if any, of the courses to enroll in the online or non-classroom courses. The students are required to fulfill all requirements of the syllabus in order to receive course credit.

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The credits earned through G4HCC approved online course or non-classroom course will be transcribed and treated the same as on campus classroom instruction. However, the classroom setting will be preferred.

Students wishing to use online course for credit must submit petition to Academic Advisor and Dean. The petition must include accredited institution name, course and reason for substituting it for classroom instruction.

NON-ACADEMIC EXPERIENTIAL LEARNING

Students are highly encouraged to complete a two-part practicum as a part of their elective credits. These nonacademic learning experiences allow students the opportunities to explore different areas of interest. All first-year students can fulfill the Practicum CM 201 requirements as listed in the CM 201 Course Syllabus. Second year students can then fulfill their Practicum CM 202 requirements at any church or organization of their choosing with approval from the Career Counselor. Five credits are the maximum amount available for nonacademic learning.

COURSE CANCELLATIONS

In the event of a course cancellation, students will be notified and offered another course.

STUDENT ACADEMIC COMPLAINTS

Direct all complaints regarding instruction or grading to the Dean of Academic Affairs, Dr. Darrell Puls, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: dean@gather4him.net.

ACADEMIC APPEALS PROCESS

If you experience a conflict regarding an academic issue, you must initiate the appeals process:

- Meet with the professor or advisor and document in writing your effort to resolve the conflict.
- If there is no resolution, a written appeal must be presented within 10 days to the Dean of Academic Affairs who will attempt to resolve the dispute.
- If the decision is appealed by any party, it is done by writing a petition.
- This petition may be filed only after each of the above steps has been completed. The petition must be signed by the student, instructor or advisor, and submitted to the Dean of Academic Affairs. The Dean of Academics is: Dr. Darrell Puls, 509.308.2737, Dean@gather4him.net. His office is on the first floor.
- Some circumstances may allow the decision to be appealed to the President.

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In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as noted above, and feels the issue is not resolved, may contact the accrediting agency:

Transnational Association of Christian Colleges & Schools (TRACS)

15935 Forest Road, Forest, Virginia 24551

Phone: 434-525-9539 FAX: 434-525-9538

E-Mail: info@tracs.org Website: www.tracs.org

OR may make a complaint to the State of Washington by contacting:

Washington Student Achievement Council (WSAC)

P.O. Box 43430, Olympia, WA 98504-3430 www.wsac.wa.gov

GENERAL INSTITUTIONAL COMPLAINTS

Direct all general institutional complaints to the Financial & Administrative Services, Alice Christenson, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: alice@gather4him.net.

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

INSTRUCTOR REQUIREMENTS AND POLICIES

It is required that all instructors have a master's degree or the equivalent in certain specialty areas (see Faculty Handbook) in the disciplines they teach. Exceptions may be made for those who possess a baccalaureate degree in the field being taught but do not meet the equivalency requirements, and who are actively enrolled in a Master's degree program from an accredited college or university. These instructors shall work under the direct supervision of a fully qualified instructor. In all cases, approval of program instructors is consistent with the selection process employed by G4HCC.

GRADE SUBMISSION

Faculty submit midterm and final grades through Populi. Midterm grades are used to determine student progress during the term. Faculty are strongly encouraged to work with Academic Advising to determine additional resources available for at risk students.

At the end of the semester, G4HCC faculty is required to finalize grades on Populi. Course grades are due no later than one week after the final day of classes. Grades are to be submitted via Populi.

COLLEGE MANAGEMENT SYSTEM - POPULI

Populi college management system is available for administration, faculty and students for academics, admissions, billing, scheduling, library checkout and communications. Log in information to be provided during enrollment. Populi can be accessed at <http://college.gather4him.net/>.

COURSE SYLLABUS

Instructors must provide a syllabus for each course. This syllabus must serve as the foundation of the course. The course outcomes, course description, and course assessments must be clearly defined before each course. All syllabi must be submitted to the G4HCC Dean of Academic Affairs by August 15th. Once approved, an electronic copy of the syllabus is to be submitted to the Office of the Registrar.

GRADING PROCEDURES

1. The G4HCC grade for the course is determined in accordance with grading criteria established by G4HCC Administrative Team.
2. G4HCC gives plusses and minuses, however, no A+'s are given.
3. Grades appear on the G4HCC transcript once the instructor submits them to the Office of the Registrar.
4. Information on transcripts is found in the Student Handbook and the College catalog.
5. If a student is turning in a paper electronically, it must be turned in no later than 11:59 p.m. the day the paper is due, or as specifically instructed on the syllabus.
6. Students who find it necessary to ask for an incomplete grade must submit an application for the grade and establish a contract with the instructor, which includes an appropriate completion date. To be considered for an incomplete grade, students must be passing the coursework submitted to date. Unless there are extraordinary circumstances the student should have completed the majority of the course work. The instructor will assign a contingency grade, which will become the final grade if the incomplete work has not been received by the due date stated in the contract. This date may be extended to the end of the term subsequent to the term the incomplete was issued. Applications are available in the Office of the Registrar. Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term (see Academic Load).

GRADING SCALE

The quality of student work is measured by the following scale, with grades and grade points used to determine grade point averages (GPA). The GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all

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courses, and (3) dividing the total points by the total number of graded credits attempted as defined by the institution.

Grade		Quality	Value	
A	100-94	Superior	4.0	
A-	93-90		3.7	
B+	89-87		3.3	
B	86-84	Above Average	3.0	
B-	83-80		2.7	
C+	79-77		2.3	
C	76-74		2.0	
C-	73-70		1.7	
D +	69-67		1.3	
D	66-62	Below Average	1.0	
D-	63-60		0.7	
F		Fail	0.0	
FW		Fail	0.0	<i>The FW grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The FW grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.</i>

Grade Quality

P	Pass
I	Incomplete
X	Work Continuing (<i>practicum only</i>)
AU	Audit
CE	Credit by Exam
CR	Course Repeated
W	Withdrawal
IP	In Process

P, I, X, AU, CE, CR, W, and IP grades for a course earned, or attempted, are not utilized in GPA computations.

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Practicum is graded Pass/Fail only. A Pass grade is the equivalent of a C- or higher.

Students are allowed to re-enroll for a course to raise a previous grade of D or F or FW. The transcript will reflect the grade as a repeated course (R). The GPA is based on the repeated course grade.

An incomplete grade (I) is a temporary grade given when students are unable to complete the work for a course on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause.

TRANSCRIPT REQUEST

All tuition and fees must be paid in full before a student transcript request is processed or diploma is issued. A Transcript Request Form must be filled out and turned in along with the fee. The Transcript Request can be submitted through Populi. Allow five business days for processing time.

FINAL EXAMINATIONS

The last week of each semester is devoted to final examinations. Students are expected to take the exams at the scheduled time.

Rescheduling: Exams cannot be rescheduled unless circumstances beyond the control of the student (such as hospitalization, death in the family, etc.) which prevent the student from taking the examination as scheduled. The student is responsible to obtain permission from the instructor, and the Dean of Academic Affairs. Please do not attempt to reschedule an exam because it may be more convenient to take it at a different time than scheduled. If a student is requesting to reschedule a final exam due to a ministry trip, or missions trip they must take their final before they leave, even if that requires taking the final exams earlier than scheduled on the syllabus.

COURSE LISTING / GENERAL EDUCATION REQUIREMENTS

Communication Skills (9)

EN 123 College Writing 1 (3)

EN 132 College Writing 2 (3)

CO 102 Fundamentals of Speech (3)

Quantitative Skills (3)

MA 107 Math in Society (3)

Human Performance (2)

HP 121FC Fitness and Conditioning (1)

HP 131TS Team Sports (1)

Humanities (12)

ID 114 American Thought & Culture 1 (3)

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ID 124 American Thought & Culture 2 (3)

ID 214 World Thought and Culture 1 (3)

ID 224 World Thought & Culture 2 (3)

Social Science (12) select 4 of 5 disciplines

PS 203 General Psychology (3)

SO 203 General Sociology (3)

GH 203 Understanding Church History (3)

EC 213 Macro Economics (3)

IS 202 Global Perspectives (3)

Math/Science (11) select 1 of 2 math classes, and 2 of 3 science classes

MA 146 Intro to Stats (3)

MA 113 College Algebra (3)

SC 133 Scientific Inquiry: Physical Sciences (3)

SC 133L Scientific Inquiry Physical Sciences Lab (1)

SC 143 Scientific Inquiry: Life Science (3)

SC 143L Scientific Inquiry: Life Science Lab (1)

SC 120 Environmental Science (3)

SC 120L Environmental Science Lab (1)

Electives – Biblical Education (Choose from the following for a total of 20 credits)

BI 113 Survey of Biblical Lit 1 (3)

BI 123 Survey of Biblical Lit 2 (3)

BI 283 Life of Christ (3)

TH 205 Christian Theology 1 (3)

TH 215 Christian Theology 2 (3)

MU 202 Introduction to Worship Arts (3)

BI 202 Bible Study Methods (3)

SS 101 Student Success Seminar (1)

SS 102 Student Success Seminar 2 (1)

CM 201 Student Practicum 1 (VARIABLE 1-3)

CM 202 Student Practicum 2 (VARIABLE 1-3)

BI Seminar 295: Name of Seminar (VARIABLE 1-3)

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

COURSE DESCRIPTIONS

Communication Skills (9)

CO 102 Fundamentals of Speech (3)

Emphasizes the content, organization and delivery of informative and persuasive speeches. Students receive the instructor's input on each step in the process of writing and delivering four-types of speeches. Biblical ethos is emphasized.

EN 123, 132 College Writing 1,2 (3,3)

College writing is a year-long required course designed to prepare students to think and write clearly, and to perform undergraduate level research. EN123 is a prerequisite for EN132 and must be taken in sequence.

Quantitative Skills (3)

MA 096 Pre-Introductory Algebra, MA 097 Introductory Algebra, MA 098 Intermediate Algebra (0)

Placement based on entrance testing. Review of basic arithmetic and elementary algebra. No credit earned toward degree. Prerequisite: placement via entrance test score. Remedial math courses have a variable fee of \$60-\$110.

MA 107 Math in Society (3)

This class is designed for students who have successfully completed intermediate algebra or who have tested into college level algebra. This course will attempt to make mathematics enjoyable and applicable through variety of real-life applications. Topics include: history of mathematics, numeration and mathematical systems, number theory, linear, quadratic, exponential, and logarithmic models, geometry, fractals, systems of equations, personal financial management, probability, and statistics. Prerequisite MA 098 Intermediate Algebra or placement via entrance test score.

Humanities (12)

ID 114, 124 American Thought and Culture 1, 2 (3)

An introductory study of significant developments in American history, literature, religion, philosophy, art, and music. Special attention is given to important people and movements that both shaped and were shaped by intellectual and cultural forces in America's past. The first semester will cover events up to the Civil War era (1875); the second semester from the post-Civil War era to the present.

ID 214, 224 World Thought and Culture 1, 2 (3)

This comprehensive year-long course provides a framework for understanding Western civilization, its intellectual and cultural lineage, weaknesses as well as strengths. Its roots are broader than often supposed including ancient Hebrew and Mesopotamian civilizations. The first semester will cover people, events, religion, art, philosophy and literature from Ancient Mesopotamia, with a strong emphasis on Ancient Greece as the beginning of the Western heritage, to the Enlightenment era. Second semester will cover developments from the Enlightenment to the present.

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Social Science (12) select 4 of 5 courses

PS 203 General Psychology (3)

This course presents a broad survey of basic concepts, issues, theories, classic experiments and new discoveries in the field of psychology, which is the science concerned with behavior and mental processes. Psychology studies the environmental, biological, social, and individual forces that help to describe, explain, predict, and control behavior. This course examines the history of psychology, the brain, the senses, human development, language, thinking (including critical thinking), learning, motivation, emotion, social psychology, personality, and human diversity, including psychological problems such as anxiety, schizophrenia, paranoia, depression, bipolar disorder, and suicide.

SO 203 General Sociology (3)

This course is an introduction to the scientific study of human behavior in groups and the social forces that shape society and to the social construction of reality. Special attention is given to the application of sociological ideas and analysis. Topics include, but are not limited to, methods of research, major sociological theory, culture, socialization, group dynamics and interaction, deviance and crime; social stratification; race, ethnicity, and gender; the family; social institutions; population and environment; and social change.

GH 203 Understanding Church History (3)

The course traces the course of Christianity from its beginnings to the present day. Topics include the early controversies and the development of various creeds, the growth of the Roman Catholic Church, early missionary efforts, the development of church hierarchies. Church splits, The Great Reformation and Counter Reformation, the interactions between Christianity and the Islamic world, and the development of various Protestant theological divisions. In addition, the course will examine the decline of Christianity in the West, coupled with the rapid growth of evangelical and Pentecostal Christianity in the Southern and Eastern Hemispheres, particularly China and southern Africa.

EC 213 Macro Economics (3)

This course provides an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed. Important policy debates such as, the sub-prime crisis, social security, the public debt, and international economic issues are critically explored. The course introduces basic models of macroeconomics and illustrates principles with the experience of the U.S. and foreign economies.

IS 202 Global Perspectives (3)

A survey of the biblical basis for missions. Special emphasis is given to cultural barriers in the communication process. Lessons are taken from the history of missions to develop contemporary strategies of present-day missions.

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Math/Science (11)

MA 113 College Algebra (3)

A college algebra course with emphasis on connections between math concepts and the real world. Functions are the core of this course and are presented as a thread that runs throughout the course rather than as an isolated topic. Topics include properties of the real numbers; functions-linear, quadratic, polynomial, rational, exponential and logarithmic; systems of equations and matrices; inequalities; conic sections; sequences. Prerequisite MA 098 Intermediate Algebra or placement via entrance test score.

OR-

MA 146 Introduction to Statistics (3)

An introductory statistics course designed for students of average mathematical ability. The collection of data and its representation are studied through sampling techniques and graphs, while the analysis of the data is done through measures of central tendency, measures of variability, correlation, and hypothesis testing. Prerequisite MA 098 Intermediate Algebra or placement via entrance test score.

SC 133 Scientific Inquiry: Physical Sciences (3)

Scientific Inquiry: This course introduces the general principles of Physics and Chemistry. Emphasis is put on understanding those principles in relation to how our world works. An overview of the history of science investigates the role of Christianity for the development of science and the current state of separation of science and religion. Concurrent enrollment in SC133L is required.

SC 133L Scientific Inquiry: Physical Sciences Lab (1)

Students will complete 12 laboratory experiments investigating the physical sciences. The experiments will emphasize the application of the scientific method. Concurrent enrollment in SC133 is required. Lab fee: \$50

SC 143 Scientific Inquiry: Life Sciences (3)

Scientific Inquiry: Life Sciences students will apply scientific methodology and problem solving in the study of biological concepts. This course examines the origin of life, the classification of life, the characteristics of life, cellular processes, body systems, genetics and the omnipotence of God, the Creator. Concurrent enrollment in SC143L is required.

SC 143L Scientific Inquiry: Life Sciences Lab (1)

Students will conduct laboratory investigations and activities utilizing scientific methodology. Concurrent enrollment in SC143 is required. Lab fee: \$50.

SC 120 Environmental Science (3)

This course focuses on the study of the Earth as an interconnected living system. This course provides basic scientific knowledge and understanding of how our world works from an environmental perspective. It will explore the causes, consequences and possible solutions to both local and global environmental issues. Students will learn to address and interpret major environmental issues of our time in light of scripture. Topics covered include, but are not limited to general issues on the environment, human population growth, water resources and management, water pollution, hazardous chemicals, air

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pollution and climate change, energy resources, and sustainability. Concurrent enrollment in SC 120L is required.

SC 120L Environmental Science Lab (1)

Students will conduct laboratory investigations utilizing scientific methodology and will participate in several local field trips.

Concurrent enrollment in SC 120 is required. Lab fee: \$50.

Human Performance (2)

HP 121FC Fitness and Conditioning (1)

A variety of fitness-orientated activities taught for student's physiological, educational, social, and recreational values. Daily physical activity is performed and exercise physiology concepts are taught. This fulfills the fitness-oriented activity credit for graduation. Course may be repeated for credit; cumulative maximum hours 2.

HP 131 TS Team Sports (1)

A variety of skill-orientated activities taught for physiological, educational, social, and recreational value. Daily physical activity is required which will include skill development and game situations. The conceptual understanding of the game will include rules, strategies, terminology, and history. Course may be repeated for credit; cumulative maximum hours 2.

Biblical Education (15 minimum).

BI 113, 123 Survey of Biblical Literature 1, 2 (3)

This survey is an overview of the Old Testament and New Testament books with an emphasis upon orienting the student to the general content, themes and style of each book and how they relate to the major people, places and events of the Testaments. Integration into our contemporary scene and personal application are stressed.

TH 205, 215 Christian Theology 1, 2 (3)

An introduction to the study of Christian doctrine which gives students an overall system of theology. It is a study of bibliology, theology proper, Christology, pneumatology, anthropology, hamartiology, soteriology, angelology, ecclesiology, and eschatology.

BI 283 Life of Christ (3)

Life of Christ includes a harmony of the Gospels and a careful study of the incarnate life of Christ as recorded in the Gospels. The course also sets the historic and geographic stage for the advent of Christ and familiarizes students with the political and religious atmosphere in which He lived.

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Optional Education Electives (15)

BI 202 Bible Study Methods (3)

An introduction to the principles of the inductive method approach to studying the Bible, the development of techniques, utilization of tools, and the employment of various methods such as synthesis and analysis. The principles of interpreting Scripture are presented.

MU 202 Introduction to the Worship Arts (3)

This is a study of biblical, historical and cultural aspects of worship, enabling students to develop a broader understanding of the meaningful worship experience and how that is expressed culturally and between generations. The psychology of worship, healing, and praise are explored as an interwoven story of the supernatural interacting with the natural world expressed through music, art, dance, and the five senses. Different church worship traditions and philosophies and how they have developed historically are explored and brought into contemporary models.

SS 101 Student Success (1)

The objective of this course is to give an early introduction to the expectations and challenges of college life and to the academic, social, and procedural system of the higher education system.

SS 102 Student Success Seminar 2 (1)

Student Success Seminar is designed to ensure that students have operational and practical knowledge of the challenges facing them in the "real world," including finances (credit, debt, student loans), time management, learning styles, logic, reading for content, and career identification (values, goals, mission, work habits, resume, and occupational interviews).

CM 201 Student Practicum 1 (VARIABLE 1-3)

The objective of this practicum is to allow the student a more active leadership role in a local church and/or community. Prerequisite: SS 101. Course may be repeated for credit; cumulative maximum hours 3.

CM 202 Student Practicum 2 (VARIABLE 1-3)

In this final practicum, the student should be well established in a church or community organization. This experience will provide an opportunity for the student to develop a specific area of interest expressed in a final paper while involved in the practicum. Prerequisite: CM 201. Course may be repeated for credit; cumulative maximum hours 3.

BI 295 Seminar (VARIABLE 1-3)

A group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions. Course may be repeated for credit; cumulative maximum hours 3.

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

COURSE SEQUENCE

COURSE SEQUENCE						REQUIRED CREDITS	GENERAL DEGREE REQUIREMENTS		
Year 1		Year 1		Year 2					
FALL		SPRING		FALL		SPRING			
3	Wd Thot 1	3	Wd Thot 2	3	Am Thot 1	3	Am Thot 2	12	Humanities
3	Coll Writ 1	3	Coll Writ 2			3	Fund Speech	9	Communication Skills
				3	College Alg (Optional)	3	Intro to Stats	11	Math/Science
		4	Science: Life or Physical	4	Environmental Science				
3	Math in Society							3	Quantitative
3	Gen Soc	3	Gen Psych	3	Understanding Church History	3	Macro Econ	12	Social Science
				1	Fitness	1	Team Sports	2	Human Performance
3	Bib Lit 1	3	Bib Lit 2	3	Bible Studies Methods	3	Life of Christ	15	Biblical Electives
				3	Christ Theo 1	3	Christ Theo 2 (Optional)		
1	Student Succ			2	Pract 1	2	Pract 2	5	Practicums (Electives)/Student Success
16	FULL-TIME	16	FULL-TIME	19	FULL-TIME	18	FULL-TIME	69	Total Credits
16	VA STUDENT	16	VA STUDENT	20	Add Bible Elective	17	Need a 2 credit elective	69	VA STUDENT (Practicums may not be certified by VA)

STUDENT LIFE

STUDENT POLICIES

Because a major purpose of the College is to promote personal growth, G4HCC seeks to provide the instruction and atmosphere essential to the development of spiritual maturity.

It is our hope that the motivating force of all our actions is the love of God, rather than the desire to please people or the fear of punishment (Colossians 3:23). Thus motivated, you will express the highest standards of conduct in all your relationships. Your love for truth will lead you to avoid all forms of lying, deceitfulness and cheating. You will respect the law and authority in general as well as the government and its officials. You will obey them when consistent with Scripture and perform the duties of a good citizen. You should manifest allegiance to the Body of Christ by faithful attendance at the services of a local church and by participation in its ministries. Your respect for the property of others will restrain you from stealing and from careless or reckless use of others' possessions. A sense of dignity for human life will prevent you not only from willfully or carelessly causing harm to another, but also from destroying the reputation of another through malicious gossip. You will observe the Scriptural

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injunctions of love, obedience, and fidelity at all times. You will show proper respect for your body, which is the temple of the Holy Spirit, by abstaining from immorality and practices harmful to the body. This respect will extend to your attitude toward the treatment of other persons.

In questions of doubtful activities, certain broad scriptural principles are useful for guiding conduct. First of all, as a Christian you will consider that the rights of others are more important than your own; you will realize that inner righteousness surpasses any external law or constraint and that your scale of values emphasizes the positive good rather than a mere abstinence from evil; and you will govern your actions and do what leads to peace, what edifies others, and what glorifies God (Romans 14:19).

In light of scriptural principles, G4HCC expects its faculty, staff and student body to refrain from certain practices in contemporary culture which are offensive to the Christian conscience. The College also expects that in matters of entertainment its faculty, staff and students will exercise discretion and restraint in all choices.

DRESS AND APPEARANCE

All students will dress in modest and socially appropriate in dress and appearance. How one dresses is an expression of oneself, but also projects an image that can and will be interpreted as a reflection on the student, the college, and any organizations the student may be seen as representing. The College desires an image that is conservative, committed to excellence, and the College expects students to dress in a way that projects that image. The image desired can include casual dress, but casual attire need not be sloppy, tasteless, or provocative. A clean and neat appearance is expected of all students.

DRUGS, ALCOHOL, AND TOBACCO

Since Scripture admonishes us to refrain from harmful practices, G4HCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana or illegal drugs while associated with the College (I Corinthians 6:19-20, 10:31, Proverbs 20:1). The College will review applicants on a case-by-case basis who have had difficulties in the past with these areas. In addition, students who exhibit such problems or who are suspected of using illegal drugs or abusing the use of medicinal drugs will be asked to submit to testing, counseling, and/or disciplinary action. G4HCC is in compliance with federal drug-free campus and workplace legislation.

DATING

The development of wholesome friendships, good dating habits, and acceptable social manners are a vital part of Christian student growth. It is important that students conduct themselves at all times and in all places in ways that exemplify the highest in Christian values so as not to offend others, contradict or nullify one's personal testimony, or become involved in inappropriate activity. All students are required to refrain from moral impurity. All sexual relationships shall be within the context of a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

RELATIONSHIPS AND SEXUAL BEHAVIOR

You are expected to refrain from moral impurity. All sexual relationships should be within the context of a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

In keeping with Gather 4 Him Christian College's (G4H) mission, we recognize the Bible, composed of the Old and New Testaments, as inspired of God and as the supreme and final authority in faith and life. We submit ourselves to carrying out our mission under its authority and seek to apply biblical principles to all facets of human aspiration and action, including the centrality of personal transformation.

The view of human sexuality is rooted in the Genesis account of creation and is maintained consistently throughout Scripture. Gather 4 Him Christian College affirms that all sexual relationships are designed by God to be expressed solely within the context of faithful heterosexual marriage. Therefore, as a matter of moral and faithful witness, all members of the college are expected to refrain from moral impurity and to refrain from encouraging it in others. If you violate College regulations, you face the possibility of disciplinary action.

Gather 4 Him Christian College acknowledges that some students may struggle with issues such as sexual orientation or gender identity. We recognize that gender identity is formed through complicated biological and social processes. Concerns about sexuality may be difficult to disclose but struggling in silence is a far greater challenge. We strive to be a caring and supportive community for those struggling with gender identity issues. At the same time, we expect all members of our community to exhibit a consistent gender identity for the duration of their time at G4H (1 Corinthians 14:33); we do not approve of changing or attempting to change one's sex while enrolled at Gather 4 Him Christian College.

All students are responsible for their actions, sexual and otherwise. Due to the complexity of issues related to same-sex behavior, same-sex attraction and sexual orientation, Gather 4 Him staff is committed to helping our students develop toward Christ-like maturity in their daily practices. If you know your behavior is outside the limits established by the College and/or God's Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a Student Life staff member without the threat of disciplinary action.

CONDUCT GUIDELINES

G4HCC recognizes that Scripture does not speak directly to every social practice or circumstance, but we believe the scriptures provide us with principles so that whatever we do will bring glory to God.

In establishing the following guidelines, the College is aware of two things:

1. Rules and regulations alone will never develop one's character or cause spiritual maturity (only the work of Christ and submission to His truth will do that) and,
2. We would not be able to write enough rules to cover every circumstance. Keep in mind that our goal is not to put anyone into a "social straight jacket," but rather to help our students make wise, constructive choices in order to experience the joy of a Christ-centered life.

DISCIPLINE PROCESSES AND PROCEDURES

As a member of the G4HCC community, you are expected to conduct yourself in accordance with the regulations of the College and the laws of the city, State, and Federal government. If you violate College regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at G4HCC.

- Every effort is made to encourage you to assume responsibility for your own behavior.
- Disciplinary action is aimed at producing growth and maturity in your life.

As disciplinary actions are considered, we are mindful of our responsibilities to uphold the Christian Standards of the College and create a safe, wholesome environment that encourages spiritual growth across the student body. We want our disciplinary action to be biblical in nature, design, and purpose (Matthew 18:15-18, James 5:19-20, Galatians 6:1-2, Hebrews 12:11). In order to maintain consistency, specific guidelines exist regarding College disciplinary action. That said, each disciplinary referral is handled on an individual basis.

CONFRONTING ONE ANOTHER

Any community that ignores problem behavior in effect condones it. Ignoring problem behavior not only gives tacit approval to the behavior but, biblically speaking, is withholding love from that individual. In this light, if you believe a fellow student is behaving in an unacceptable manner, you should go directly to that person and express your concern about the behavior and about the consequences it might bring to the community and/or the individual. The community expectations should be clarified and the student should be asked if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved (Matthew 18:15). If your confrontation does not solve the problem, or there is a continuing pattern of harmful behavior, you should encourage the student to seek assistance from a Student Life staff member. If the student takes the initiative to seek help, it will be handled as a “personal problem” as described in the “Seeking Help to Grow and Change” section below, unless there is continued complaint from the community (Matthew 18:16). If the student does not take the initiative to seek help, the best response is to let the student know that you yourself have a responsibility to contact someone in the Office of Student Life. It is fair for you to explain to the student that, depending upon the issue, at that point it could become a disciplinary issue. This will probably not be an easy step for you to take, but it may be the most loving thing you could do. “Better is open rebuke than love that is hidden. Faithful are the wounds of a friend; But the kisses of an enemy are profuse.” (Proverbs 27:5, 6 ASV).

SEEKING HELP TO GROW AND CHANGE

If you know your behavior is outside the limits established by the College and/or God’s Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a Student Life staff

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member without threat of disciplinary action. A problem of this nature is defined as a “personal problem”, and the staff member will work with you toward restoration [exceptions may be made if behavior is repetitive, self-destructive, or hazardous to others, or involves a significant legal issue in which the college is obligated to uphold the law.]

FORMAL DISCIPLINE PROCESS

Upon receipt of a written, signed complaint that could result in disciplinary action against the student, the College will conduct an investigation into the merits of the complaint

If, in the sole discretion of the College, it appears more likely than not that the allegations have merit, the following disciplinary process will be followed:

The disciplinary process is designed to be respectful, educational and restorative. Our approach involves educational meetings with students in which college officials teach accountability and promote student flourishing. When a student is found responsible for a violation of policy, they are assigned sanctions as described below. The disciplinary process does not mimic a court system or legal proceeding. As such, when administering discipline, staff members are not using legal rules of evidence, but rather educating and holding accountable based on a reasonable belief regarding what may have occurred.

The disciplinary process begins with an alleged violation of college policy and involves information gathering, an administrative hearing and sanctioning. The Dean of Academic Affairs is the chief judicial officer of the college and has primary administration of discipline. The Dean reserves the right to designate this responsibility to other college officials. The Disciplinary Committee serves as the final appeal for sanctions.

INFORMATION GATHERING & HEARING:

An information gathering process involves an initial report and an inquiry by college officials and in most cases will include interviewing those involved in the case and verifying information regarding the alleged violation. Relevant information from anonymous sources and confidential reporters is permissible “for what it is worth,” recognizing that anonymous information must be verified through other sources to have value.

In all cases, the College will respond to the report in a prompt, thorough, procedurally fair, and effective manner. The administrative hearing will be scheduled to allow the accused student an opportunity to hear and present information related to the disciplinary process. All hearings are closed and the proceedings may be kept confidential at the discretion of the college. Hearings may be recorded by the discretion of the college without the consent of the student. Information gathering and hearing processes may occur simultaneously. Although hearings are closed, students who wish to have a support person present at the meetings may do so. The support person may not actively participate in proceedings.

RESPONSIBILITY & SANCTIONS:

Dean of Academic Affairs or designee shall serve as Hearing Officer for the hearing.

Students are allowed to present such evidence to support their respective positions as they deem necessary. The Hearing Officer will determine the value of such evidence. For less serious offenses, students need to be found more likely than not to have violated a policy in order to be sanctioned. This is sometimes referred to as a preponderance of the evidence. The college official hearing the case is charged with the responsibility of deciding the sanction. The standard of evidence for serious offenses leading to suspension or expulsion shall be "clear and convincing," that is, the evidence clearly shows that the student committed the offense. A verified pattern of behavior may escalate what might otherwise be considered a minor offense into a more serious pattern of offenses.

Students found in violation of college policies will face a range of sanctions, as listed below (these are not listed in prescribed order). The sanctions will be communicated to the student in writing, and will in most cases include a summary of the findings.

Written admonition – a letter may be sent to the student, and copied to his/her discipline record.

Educational/accountability sanctions – a student may be required to attend an educational class, mandatory drug or alcohol assessments, or other educational sanctions.

Restitution – a student may be required to pay restitution for damages or loss of property.

Loss of privilege – a student may lose a privilege afforded to them as a G4H Christian College student.

Interim Suspension - In cases where a student is thought to pose a threat to the safety or well-being of the campus community, any individual, or normal operations of the college, the College may impose an interim suspension.

Disciplinary Probation – a student may be placed on probation for a limited amount of time, during which he or she may be held to immediate suspension or expulsion upon an additional violation.

Disciplinary Suspension – a student may be separated from the college for a determined period of time, with certain conditions to be met for re-entry.

Disciplinary Expulsion – a student may be separated from the college permanently.

Disciplinary sanctions will be part of a student's confidential disciplinary record but will not appear on a student's academic record. Students may apply to have their disciplinary record expunged upon graduation. The College reserves the right to grant or deny the request.

APPEALS TO SANCTIONS:

Students may submit an appeal to a disciplinary decision. Appeals may be made on one or more of the following bases:

- The procedures were not substantially followed, which negatively affected the outcome of the case.
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the information gathering/hearing stage that could reasonably affect the findings.
- The sanctions/interventions are inappropriate or disproportionate to the determined violation.
- A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

Guidelines for Appealing a Sanction: Students wishing to appeal the disciplinary process must do so, in writing, to the Dean of Academic Affairs, who will appoint a Disciplinary Committee of faculty to consider the matter. Appeals must be made in writing within five (5) non-holiday business days of the date of the written disposition. Students will have only one opportunity to appeal.

All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the college. Appeal meetings may be recorded by the discretion of the college without the consent of the student. Sanctions shall not be stayed pending the appeal.

The appeal letter must include:

1. Names of the parties involved.
2. A clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
 - a. A material deviation from the established procedures that affected the outcome of the case.
 - b. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the information gathering/hearing stage that could reasonably affect the findings.
 - c. The sanctions/interventions are inappropriate or disproportionate to the determined violation.
 - d. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).
3. All information on which the appeal is based.

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In response to the written appeal, the Disciplinary Committee may, hear the matter in a closed hearing, and upon review of all information and testimony presented, confirm an earlier disciplinary decision, modify the discipline imposed, or reverse the decision. If the Disciplinary Committee identifies areas of concern, it may remand the decision to the with corrective instructions, refer the matter to the Dean of Academic Affairs to review the case, or alter sanctions. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing.

Decisions made in the appeal process are final and may not be addressed through the "Grievance Process" set forth in the catalog. Only in cases handled through the Title IX/Sexual Misconduct process do both the Reporting Party and Responding Party have the right to appeal.

The College will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

TIME LIMITATIONS:

The College may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the graduation of the offender. There is no time limit on reporting of violations of the Student Life Policies. However, the longer someone waits to report an offense, the harder it becomes for G4HCC to obtain information and witness statements, and to make a determination regarding alleged violations.

The Dean of Academic Affairs, in collaboration with other campus personnel, will determine which sanctions to employ. Although sanctions are generally applied in a progressive order, it should not be assumed that sanctions must begin with warnings/fines or move to more severe penalties in incremental stages. The sanction chosen by the Dean of Academic Affairs will be in response to a variety of factors including: a student's request for help versus a confrontation, the student's history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the President.

COOPERATION WITH LAW ENFORCEMENT:

The College will cooperate with law enforcement personnel investigating criminal activity.

CAREER ADVISEMENT SERVICES

A Career Counselor (CC) is available to work with students. The CC will be able to handle any questions or concerns regarding career planning, personal concerns, and referrals. All students should meet with the CC throughout the year when formulating plans for changes in educational goals. Student Success

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class will provide information on being successful in college and practicum opportunities may be available in specific interest areas, i.e. children's or youth ministries, worship team, graphic design, fitness, etc.

EMPLOYMENT IN THE TRI-CITIES AREA

There are both part-time and full-time employment opportunities in the Tri-Cities area. Off-campus job openings are posted regularly on G4H College Students Facebook page. These postings are available to all G4HCC students. The Director of Student Affairs is available to help with finding job opportunities and resumes.

STUDENT ACADEMIC RESPONSIBILITIES

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other deadlines, policies, and regulations published in this catalog and The Student Handbook.

Students are governed by the catalog in effect when they enroll for the first time at Gather 4 Him Christian College. If a student finds it necessary to withdraw and seek readmission, the catalog at the time of readmission becomes the governing catalog.

Continuously enrolled students may meet the graduation requirements of any subsequent catalog published during their enrollment, particularly if a new program of study has been added since the initial enrollment. A particular catalog's requirements must be adopted in whole; that is, mixing of requirements between catalogs is not permitted.

While academic advisors or college officials assist students in interpreting policies and requirements and making plans, the final responsibility for meeting requirements and adhering to policies belongs to each student.

CLASS ATTENDANCE

The privilege of being a student at Gather 4 Him Christian College is the result of the sacrifice of many people. Gather 4 Him Christian College expects its students to be responsible members of a scholarly community. An essential component of scholarly (and spiritual) discipline is the development of a strong work ethic that includes dependability, timeliness, and initiative. Students who miss class develop habits that are not tolerated in the professional workplace. Consequently, each student is expected to attend all classes, with certain limited exceptions as stated in this Policy.

The following Policy applies to all classes and students:

There are no class "cuts". Students are expected to attend every class session, to arrive on time, and to leave when the class is dismissed. The student is tardy when not present when the class begins. Three "tardies" will be counted as one unexcused absence.

To discourage students from extending vacations into class time, *two absences* will be counted for each session that a student misses immediately preceding or following Thanksgiving Break, Christmas Break,

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or Spring Break, unless arrangements are made with the professor and the College prior to the break period.

Excused Absences

A student is excused from classes for college-related absences (approved class field trips, ministry conferences, or outreach trips on behalf of the college), verified illness, and military service. Professors should be informed in advance of excused absences in order to coordinate make-up work.

Personal Absences

Personal absences include those resulting from sickness, personal/family emergencies, or other family obligations (e.g., weddings, funerals, etc.) A student may miss the equivalent of one week per course each semester for personal absence reasons without penalty to his or her grade. Make-up work for a personal absence is only accepted with the permission of the instructor according to the makeup policy listed in the syllabus. Prior approval for personal absences is not necessary; however, a considerate student will inform the instructor in advance when an absence is planned.

Excessive Absences

A student may be penalized for excessive absences. For every week's worth of class periods missed due to unexcused absences, student's grade will be penalized according to the chart below.

A student who misses over 3 weeks of the scheduled class sessions for unexcused absences will fail the course. If this limit is reached by the midterm grade report, the student will be dropped from the class and receive a grade of FW ("failure due to excessive absences and administratively withdrawn"), unless the student has already dropped. If the limit is reached after the midterm, students receive a final grade of F unless they drop the course before the deadline.

The following chart details the penalties to the student's overall term grade that apply for excessive unexcused absences:

Class Meetings per Week	No Penalty	5% Penalty	10% Penalty	Fail
	Miss equivalent of 1 week class	Miss equivalent of 2 weeks of class	Miss equivalent of 3 weeks of class	Miss more than 3 weeks of class
1 class per week	0-1	2	3	4+
2 classes per week	0-2	3-4	5-6	7+
3 classes per week	0-3	4-6	7-9	10+
4 classes per week	0-4	5-8	9-12	13+

All students are required to attend chapel services. Chapel is an important part of your college experience and spiritual growth at G4HCC.

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Excessive Absences

Students are free to complete their class work at any time of the day or night, but assignments are intended to be completed and submitted according to the schedule set in the syllabus. Student work that is submitted electronically will not be accepted if date stamped after the deadline set in the course syllabus. Class work must be completed in a timely fashion to meet attendance standards. A student who does not complete any assignment within the first five days of class will be automatically dropped from the course. Within the first four weeks of class, a student who becomes two weeks behind on assignments may be dropped from the course and receive a grade of FW (“failure due to excessive absences and withdrawn”).

If a student is receiving a G4HCC Commitment Scholarship and receives more than six days of unexcused absences, the scholarship may be revoked and the student may be responsible for the full tuition.

Suspension: In some cases, a serious breach of college standards may result in a temporary suspension from the campus and classroom. During the suspension period, the student may not attend class, may not be on campus, and may not take advantage of campus facilities or activities. All absences from class during the suspension period will be unexcused. Acceptance of coursework and rescheduling of exams is at the discretion of the faculty.

CLASSROOM CONDUCT

Classroom behavior should reflect the college Standard of Conduct. Punctuality, attention, and thoughtfulness are expected and appreciated. All electronic devices (cell phones, etc.) must be turned off in the classroom unless instructor approval has been given. Students should always seek instructor approval before planning to eat meals in the classroom. Instructors will inform students of additional expectations (dress, food, participation, etc.) for each class in the course syllabus. Expectations may vary from instructor to instructor, and students are expected to know and conform to the expectations of the instructors.

INCLEMENT WEATHER POLICY

Student safety is of primary importance and since our students commute, it is important that students determine their ability to travel safely to the college when weather conditions create road hazards. Students who feel it is not safe to travel to classes should contact their instructors at the earliest possible time. Should the college decide not to hold classes and/or to close all functions of the college; appropriate announcements will be made through Populi Campus Notifications.

Check *The Student Handbook* or *Populi* online for information on school closures due to bad weather.

DISABILITIES POLICY

In compliance with and implementation of the American with Disabilities Act of 1990 (ADA) it is the policy of the college to work with students and offer reasonable accommodation for any type of disability.

It is the responsibility of the student to seek reasonable accommodation for disabilities by going directly to the affected instructor(s). G4HCC offers a variety of supportive services that facilitate access to educational opportunities for students with disabilities. Documentation of an existing disability is required.

The affected instructor(s) and the requesting student may seek assistance in providing reasonable accommodations to meet identified student disability needs.

EQUAL OPPORTUNITY AND NON-HARASSMENT POLICY

It is the policy of G4HCC to provide equal opportunity to all applicants, employees and students. The college does not discriminate on the basis of sex, gender identity, disability, race, color, national origin, or age in admission, and access to, or treatment in employment, educational programs or activities. However, the College specifically reserves the right to make hiring and personnel decisions based on biblical imperatives and prohibitions, and also based on compatibility of the applicant's religious beliefs and practices with those of the College.

It is the policy of the college that employees and students have the right to work and study in an environment free of harassment on the basis of any of the factors listed above. Harassment may take many forms and determination of what constitutes harassment will vary according to the particular circumstances. Sexual harassment, intimidation or exploitation means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature if: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or (b) is a basis for employment or educational decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment as defined by Federal and State laws.

Questions or complaints may be directed to:

Director of Human Resource Services/Financial Services Office,
G4HCC Office, 3021 W. Clearwater Ave., Kennewick, WA 99336.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

G4HCC complies with the amended federal Family Educational Rights and Privacy Act of 1974 (FERPA) in the maintenance of records. Educational records of students maintained by the college will be made available only to G4HCC staff that have a legitimate professional need for the material. FERPA, as amended, is designed to protect the privacy of student records. Students have the right to review all of their educational records and to challenge the content of a record they believe to be inaccurate or misleading.

Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The names and address of the

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office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4695.

Copies of G4HCC's Information Policy are available in the Office of the Registrar. Students are advised that the college considers the following information to be directory information: the student's name, photograph, campus and home address, class standing, telephone number, date and place of birth, major field (s) of study, class schedule, academic honors, participation in the college activities and sports, degrees and awards/honors received, previous schools attended, dates of attendance, denominational / religious preference, and parents' names and addresses. Directory information may be released to third parties, such as in news releases. Students may request that directory information not be released to third parties. To make such as request, send a signed, dated statement to the Office of the Registrar.

Non-directory information, such as grade reports, is released to third parties only when the student has submitted a written request. The custodial parent(s) of dependent students do have access to the student's records.

STUDENT FINANCIAL & ADMINISTRATIVE SERVICES

The Student Financial Services Office will receive tuition payments, Veteran's Certifying Official and assist President, Faculty and students as needed.

FINANCIAL INFORMATION

G4HCC strives to keep costs as affordable as possible for a Christian education. Student tuition and fees only cover a portion of the total operating costs of the college. The college receives support from individuals, churches, corporations, and foundations who share in providing this quality education. Program costs are subject to change and are established by the President of G4HCC and the Board of Directors.

Tuition for the 2018/2019 school year is \$9,000. In the event of a mission's trip or leadership conference, the student will be responsible for raising their own funding in order to participate. Gather 4 Him is a 501(c) 3 nonprofit organization and will handle all student tuition, transcription of credit and program oversight.

Once a student has registered and made a commitment to attend G4HCC, a tuition payment plan will be made in writing and signed. Tuition is due **August 1st Fall Semester / January 2nd Spring Semester** along with the tuition deposit. **Students will not be allowed to take classes until their accounts are paid in full or they have a payment plan in place on which they are current.** A student may be removed from the program if a payment cannot be made within 30 days.

Any student that has a delinquent account must follow the financial agreement policy.

Late registration is considered a registration completed less than one month or four weeks prior to the first day of the course. Such registration will be granted as room allows.

TUITION AND FEES – UNDERGRADUATE PROGRAM

TUITION	Semester	Per Year
Full-time (12 or more semester credits)	\$4,500	\$9,000
Part-time (less than 12 credits)	\$375 per credit	
Audit Tuition	\$85 per credit	

ADDITIONAL FEES AND COSTS

Application Fee (one time):	\$35
Library/Student Activity Fee (per year):	\$100
Math Placement Testing Fee:	\$25
Math Lab Fee:	\$60-\$110 (depending on course)
Technology Fee (per semester):	\$35
Science Lab Fee:	\$50
Human Performance Fee:	\$100
Textbooks (estimated cost):	\$300-\$400 per semester
Transcript Fee:	\$5
Course Change Fee:	\$10 (After registration period)
Graduation Fee (non-refundable):	\$100
Tuition Deposit:	See Financial Agreement

OTHER EXPENSES

The student is responsible for and should remember additional expenses when budgeting educational costs.

1. Required books for each course.
2. Labs and other fees for certain courses as indicated.
3. Transportation, accommodations and meal costs for Leadership Conferences and Mission trips.
4. Personal graduation expenses in addition to the graduation fee.

PURPOSE OF FINANCIAL AID SCHOLARSHIPS

Financial aid at G4HCC is provided to help bridge the gap between what students and their families can reasonably afford and the actual cost of a college education. Many types of financial aid are based on need as determined through the completed FAFSA Estimated Family Contribution.

Students should complete the FAFSA. There are certain types of aid that are distributed on a first come first serve basis. Therefore, a completed FAFSA Estimated Family Contribution must be received by the established semester deadline to receive priority consideration. If a student elects not to complete a FAFSA, they should notify the Financial Aid Office of that decision by the established semester deadline. If a FAFSA is not completed, the student will not qualify for need based aid.

Students are required to maintain Satisfactory Academic Progress (SAP) in order to receive financial aid. A copy of the SAP policy of the College is included in this catalog. Failure to maintain SAP could result in a termination of aid.

Additional information concerning the purpose or offers of financial aid may be obtained by calling the Financial Aid Office.

PARTNERSHIP WITH FA SOLUTIONS

Gather 4 Him Christian College is in the preliminary stages of the application process to participate in Title IV programs and recognizes that to staff and fully service students once approved, is beyond their current capacity.

FA Solutions has the professional resources available to support the College in these critical areas in a cost effective and completely scalable solution. FA Solutions will offer a team of financial aid professionals to provide redundancy of coverage for packaging and verification, a team of student advisors and counselors, and a team to provide compliance and regulatory oversight. FA Solutions would be proud to assist the college in servicing their students and staff with this partnership.

FINANCIAL AID & SCHOLARSHIPS OFFERED

Gather 4 Him Scholarship Process [Due with Application & updated each year]

1. Fill out FAFSA. Go to <https://fafsa.ed.gov/> and click on Start a New FAFSA - if you've never filled one out before. If you have, then log in. Fill all of this information out. When it asks for a college or university, put the university you are interested in attending after G4HCC. If undecided, put in Corban University.
2. Print off the last page titled Estimated Family Contribution (EFC) and turn that in with Scholarship Application.

When applying or reapplying for a scholarship through G4HCC each student must submit:

- Two Essays:

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- The first essay should be at least 1 page in length and include the following: brief background, what are your degree/career goals, what is your educational plan (will you transfer to a University after G4HCC?) community outreach performed within the last 5 years, church membership, ministry involvement, your interests, what makes you a good recipient.
- The second personal essay should describe how Jesus Christ became personal to you, how someone becomes a Christian, and what it means to be a Christian. Please use scripture references in your response.

Qualifications:

Recipient is to-

- Submit Scholarship Application
- Submit 2 essays (career goal and educational plan must be stated clearly in first essay)
- Submit Tuition Assistance Application
- Maintain a cumulative GPA of 2.0 each semester and follow scholarship attendance policy

Visit Scholarship: Receive \$100 towards your G4HCC tuition for visiting a class session or chapel session.

Friend Referral Scholarship: Receive \$100 towards your G4HCC tuition for a referred friend who attends. Deduction from tuition will be made on the following semester's Financial Agreement.

Christian School Scholarship: Receive \$500 towards your G4HCC tuition for transcript from Christian High School.

Dean Scholarship: The Dean Scholarship is awarded based upon academics, campus life participation, and attendance. For more information, see the Financial Services Office.

REFUND POLICY FOR COURSE CHANGES

No tuition refunds will be granted for individual classes dropped after the close of registration or after the second full week of the semester. However, courses changed or canceled by G4HCC that affect tuition and course-related fees will be fully refunded.

REFUND POLICY FOR CANCELLATION/WITHDRAWAL

Students who find it necessary to withdraw from G4HCC after registration may be entitled to a tuition refund. A withdrawal form is available in the Office of the Registrar. Students are responsible to initiate the withdrawal, obtain the necessary signatures on their withdrawal form, and return it to the registrar. The date it is returned is the effective date of withdrawal. Refund of tuition (including summer) is prorated to 60%.

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These adjustments are calculated in the following manner:

Withdrawal	Refund	Applicable to
First Week	100 percent	Tuition & Fees
Second Week	90 percent	Tuition & Fees
Third Week	80 percent	Tuition, no fees
Fourth & Fifth Week	70 percent	Tuition, no fees
Sixth & Seventh Week	60 percent	Tuition, no fees
Eighth Week	0 percent	Tuition, no fees

REPEATING A COURSE

A student may repeat a course to raise a grade only if a D or F grade was issued. Generally, credits for the same class may be earned only one time. Exceptions are included in the Course Descriptions. When a student repeats a course in which he/she has received a D or an F grade, only the last grade is counted when computing the cumulative grade point average.

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL AID

Federal Financial Aid regulations require that all financial aid recipients progress at a reasonable rate toward achieving a degree or certificate. G4HCC uses the same policy in regard to institutional aid. Progress is measured by: (1) the student's cumulative grade point average, (2) pace of progression (the number of cumulative credits earned in relation to those cumulatively attempted), and (3) the maximum time frame allowed to complete the academic program. These requirements apply to all semesters regardless of whether or not the student received financial aid. Progress is reviewed at the end of each semester. However, G4HCC's separate **Academic Probation policy**, administered by the Registrar's Office, reviews the semester GPA instead of the cumulative. For this reason, the Financial Aid Office also reviews the semester GPA in addition to the cumulative.

Cumulative and/or Semester Grade Point Average: Undergraduate students who drop below a 2.00 cumulative and/or have a semester GPA less than 2.00 will be placed on **Financial Aid Warning**.

Pace of Progression: Students who fail to complete the **required 67%** of credits attempted will be placed on **Financial Aid Warning**. This is a cumulative calculation not per semester.

Maximum Time Frame: Students must complete their degree within the 150% of the published length of the program. Exceptions will be considered on a case-by-case basis. Students are no longer eligible to receive financial aid if it becomes mathematically impossible to complete their degree within 150% of the published length of their program. This is not based on a calendar progression but is rather based on the number of credits required for the degree or certificate.

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Students who do not meet the standards of Satisfactory Academic Progress (SAP) at the end of a semester will automatically be placed on **Financial Aid Warning** for the following semester. Financial aid may still be received during the warning semester. At the end of the warning semester the student must have achieved satisfactory academic progress as outlined above or they will be placed on **Financial Aid Termination** status. Students placed on Termination status may appeal and if the appeal is granted they may be put on **Financial Aid Probation** and receive aid for another semester. Please see more information about these statuses below. Notification of status changes will be communicated to the student by mail or email.

Financial Aid Warning: Students may receive financial aid for the semester they are on warning. If they fail to meet the necessary SAP requirements at the end of their warning semester, their financial aid will be terminated until they have regained satisfactory progress status. When a student has been placed on financial aid warning for a semester and has regained SAP at the completion of that semester, that student will be removed from financial aid warning and will be eligible to receive financial aid.

Financial Aid Termination: Financial aid termination will result in the loss of eligibility for all institutional aid, including scholarships. If a student successfully completes a semester without receiving financial aid and meets the SAP requirements, the student will then regain financial aid eligibility.

Appeal of Financial Aid Termination: Students who fail to meet Financial Aid Satisfactory Academic Progress standards and lose financial aid eligibility can appeal this decision. The appeal must be made in writing and should be accompanied by appropriate supporting documentation. Appeals must be submitted to the Financial Aid Office within 7 calendar days of the date on the notification letter or email. Appeals must explain why the student failed to make satisfactory academic progress, and what has changed to resolve the issue(s) that prevented the student from demonstrating satisfactory academic progress. Acceptable reasons for appeal may include injury or illness of the student, illness or death of an immediate relative of the student, or other extenuating circumstances beyond the student's control.

Financial Aid Probation: If the student's appeal is approved they would be eligible to receive financial aid during the following semester. The student would be on financial aid probation status during this semester. The student may be subject to course and/or credit limitations.

Academic Plan: If it is not possible for a student to meet the SAP standards in one semester, a student who appeals may be given an academic plan as an alternative to probation. This plan would specify a point in time at which the student will be able to meet G4HCC's SAP standards.

Academic Honors Undergraduate Program

Students enrolled full-time and who have achieved a semester grade point average of 3.60 or higher are eligible to be placed on the Academic Dean's List. Transcripts bear the honor for that semester. Incomplete grades disqualify students from this honor.

Additional Information:

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Repeated Courses: Courses in which the student received a grade of “F” may be repeated and may be eligible for financial aid. Other courses in which the student received a passing grade may be repeated once and may be eligible for financial aid. When a course with a passing grade has been repeated, subsequent repeats of the course will not be included in the total number of credits for the semester when determining financial aid eligibility. Credits attempted in repeated courses will be included in the cumulative credits attempted and GPA.

Withdrawn Courses: Withdrawn courses count towards the cumulative credits attempted. Students may retake courses from which they have withdrawn. When retaken, these courses will be included in the total number of credits for the semester and will be included in the cumulative GPA.

Incomplete Courses: Courses assigned an incomplete grade are included in the cumulative credits attempted and in the maximum timeframe. These credits cannot be counted as earned credits until a satisfactory grade is assigned. At that time they will also be included in the GPA calculation.

Audit Courses: Audit courses receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

Remedial Courses: Remedial courses will be included in the total number of credits for the semester when determining financial aid eligibility.

Pass/Fail Courses: Pass/Fail courses are not calculated in the cumulative GPA but will be included in credits attempted.

Transfer Students: Transfer credits are calculated into the credits attempted, but are not factored into the cumulative GPA. Any transfer credits accepted into a student’s educational program will count as both attempted and completed credits when determining a student’s pace of progression.

Summer Semester: Students attending in the summer semester will have SAP evaluated again at the end of the semester.

Readmitted Students: If a student is placed on financial aid warning or termination status and does not return the following semester, they will be given the same status if they return at a later date. When a student withdraws or is dismissed from G4HCC and is later readmitted, the semester in which they withdrew or were dismissed is included when the student’s satisfactory academic progress status is evaluated.

VA STUDENT POLICIES

Veteran Education Benefits

G4HCC is approved to be an institution of higher education for veteran training by the Washington Student Achievement Council (WSAC) and the Veteran’s Benefits Administration. The college’s academic

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program of study is open for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. G4HCC is committed to upholding and complying with the intent of Veterans Administration regulations.

G4HCC is approved for enrollment of veterans and their families eligible to receive education benefits provided by the U.S. Department of Veterans Affairs. The college currently enrolls a number of students receiving VA educational benefits. Educational support programs available through the VA include:

- Post 9/11 GI Bill ® or "Yellow Ribbon"
- Montgomery GI Bill ®
- Survivors & Dependents Assistance
- Veterans Educational Assistance (VEAP)
- Vocational Rehabilitation & Employment Program
- Reserve Educational Assistance Program (REAP)
- Military Tuition Assistance (TA)

Please contact the VA directly at 888.442.4551 for more information about your specific benefit options. Veterans and their families may also use the VA's online Ask Us a GI Bill ® Question to see answers to specific questions that others have asked about benefits or to ask your own questions. Information about education benefits with the VA is available by going online to www.gibill.va.gov and clicking on "Apply for Benefits."

The Washington State Department of Veterans Affairs has also published a helpful ***Guide for Veterans Attending College*** as a resource on starting the education benefits process.

CERTIFICATION

When your schedule is **set**, notify your G4HCC VA certifying official via e-mail registrar@gather4him.net six weeks before the beginning of the term for which you are requesting certification. Additionally, if your schedule changes unforeseeably, or if you decide to leave G4HCC, please notify your VA official immediately. ***NOTE: ONLY CLASSES THAT ARE APPLICABLE TO YOUR PROGRAMS OF STUDY CAN BE CERTIFIED BY THE VA OFFICIAL. ALL COURSES THAT DO NOT APPLY TOWARD YOUR PROGRAM OF STUDY ARE TAKEN AT YOUR OWN EXPENSE.***

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

TRANSCRIPTS

All prior official transcripts at any and all higher education schools or military transcripts should be sent to G4HCC. We are required to evaluate any prior credit including any military credit as part of the certification process. To order military transcripts from Joint Services Transcript (JST), please click

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<http://www.jointservicestranscript.com/> and submit an online transcript request as the method of delivery.

MAJOR DECLARATION

According to VA certification rules, if you have not declared a major by the end of sophomore year, courses cannot be certified for payment. Due to G4HCC policies, access to class registration will be denied, if you have not declared a major at the appropriate time. The declaration deadline policies apply as follows:

- Students with AA/AS degrees and transfers– Second semester of attending G4HCC
- Freshmen – By end of spring semester of their sophomore year

SELF-VERIFY (ONLY CHAPTER 30, 1606 AND 1607)

Each month, verify your attendance for payment to be issued. Go to Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov/wave/index.do and verify your enrollment. Or call 877 VA-ECERT (877-823-2378) to verify by telephone. *NOTE: IF YOU ARE USING CHAPTERS 31, 33, AND 35 BENEFITS YOU DO NOT NEED TO SELF-VERIFY.*

VETERANS RE-ADMISSION POLICY

Any student whose absence from G4HCC is necessitated by reason of service in the uniformed services shall be entitled to readmission to G4HCC if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to a G4HCC Official
- The cumulative length of the absence and of all previous absences from G4HCC by reason of service in the uniformed services does not exceed five years, and except as otherwise provided in this section, the student submits a notification of intent to reenroll at G4HCC

Exceptions include:

1. No notice is required if giving of such notice is precluded by military necessity, such as: Mission, operation, exercise, or requirement that is classified
2. A pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge.

Any student who did not give advance written or verbal notice of service to the appropriate G4HCC Official may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to G4HCC that they performed service in the uniformed services that necessitated the student's absence from G4HCC.

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A student who is readmitted to G4HCC under this section, shall be readmitted with the same academic status as such student had when such student last attended G4HCC.

Exception from readmission eligibility: Upon the occurrence of the following events, a student's eligibility may be terminated:

1. Separation of such person from the Armed Forces (including the National Guard and Reserves) with dishonorable or bad-conduct discharge;
2. A dismissal of such person permitted under section 1161(a) of Title 10, United States Code
3. An elimination of such person from the rolls pursuant to section 1161(b) of Title 10, United States Code.

REMEMBER! NOTIFY YOUR VA OFFICIAL (SCO) OF CHANGES IN YOUR CREDIT, ADDRESS, PROGRAM OF STUDY, AND/OR ATTENDANCE. Gather 4 Him Christian College's SCO is Alice Christenson: 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: alice@gather4him.net.

Students using funds administered by the U.S. Department of Veterans Affairs may send a complaint directly to the VA.

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GATHER 4 HIM

CHRISTIAN COLLEGE

ACKNOWLEDGMENT OF RECEIPT OF ACADEMIC CATALOG

I, _____, have reviewed the Gather 4 Him Christian College Academic Catalog. I understand I am responsible for reading this Catalog and am accountable for adherence to the policies and guidelines herein. I also agree to respect the Gather 4 Him Christian College Statement of Faith, <http://college.gather4him.net/about/statement-of-faith/> and the student responsibilities as outlined in the *Student Handbook*. I am also responsible for reviewing the catalog for updates and changes made by the Gather 4 Him Christian College.

Please sign and turn in this signed Acknowledgment of Receipt of Academic Catalog page to the Director of Student Affairs.

Signature of Student

Date