



Student Handbook

2021 – 2022

OUR MISSION

The mission of Pacific Northwest Christian College is to motivate and equip college students for Christ-centered service in the church and community.

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(509) 420-4545
<https://pnwcc.edu>

Approved: August 11, 20221

About this Handbook

This handbook is designed and written to provide PNWCC students with the basic foundations for success. In it the student will find how to sign up for classes, attendance requirements, grading policies, required, preferred, and prohibited behaviors, rights and responsibilities, disciplinary policies and procedures, academic probation policies, graduation requirements, financial assistance, and so on. The list is quite long.

Students are expected to know, understand, and apply the contents of this handbook.

A companion to the Student Handbook is the Catalog. The Catalog is more extensive and includes, in addition to the above, detailed information regarding scholarships, courses, graduation requirements, financial assistance, and so on.

Both handbooks are “living documents,” meaning they are subject to change as conditions require. We have done our best to make both handbooks user friendly while maintaining complete accuracy.

Our goal is quite simple: to make every student successful!

Kelli Templeton
Director of Student Life

Dr. Darrell Puls
Dean of Academic Affairs

Academic Calendar 2021-2022

Fall Semester	2021
Tuition Due	Aug 2 (M)
Student Orientation (Tuesday Mandatory)	Aug 23-24 (M-T)
Instruction Begins	Aug 25 (W)
Close of Course Registration	Sept 3 (F)
Last Day to Add Courses	Sept 3 (F)
Last Day to Drop Courses without a Fee	Sept 3 (F)
Labor Day (no classes)	Sept 6 (M)
Early Scheduling for Spring Semester	Oct 25 – Dec 3
Last Day to Drop Any Course with a W Grade No Tuition Refunds	Oct 22 (F)
Veterans' Day Observed (no classes)	Nov 11 (Th)
Thanksgiving Break	Nov 24-26
Classes Resume	Nov 29 (M)
Last Day of Instruction	Dec 3 (F)
Final Exams	Dec 6-10
Spring Semester	2022
Tuition Due	Jan 3 (M)
Orientation for New Students	Jan 11 (T)
Instruction Begins	Jan 12 (W)
Martin Luther King Day (no classes)	Jan 17 (M)
Close of Course Registration	Jan 21 (F)
Last Day to Add Courses	Jan 21 (F)
Last Day to Drop Courses without a Fee	Jan 21 (F)
President's Day (no classes)	Feb 21 (M)
Last Day to Drop Any Course with a W Grade No Tuition Refunds	Mar 11 (F)
Spring Break (no classes)	Mar 21-25
Classes Resume	Mar 28 (M)
Registration for Summer Courses	Apr 4 (M)
Early Scheduling for Fall Semester	April 11 – May 6
Last Day of Instruction	Apr 29 (F)

Final Exams	May 2-6
Commencement	May 14 (Sa)
Summer Term (if scheduled)	2022
Instruction Begins	May 9 (M)
Close of Course Registration for Summer Session	May 9 (M)
Last Day to Drop Summer Course w/o Financial Penalty	May 19 (Th)
Last Day of Instruction	Jun 10 (F)

All calendar dates are subject to change.

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Letter from the President

Pacific Northwest Christian College (PNWCC) is the first two-year Christian Liberal 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 Pacific Northwest 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.

Pacific Northwest 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 Gather 4 Him Christian College in 2008. All Washington State requirements for starting a college through the Washington Student Achievement Council (WSAC) were followed. The College has been approved as an educational services provider by the Veteran's Benefits Administration for eligible military and uniformed services veterans (GI Bill®). PNWCC is an accredited institution of higher learning through Transnational Association of Christian Colleges and Schools (TRACS).

The college name was changed to Pacific Northwest Christian College when accreditation was achieved in 2021.

The PNWCC 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 communication, quantitative skills, human performance, humanities, social sciences, and mathematics/science. Our electives are in Biblical Education. The degree requires 60 semester hours, which for most colleges 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 PNWCC, 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

College Profile

Washington Student Achievement Council

Pacific Northwest 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 Pacific Northwest 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

Pacific Northwest Christian College has achieved Accredited, Category 1 status with:

Transnational Association of Christian Colleges and Schools
(TRACS)

15935 Forest Road, Forest, VA 24551

Telephone: (434) 525-9539; e-mail: info@tracs.org

The College was awarded Candidate status as a Category I institution by TRACS on October 30, 2018. Accredited status was awarded on April 12, 2021. TRACS is recognized by WSAC, the Council of Higher Education Accreditation (CHEA), and the U.S. Department of Education.

Statement of Purpose

Mission Statement

The mission of Pacific Northwest Christian College 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 and Student Life Purpose

The purpose of Student Life at Pacific Northwest Christian College (PNWCC) 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

Note to the Reader. The Nicene Creed is among the oldest and least changing of all the statements of faith found in Christianity. Two clarifications must be made.

1. Baptism does not bring salvation. Baptism is the symbol of death, burial, and resurrection in Christ.
2. The term “catholic” means universal and is not a reference to the Roman Catholic Church.

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.

Core Values

The Board, Administrators, Faculty, Staff and Students of Pacific Northwest Christian College subscribe to the following 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 discipling them 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).

Pacific Northwest 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 agility, valuing the life of the mind and lifelong 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:

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; and

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; and

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.

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 our programs. We are committed to high quality in all areas, whether academic, spiritual, or service oriented. 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.

In keeping with Pacific Northwest Christian College's (PNWCC) 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.

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:

- Communicate effectively in both oral and written forms in a variety of rhetorical contexts, including Standard English.
- 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.
- Students will be able to apply the gained knowledge to the world around them in contemporary thought and culture.
- 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.
- Students will gain and be able to apply a deeper understanding of theology, biblical principles, church history, and hermeneutics to everyday living.
- Students will demonstrate familiarity with available research, writing and technological tools and be able to use them effectively.
- Students will 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 by Course Area

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.

Mathematics

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.
- 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.

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.
- (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

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

Dr. Darrell Puls, Dean of Academic Affairs

Dean@gather4him.net

Doctor of Religious Studies, Trinity Theological Seminary, IN

Doctoral studies in Employment Law, University of Michigan, MI

MA Educational Leadership, Western Michigan University, MI

BA Music Education, Western Michigan University, MI

2011 – Present

Kelli Templeton, Registrar and Director of Student Life

Kelli@gather4him.net

BS (Biology, Phi Beta Kappa), Washington State University

MS (Environmental Science), Washington State University

MA (Specialized Ministry), Western Seminary.

Morgan Miller, Financial Aid Administrator

financialaid@gather4him.net

BS Health Informatics and Technology, Western Governor's University, WA

2019 - Present

Faculty

Braudrick, Vanessa, Librarian

BA (Literary Studies – Magna Cum Laude), Eastern Washington University

MLIS Candidate, San Diego State University

2021 – Present

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
Speech

French, Larry, Instructor – Humanities
MEd, Oregon State University, OR
BS Science, Western Oregon University, OR
2015 - Present
World Thought & Culture 1 & 2
American Thought & Culture 1 & 2

Hawk, Kelsey, Instructor – Sociology and Psychology
BA, Psychology, Eastern Washington University
MA, Psychology, Walla Walla University
PhD (cand), Forensic Psychology, Walden University
2019 – Present
Psychology
Sociology

Miller, Morgan, Instructor – Human Performance
BA, Health Informatics, University of Phoenix
Certified Physical and Nutritional Health Trainer
2019 – Present
Fitness & Conditioning
Team Sports

Morris, Jacob, Instructor – Biblical Education
ThM Theology, Dallas Theological Seminary, TX
BS Biblical Studies, Moody Bible Institute, WA
2014 - Present
Old Testament Survey
New Testament Survey

Nash, Kyle, Guest Instructor
BS, Organizational Psychology, Corban University, OR
Student Success

Nash, Marcus, Instructor – Social Science
BA, Organizational Psychology, Corban University, OR
MA, Psychology (candidate),
Sociology
Psychology

Nash, Robert, Instructor – Social Science
MEd Counseling/Psychology, Washington State University, WA
BS Physical Education, Minor in Health & Coaching Washington State University, WA
2008 – Present
Global Perspectives

Petty, Dr. Diana, Head of General Studies 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

Mathematics

Introduction to Statistics

Math in Society

Physical Science

Life Science

Puls, Dr. Darrell, Instructor – Biblical Education, Humanities

DRS, Trinity Theological Seminary, IN 2006.

Doctoral studies, Employment Law, University of Michigan

MA Educational Leadership, Western Michigan University, MI

BA Music Education, Western Michigan University, MI

2011 – Present

Introduction to Worship Arts

Global Perspectives

Life of Christ

Stevens, Ann, Consulting 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

Theology 1 and 2

Wodrich, Dan, Instructor – Biblical Studies

M. Div. Regent University, Vancouver, British Columbia, Canada

Th. M. Theology, Regent University, Vancouver BC

MA Christian Studies, Regent University, Vancouver BC

MS Mechanical Engineering, Washington State University, WA

BS Mechanical Engineering, Washington State University, WA

2019 – Present

Bible Study Methods

Academic Information and Policies

Degree Program Information

PNWCC 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 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, PNWCC offers a solid academic background coupled with biblical worldview perspectives in each area of study.

General Educational Outcomes

Transformative Learning

PNWCC is committed to creating a transformative learning culture where teaching from a biblical worldview is incorporated across the curriculum. To do this effectively, PNWCC'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

PNWCC 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

PNWCC 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.

Program Policies

Academic Good Standing

For retention, academic good standing for degree-seeking students is defined as a minimum cumulative Grade Point Average 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 semester grade point average (GPA) falls below 2.00 is placed on academic probation. Students on academic probation are limited to an academic load of 12 or 13 hours a semester and may be required to limit extracurricular activities and/or obtain private tutoring services. Students are encouraged to speak with their Academic Advisor for assistance. Students on academic probation for two consecutive semesters may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar. If the appeal is granted, the student must establish a learning contract with the

Registrar. Learning contract students failing to achieve a semester GPA of 2.00 may be dismissed from the College.

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

Students accepted conditionally 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 academic deficiency 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 Student Advising Center (SAC).

Academic Standards

A grade of F will not count toward PNWCC graduation requirements. A minimum cumulative grade point average of 2.00 “C” is necessary to remain in good academic standing.

Semester Credit Hour Definition

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

ONLINE LEARNING

Sometimes also referred to as “distance learning,” “distance education,” or “e-learning,” online learning is defined as education that involves teaching and learning which occurs outside the traditional classroom setting—teaching and learning that occurs where teacher and student are not in the same location, often not even at the same time. In the 21st Century, online learning typically involves taking classes by accessing course information and learning content via the Internet.

Instructors share course information and learning content to students through a Learning Management System (LMS)—at PNWCC, the LMS environment students use is called Populi.

ONLINE STUDENT EXPECTATIONS

What Should I Expect?

Expect to work as hard, or even harder, than in your face-to-face classes. As in your traditional classes, your success in an online course will be dependent on the time and effort you invest in your coursework.

Also, to help ensure your success, plan to have access to the required technology and a reliable internet connection for the duration of the course.

RULES ON ATTENDANCE FOR ONLINE COURSES

Attendance is recorded in multiple ways.

- Student logins to the course in Populi are automatically recorded and available to the instructor.
- Lecture videos have questions embedded in them for students to answer and post to the discussion board. The only way to get the questions is to watch the video.
- Students must complete work as defined by the instructor. Consult your course syllabus, messages, and announcements.
- Online courses use the same grading system as used in in-person classes.
- Online courses follow the regular academic calendar. Check the syllabus.
- Add/Drop: Follows the same procedures and timelines as for in-person classes.

Note: Students who, though registered, never attended/participated in class, did not officially drop, and (if an online or hybrid class) have no gradable work, will be dropped from the course with a "Withdrew Fail" grade. Students who are failed in this manner will not be permitted to access other online or hybrid classes. After the "WF" mark has been submitted, a change of grade will not be accepted for the student.

SUCCESS SKILLS FOR ONLINE LEARNING

Onlines are a different environment and require greater personal diligence for success. Certain skills are required:

- Effective time management. It is extremely easy to get behind due to interruptions in your normal life cycle.
- Determination: The single most important factor for success is your own determination to succeed and willingness to put off or postpone distractions.
- You are expected to put in two hours of work/study per credit per week. This is a universal college standard.
- Meet deadlines. Late papers and projects will not receive a passing grade.

Answer these important questions before enrolling as an online student:

Do you understand the skills and technology necessary to become a successful online learner? You will need:

- A computer with a webcam and Internet capabilities.
- Reliable email.
- Reliable Internet access.
- Access to a printer.
- Able to write in Word or Google Docs.
- A private place in which to study.

Can you agree with these statements?

Self-Direction

- I am motivated and easily able to set and accomplish goals for myself.
- I am really good at multitasking.
- I keep myself on track and on time by finishing the projects I start.
- I do not give up when things become challenging.

Study Habits

- I have a place where I can read, work, and study that is free of distractions.
- I can tailor my schedule to allow me to spend 10-20 hours every week on an online course.

- I am organized at keeping a record of assignments and specific due dates.
- I tend to plan my work in advance to avoid procrastination and to turn in all assignments on time.

Computer Technology

- I have access to a reliable computer with the supported browsers and technology.
- I have a fast, secure Internet connection and can download the latest version of a supported browser.
- I have virus protection software running on my computer.
- I have headphones, a webcam, and a microphone to use in case I need to participate in a virtual meeting or take a proctored assessment from home.

Learning Preferences

- I absorb information quickly and learn fairly easily.
- I have developed several ways to solve problems on my own.
- I know where to go or who to contact if I need extra support or additional academic resources.
- I enjoy learning in a group, but I can learn on my own as well.

Technology Skills

- I am confident in my computer usage skills and Internet searches.
- I am comfortable installing software or plugins, as well as modifying configuration settings.
- If I experience any computer or technology problems, I have a back-up plan or someone who can help me.
- I am comfortable using email, adding attachments, and uploading or downloading documents from a website.

Online Student Services

Whether you are taking courses online or attending classes on campus, Pacific Northwest Christian College provides you the option of utilizing its services online or in person.

IMPORTANT! READ THIS! To comply with Federal financial and attendance requirements students **MUST** check in to the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the Federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.

ONLINE LEARNING MYTH BUSTERS

Myth	Reality
Online classes are easier than face-to-face classes.	The courses are challenging since they require you to use time management, organizational, and college-level reading and writing abilities to complete work.
You must login and complete coursework during specific times of the day.	Online courses are asynchronous – offering you the flexibility and convenience of completing assignments 24 by 7.
Online courses do not carry the same number of credits or course competencies as face-to-face classes.	Online and hybrid courses offer the same credits and competencies and are even taught by the same PNWCC instructors who teach face-to-face.
You can finish online courses during the semester at your own pace.	Online and hybrid courses are not self-paced. You must follow the same academic calendar and the official course dates.
Online students do not receive the same support or academic resources as other students.	Students enrolled in online courses can receive live, online tutoring at no cost. Through the learning management system, tutoring is only a click away. You also have helpdesk and student services support available throughout the semester.
No participation is expected when you enroll in an online course.	You are required to participate in online courses by communicating with classmates and the instructor through discussion forums and other assignments.

Graduation Requirements

- PNWCC requires 60 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 (9 credits) Social Sciences (9 credits) Math/Science (10 credits)
- Biblical Education Electives (15 credits)

Graduation and Commencement

All candidates for graduation must apply for their degree. Graduation is a three-step process consisting of applying for graduation by submitting the completed Graduation Application Form, completing all academic requirements for your degree and settling all financial obligations. The administrative process of degree conferral will indicate your official date of graduation. The application for graduation is due in Registrar in the spring semester of your graduating year. Applications for Graduation are available in Populi or the Registrar on Populi.

Satisfactory Academic Progress

See Financial Aid

Honors at Graduation

Candidates may graduate with honors based on their collegiate record at PNWCC. In order to graduate with honors, the student must earn at least 60 graded semester hours through PNWCC. Pass/fail courses do not meet residence requirements.

3.90 GPA	Summa cum laude	(With highest honor)
3.75 GPA	Magna cum laude	(With great honor)
3.50 GPA	Cum laude	(With honor)

Participation in Commencement

Commencement refers to the graduation ceremony. It is a time for the PNWCC, Board of Directors, senior administrators, and faculty to pay special tribute to you for the outstanding efforts you have shown in earning your degree.

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 six (6) weeks before the commencement date. In order to participate in commencement exercises, a student must have approval from and Registrar.

Withdrawing from the College

A Cancellation/Withdrawal Request Form needs filled out and turned into the Registrar's Office. To withdraw from the college and receive a prorated tuition 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 an 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.

In addition, students failing to submit a completed withdrawal form will have their transcript grade as “wf” (withdrew failing) and may be required to pay back all scholarships and federal grants funds.

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 Course

The registration period is published in the Academic Calendar. Students may add a course during the published registration period 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.

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

Audits - Matriculated Students

An auditor is a student who is permitted to observe class discussions on a space-available basis 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 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

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

The student will be assigned to a professor for courses offered through non-classroom instruction.

The professor will act as an advisor to the student by overseeing their progress and grading all required work. The student will need to meet the prerequisites, if any, of the courses to enroll in non-classroom courses. Students are required to fulfill all requirements of the syllabus to receive course credit.

Credits earned through PNWCC approved online or non-classroom courses will be tracked and shown on all official and non-official PNWCC Transcripts and treated the same as on campus classroom instruction. However, the classroom setting will be preferred.

Students wishing credit for online courses must submit a petition to the Academic Advisor and Dean. The petition must include the accredited institution name, course, and reason for substituting it for classroom instruction. All external online course credits must be from an accredited institution.

Course Cancellation

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

Student Academic Complaints

Direct all complaints 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

It is up to the student to initiate the appeals process regarding academic issues.

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 dispute is not resolved, the Dean of Academic Affairs shall render a written decision, which shall be binding.

The decision of the Dean may be appealed to the college president. The appeal must be in writing and must contain the following information: student name and contact information, faculty member name, and course number. The appeal must state the problem and the proposed solution. Appeals not filed within ten (10) calendar days of the Dean's decision shall forfeit the right to appeal, at which time the decision of the Dean shall be final.

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

Christian Growth

Chapel

Chapel is an opportunity for the PNWCC community to focus on their relationship with Christ, which is an essential component of their overall college experience. Scripture emphasizes that all Christians need to take time and pause for the purpose of praise. Chapel is an intentional way for staff, faculty, and students to stop, shift focus to God on a weekly basis, and praise Him. PNWCC chapels vary in both structure and content. Throughout the year, students can expect guest speakers, worship music, staff/faculty speakers and community service projects. The Student Life Staff believes that hitting pause, as a whole community, is extremely beneficial for students; therefore, chapel attendance is mandatory for each on-campus student.

Church Attendance

Active participation at a local church is an integral part of Christian growth and is expected by PNWCC. The first step toward active participation in a local church as a PNWCC student is weekly attendance. Weekly attendance may be followed by increased involvement in church ministries and service. Some great ways to find local churches include gathering recommendations from the staff at PNWCC, networking with fellow students to visit different churches. We highly recommend that students participate in a local church to maximize their learning and growth as truth learned at PNWCC is reinforced in outside contexts.

Personal Spiritual Exercises

In addition to the above aspects of Christian Growth, the Student Life staff recognizes the necessity of regularly practicing personal spiritual exercises such as, but not limited to: Bible study, prayer, fasting, meditation, and volunteer service. Actively practicing personal spiritual disciplines is like taking the game controller in one's own hands, rather than watching the big screen while others play. In addition to corporate worship (chapel and church), mentoring, discipleship, and service, personal spiritual exercises are essential for students to take ownership faith. It is the desire of Student Life that each student leave the College with a vibrant and authentic personal faith lived out in a variety of ways.

Student Practicum

Students are encouraged to complete a two-credit practicum as a part of their general education credits. These non-academic learning experiences allow students the opportunities to explore different areas of interest.

Practicum highlights PNWCC commitment to service. Practicum contributes to the mission of PNWCC "to motivate and equip college students for Christ-centered service in the church and community" by facilitating a wide variety of service opportunities in local and global contexts. Through Practicum, students serve in churches, non-profit organizations, or Christian businesses, often focusing on one of five key areas: Education/Literacy, Hunger/Housing, Dignity/Justice, Creation/Care, and Mentoring/Coaching. Practicum assists students in integrating their faith and service with their learning.

Standards of Conduct

Acceptable Use Policy

The following guidelines summarize your responsibilities for the appropriate use of PNWCC computer network, computers, and other communication systems. These guidelines aid in protecting the confidentiality of stored data and files, protecting computers and networks, protecting the proprietary rights of third parties and the College in the use of commercial software, and providing the highest educational use of campus computer resources. Network users are required to abide by the rules and policies as summarized below, as well as the complete Social Media Policy located in our faculty handbook under social media. Computer technology brings with it the potential for abuse, whether intentional or otherwise. It is important to be a careful steward of your time, to use these tools in moderation, and not to allow them to dominate your life. In addition, you must exercise discernment regarding the

content that you access, download, or view such as: questionable chat rooms, pornography, Warez, or any other kind of inappropriate material.

General Acceptable Use Policies

Every user on the network is always personally responsible for his or her computer and its activities.

We reserve the right to inspect all files stored on our network.

Sexually explicit material may not be displayed, archived, stored, distributed, edited, or recorded using our network or computing resources.

Use of any College resources for illegal activity is grounds for immediate dismissal. PNWCC will cooperate with legitimate law enforcement activity.

Any software or files downloaded onto the College network becomes the property of the College.

No person may use College facilities to knowingly download or distribute pirated software or data.

No person may use College facilities to propagate any virus, worm, Trojan horse, Malware or trap-door program code.

No person may upload any software licensed to the College or data owned or licensed by the College without explicit authorization from Information Systems.

Student Life

Student Policies

Because a major purpose of the College is to promote personal growth, PNWCC 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, students will:

1. hold to the highest standards of conduct in all relationships.
2. refute all forms of lying, deceitfulness, and cheating.
3. respect the law and authority in general as well as the government and its officials.
4. obey them when consistent with Scripture.
5. perform the duties of a good citizen.
6. faithfully attend the services of a local church and participate in its ministries.
7. Not steal or misuse the property of others.
8. Not cause harm to others; and
9. Abstain from immorality in all its forms.

In questions of doubtful activities, certain broad scriptural principles are useful for guiding conduct. First, 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).

Policy On Student Academic Dishonesty

Policy Statement

It is important for students to understand that the College faculty and staff value student honesty and integrity as explained in this policy.

Purpose/Scope

Academic dishonesty, "cheating" and other forms of misrepresenting others' work as your own, such as plagiarism, are considered serious breaches of academic integrity and are major violations of the standards of ethical behavior that the College expects from all its students. When detected, as it often is, academic dishonesty can result in a range of disciplinary actions ranging from failure on an assignment, failure of a course, or even Conduct Dismissal from the College. Records of disciplinary actions for dishonesty are kept and conduct dismissals are noted on college transcripts. The best rule is to assume that instructors expect all work (exams, papers, projects, etc.) submitted for grading to be entirely your own. If the instructor allows or desires collaboration, you should assume that the instructor will make that clear in the assignment. If the instructor has not explicitly stated that collaboration is permitted, all work submitted should be entirely your own.

Definitions of Academic Dishonesty Covered by this Policy.

Violations of the Student Academic Dishonesty Policy refer to actions related to the standards of honesty required in submission and evaluation of coursework in any course bearing PNWCC credit. These violations include, but are not limited to the following:

1. Plagiarism — presenting as one's own, the exact words of another, not properly indicated by quotation marks and properly cited, paraphrased text too similar to the original, ideas, or creative products of another without providing an adequate standard form of documentation to identify the source — such as footnotes, endnotes, or bibliographic documentation. Students are advised to scrupulously acknowledge and properly cite all sources to give appropriate credit for borrowed materials.
2. Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.
3. Presenting someone else's examination results, paper, computer work, or other material as one's own work. This includes work done as part of group/team effort unless collaboration has been specifically approved by the instructor for any assignment. Students should always assume that any out-of-class assignments or take-home examinations are to be done individually and without help or collaboration unless the instructor specifically states otherwise. Students should not generalize from one assignment to another as instructors may permit collaboration on some assignments but not on others.
4. Representing one's own performance as another's or knowingly allowing such misrepresentation to occur, e.g., taking an exam for another student; writing or

attempting to write an examination, paper, computer work, or other material for another student.

5. Buying and selling or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor's permission.
6. During a test or exam: Using "cheat sheets," math apps, looking onto another's paper, talking to someone other than the instructor or proctor during an examination, or using any other method of communication (e.g. cell phones, text messaging) during an examination without the instructor's permission.
7. Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated in a written course syllabus.
8. Presenting work for a current course (e.g. papers, projects, research) that is substantially the same as a previous submission for another course without obtaining the current instructor's prior consent to do so. When the courses are taught in the same semester, informing and obtaining prior approval of both course instructors is required to avoid a possible dishonesty charge.

Charges brought against a student alleging violations of this policy will follow the procedures for Student Discipline proceedings.

Dress and Appearance

All students will dress in modest and socially appropriate 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, Marijuana and Tobacco

Since Scripture admonishes us to refrain from harmful practices, PNWCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana in any form, or illegal drugs on campus or while attending a college-sponsored activity (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. PNWCC follows federal drug-free campus and workplace legislation.

Honesty

You are expected to refrain from all forms of dishonest practices including lying, cheating and stealing (Ephesians 4:25). For additional details see Honesty under Academic Information.

Language

You are expected to refrain from gossip, swearing, inappropriate slang and profanity. Offensive remarks regarding race, gender, age, or ethnicity are not acceptable (Ephesians 4:49, 5:4; James 5:12; Psalm 19:14).

Dating

The development of wholesome friendships, good dating habits, and acceptable social manners is a vital part of your Christian growth. It is important that you conduct yourself, both publicly and privately, in such a way that you do not offend your fellow believers, nullify your testimony, or become involved in inappropriate activity. You are expected to refrain from moral impurity.

Pregnancy Outside of Marriage

The College encourages any student, male or female, who becomes involved in pregnancy outside of marriage to contact the Director of Student Life, Ms. Kelli Templeton, who in turn will seek to assist the student in an atmosphere which is caring and confidential. Together they can explore what College and community resources may be brought to bear in support of the student. College policy favors supporting the student to continue with his or her educational program at PNWCC in a spirit of ongoing cooperation and commitment by the student to adhere to biblical standards of moral conduct. With this policy in mind, a pregnant student who wishes to remain in classes through advanced stages of her pregnancy, she may be required to meet with a designated member of the Student Life Staff who will act on her behalf to foster a spirit of caring for her within the College community and who will assist the student with practical support.

Relationships and Sexual Behavior

Students are expected to refrain from moral impurity. The view of human sexuality is rooted in the Genesis account of creation and is maintained consistently throughout Scripture. Pacific Northwest Christian College affirms that 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.

Pacific Northwest 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.

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, Pacific Northwest staff are 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.

Respect for Facilities

PNWCC is proud of its campus and facilities. As a member of this community, be responsible to not litter, deface property, or pollute the environment. Student lounges, the library, and other common areas are semi-public and should be always neat.

Respect for Others

Because Scripture warns against showing favoritism (James 2:1) and asks that Christians “show proper respect to everyone” (I Peter 2:17a), you are asked to treat one another with honor and to acknowledge that everyone is created in the image of God and has inherent worth. It is our desire to develop an environment in which differences are respected and valued. Each person has dignity, and to diminish the dignity of one is to diminish the dignity of all. Differences are celebrated within the context of our biblical beliefs. PNWCC specifically asks that you not discriminate or cause harm of any kind against any person based on race, color, national or ethnic origin, sex, age, or physical disability. For more detailed information please read the General Discrimination and Harassment Policy, the Discrimination and Harassment Policy regarding sex or gender-related discrimination (Title IX), as well as the Violent Act Policy, all of which can be found in the section entitled “Student Safety and Well Being.”

Reporting an Arrest

Accepted and enrolled students arrested for any reason while affiliated with the College must report the arrest and the circumstances to the Director of Student Life within 24 hours of the arrest. College personnel will work cooperatively with the student and law enforcement investigators to determine whether the student will be able to remain a member of the student body and if so, under what conditions.

Cooperation with Law Enforcement

PNWCC will cooperate with law enforcement personnel investigating criminal activity.

Conduct Guidelines

PNWCC 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:

Rules and regulations alone will never develop your character or cause spiritual maturity (only the work of Christ in your heart and your submission to His truth will do that) and,

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 so you can experience the joy of a Christ-centered life.

Discipline Processes and Procedures

As a member of the PNWCC 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 PNWCC.

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

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 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

When charges of wrongdoing or violation of college rules are brought against a student by any person, the College will investigate the allegations in a fair and impartial manner.

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 and 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 and Sanctions

The 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 weighing the evidence and deciding the sanction, if any. 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.

1. Written admonition – a letter may be sent to the student and copied to his/her discipline record.
2. Educational/accountability sanctions – a student may be required to attend an educational class, mandatory drug or alcohol assessments, or other educational sanctions.
3. Restitution – a student may be required to pay restitution for damages or loss of property.
4. Loss of privilege – a student may lose a privilege afforded to them as a PNWCC student.
5. 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.
6. 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.
7. Disciplinary Suspension – a student may be separated from the college for a determined period, with certain conditions to be met for re-entry.
8. 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, except for Disciplinary Expulsion, which will appear on the transcript. Students may apply to have their disciplinary record expunged upon graduation. The College reserves the right to grant or deny the request.

Appeals

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

1. The procedures were not substantially followed, which negatively affected the outcome of the case.
2. 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.

3. 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 considering 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 may be stayed pending an 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):
3. A material deviation from the established procedures that affected the outcome of the case.
4. 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.
5. The sanctions/interventions are inappropriate or disproportionate to the determined violation.
6. 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).
7. All information on which the appeal is based.

Appeal Response

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 concerns to the Dean of Academic Affairs to review the case or alter sanctions. The Dean's 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

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 PNWCC to obtain information and witness statements, and to decide regarding alleged violations. The College may also extend its jurisdiction to serious or criminal misconduct that occurs prior to graduation but is not reported until after the graduation of the offender.

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.

Parental Notification

The College recognizes that it may not release information regarding grades or disciplinary actions without the written permission of students 18 years old or older.

Advisement Services

Career Advising

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 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.

Academic Advising

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

In addition, the Student Success 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.

Library Resources

PNWCC has a 3,500-volume library located on the first floor to the right of the main entrance. Books can be checked out through the Business Office. Reference books may be used on campus only and are not available for checkout. Students also have access to WSU Tri-Cities Library resources as well as the full resources of the Mid- Columbia Libraries.

PNWCC is partnered with OCLC Worldshare Library Services. This offers the student access to millions of documents located at other colleges and universities. There is a small fee to cover the expense of sending documents back and forth. Operational guidelines are available from the Dean of Academic Affairs.

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 <https://pnwcc.edu>. Students are not to share their login information.

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 deadlines, policies, and regulations published in the Academic Catalog and The Student Handbook.

Students are governed by the catalog in effect when they enroll for the first time at Pacific Northwest 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 Pacific Northwest Christian College is the result of the sacrifice of many people. Pacific Northwest 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, or Spring Break, unless arrangements are made with the professor and the College prior to the break period.

Excused Absences

A student is only excused from classes for college-related absences, personal illness, and family emergencies. College-related absences include participation in officially sponsored College activities (such as intercollegiate athletics, approved class field trips, ministry conferences, or outreach trips on behalf of the college). Professors should be informed in advance of excused absences in order to coordinate make-up work.

Personal Absences

Personal absences include those resulting from family obligations that are not emergencies, such as weddings and funerals. 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 Unexcused Absences

A student may be penalized for excessive absences. The student’s grade will be penalized according to the formula below.

A student who misses a cumulative 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 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.

Missing the equivalent of more than three weeks of class will result in an automatic failing grade.

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 may 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. 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 PNWCC Commitment Scholarship and receives more than six days of unexcused absences, the scholarship may be revoked, and the student may be responsible to pay back the full scholarship.

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.

Grading Procedures

1. The PNWCC grade for the course is determined in accordance with grading criteria established by the PNWCC Administrative Team.
2. PNWCC gives pluses and minuses, however, no A+'s are given.
3. Grades appear on the PNWCC 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 most 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 after 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 courses, and (3) dividing the total points by the total number of graded credits attempted as defined by the institution.

NOTE: Grades of F will not count towards PNWCC graduation requirements.

WARNING: Many colleges and universities will not accept a C- as a transfer credit.

Grade	Quality	Value
A 100-94	Superior	4.0
A- 93-90		3.7

B+	89-87	Above Average	3.3
B	86-84		3.0
B-	83-80		2.7
C+	79-77		2.3
C	76-74	Average	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 *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.*

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.

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.

Grade Quality

P	Pass
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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. Practicums are 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.

Classroom Conduct

Classroom behavior should reflect the college standards of conduct as stated in this handbook. 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.

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. All applications for disability accommodations must be documented in writing by a qualified professional, e.g., physician, testing psychologist, licensed therapist or psychiatrist.

It is the responsibility of the student to request reasonable accommodations for a documented disability. PNWCC offers a variety of supportive services that facilitate access to educational opportunities for students with disabilities.

Interested students should contact the Office of the Registrar, who can assist in planning for necessary academic support services. Students are encouraged to schedule appointments as early as possible.

Policy on Immunizations

Many diseases can threaten your student's health while they are away at college, most of which are completely preventable through immunization. Due to the proximity of students to other students and community members, especially those students living in residence halls, they are much more susceptible to contracting common diseases. Although Gather 4 Him Christian College does not require immunizations for students, the following are *strongly* recommended:

- COVID 19
- Measles/mumps/rubella (MMR)
- Td/Tdap
- Varicella (chickenpox)
- HPV
- Meningococcal disease
- Influenza
- Hepatitis A & B
- Meningococcal Disease

Where can I find these vaccines?

Your healthcare provider is the best place to receive these recommended vaccines. If your healthcare provider does not have these vaccines, ask for a referral. The vaccine may be available at community health clinics or pharmacies.

When receiving any vaccine, ask the provider to record the vaccine in the state or local registry, if available. This helps healthcare providers at future visits know what vaccines you have already received.

Equal Opportunity and Non-Harassment Policy

It is the policy of PNWCC to provide equal opportunity to all applicants, employees and students. The college does not discriminate based on sex, disability, race, color, national origin, or age in admission, and access to, or treatment in employment, educational programs, or activities.

It is the policy of the college that employees and students have the right to work and study in an environment free of harassment based on any of the factors listed above. Harassment may take many forms and determination of what constitutes harassment will vary according to the 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.

Questions or complaints may be directed to:

Dean of Academic Affairs, PNWCC Office,

3021 W. Clearwater Ave., Kennewick, Washington 99336.

509-420-4545

Family Educational Rights and Privacy Act (FERPA)

PNWCC 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 PNWCC staff that has 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 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 office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202-4695.

Copies of PNWCC'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, 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 a request, send a signed and 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.

Personally Identifiable Information

A student's personally identifiable information may be released without consent if PNWCC determines that there is a legitimate educational need. In PNWCC's case, this means that eligible PNWCC employees have access to a password-protected database listing the student's name, age, photo, and contact information, as well as transcripts, course schedules, and related academic information. Another instance of when PNWCC has the right to release personally identifiable information is when a student seeks or intends to enroll in another institution and the receiving institution requests reference information.

Directory Information

Directory information is like that which is considered personally identifiable information but does not include transcripts or grades. Directory information can be released without the student's consent if PNWCC has given public notice of the types of information it has designated as director information and if students have the opportunity to declare that they do not want any or all of this information released. 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, degrees and awards/honors received, previous schools attended, dates of attendance, denominational / religious preference, and parents' names and addresses.

Educational Records

A student's educational records are those records that a student has the right to review and includes any records kept on behalf of a student except a) notes kept by faculty or staff members which are used as memory or reference tools, b) notes kept by campus safety personnel, or c) notes kept by campus health or mental health services. Students (or their legal guardians if under 18 years pf age) have the right to review a student's educational record and have the right to request that records be amended if it is believed that the record is incorrect.

Disclosure of Information

Under FERPA, institutions have the right to disclose information without consent to the following parties under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate officials in connection with financial aid to a student
- Organization conducting certain studies on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

FERPA also allows institutions to release information without permission if there is an indication that the student has violated any Federal, State, or local laws, or is under 21 and has violated the institution's drug and/or alcohol policies.

Although PNWCC may have the ability to release student information, unless the request for information is attached to a judicial order or lawfully issued subpoena, College officials may choose to not comply if it is determined that doing so is not in the best interest of the student or the College.

Campus Safety

PNWCC is a private college, and despite our desire to welcome members of the community to our campus, we must put the safety of the college's students and employees above all else. It is important for students to recognize that the presence of uninvited individuals on campus presents a potential safety risk. Therefore, we ask all students, faculty, and staff to report any strange or suspicious activities to the Office of Student Life, an administrator, or if necessary, to the local city police department. Please do not invite strangers or people you do not know well to campus. All visitors must be accompanied while on campus or must obtain a guest pass from the Office of Student Life.

Crisis Intervention Policy

A crisis can be described as a time of intense difficulty, trouble, or danger when certain actions must be taken to prevent disaster. In a crisis, one's normal coping mechanisms break down and outside help is required. In moments of crisis, the Director of Student Life may collaborate with the Dean of Academic Affairs to provide effective, short-term support strategies that can help the student through the immediate crisis and ensure that adequate care is arranged. Although PNWCC strives to maintain confidentiality concerning individual students' circumstances, unless specifically authorized by the student, confidentiality may be breached if the issue is health or safety related.

PNWCC will provide crisis intervention services on a short-term basis only. If a student's crisis is on-going, begins to escalate, creates a safety risk, negatively impacts the educational community, interferes with a student's ability to function independently, or is beyond PNWCC's ability to manage, certain requirements may be mandated. These requirements may include, but are not limited to the student's obligation to:

- Change class schedule
- Have limited access to campus facilities/events
- Commit to regular counseling
- Undergo an assessment or evaluation, and/or
- Withdraw

If services incur additional costs, they will be at the student's expense. While the College must preserve the integrity of its policies and procedures, it may be possible to waive certain penalties (course drop policies, course attendance policies, tuition refund policies, withdrawal policies, etc.) in the case of mandatory withdrawal. Exceptions will be made on a case-by-case basis and Student Life staff members will work with other campus administrators to determine which exceptions can be granted.

If a student is required to withdraw from the institution, they will need to provide evidence that the crisis has been resolved or is being effectively managed before they will be allowed to return to the campus community. Readmission expectations will be articulated in the form of a written letter.

General Anti-Discrimination and Harassment Policy

PNWCC employees and students have the right to work and study in an environment that is free from discrimination or harassment based on race, color, national or ethnic origin, age, or physical disability. As followers of Christ, we are commanded to have a sincere, fervent, and honoring love for one another (1 Peter 1:22; 1 Peter 2:17), an expectation that does not leave any room for words or behaviors that will demean, diminish, or demoralize a brother or sister. As members of the Body of Christ, looking out for one another's best interests is a Scriptural command (James 2:1, John 2:7-11, Philippians 2:1-4, not to mention Matthew 22:34-40).

Informal options for seeking resolution: If you believe that you have been subjected to discretionary or harassing behaviors, you may want to begin by confronting the problem yourself. If it feels safe to do so, you should inform the offending person that their behavior is unwelcome, offensive, or inappropriate. You can confront this person on your own or in the company of a trusted friend. Tell the offender to stop and do so without apologizing. If the offender does not agree that a violation has taken place, do not attempt to convince them that they must agree that the particular action was discriminatory or harassing, simply work to get them to understand that you are asking them to cease the inappropriate behavior. If this is your approach, you are encouraged to also provide the offender with a written letter that outlines these concerns and your preferences. Make sure the letter is dated and file it away in case the behavior continues and you need formal support from College officials.

Although confronting the behavior yourself can be scary or awkward, it is a great (and appropriate) place to begin. Most of us in the Christian community are familiar with the Matthew 18 passage where Jesus tells his disciples to begin corrective actions through informal pathways such as is outlined above. Unfortunately, most of us are so uncomfortable engaging in confrontational conversations that we avoid them until they become something too difficult to manage on our own. If loving one another well means avoiding engaging in discriminatory or harassing behavior, it seems safe to assume that Paul's unity-seeking instruction to "speak to one another in love" (Ephesians 4:15) is direct and to the point.

Formal options for seeking resolution: If informal options are not appropriate or effective, there are various College personnel who can help you to seek resolution. You can inform a student leader, the Director of Student Life, a staff member, or whomever you feel safest. Be advised, however, that this individual will be reporting the incident to the Dean of Academic Affairs who will coordinate the investigation and campus response.

As part of the College's response, you will be asked to meet with the investigation leader or team, but you may bring along a trusted friend. You may be asked to provide written or electronic communications between you and the individual you are concerned about; you will also be asked to cease any contact with them while the investigation is taking place. The investigation team will consist of two or three campus employees and although your privacy will be closely guarded, this group will need to speak openly about your case with one another and with other campus officials (your advisor, coach, area coordinator, etc.)

deemed necessary to provide you with support and gain enough information to make a determination. Your peers may also be interviewed if it is determined that they have information that will help lead to a resolution.

If you are the individual being accused of discrimination or harassment, you too will be asked to meet with the investigation leader or team and the same communication, privacy, collaboration, and support strategies and expectations will be employed.

Advocates: Although either party (accused or accuser) is welcome to bring a trusted advocate with them into any investigation conversation, this advocate will only be allowed to participate if they agree to serve as a supportive partner only. Advocates will not be allowed to speak for, or on behalf of the subject; neither will they be allowed to participate in subsequent conversations should they show an inability or an unwillingness to limit their involvement to that which is outlined above. Attorneys will only be allowed to attend investigation conversations if the incident also includes criminal charges and even then, can only attend if they can do so in the same supportive manner as has been outlined.

Students who are found responsible for engaging in discriminatory or harassing behaviors will be confronted by members of the Student Life staff and corrective actions will be taken. These actions may include but are not limited to: being assigned a mandatory mentor, writing papers or apology letters, undergoing testing or assessments, being restricted from campus activities or from the campus itself. Serious or repetitive infractions could also result in expulsion from the College.

False complaints: The College will seriously investigate all complaints. Wrongful complaints cause significant damage to the person accused and unnecessarily tie up College personnel. Individuals found to have knowingly made false complaints will be subject to disciplinary sanctions. A complaint which is erroneous but was made in good faith will not be subject to disciplinary action.

Retaliation policies: The College will not tolerate any retaliatory treatment or adverse consequences because of acting in good faith to report harassment or participating in an investigation. Individuals (which could include the accused, accuser, or his or her associates) engaging in retaliatory actions will be subject to college disciplinary proceedings.

Sex or Gender Related Harassment and Discrimination Policy (Title IX)

In addition to the discrimination and harassment policies listed in the previous section, PNWCC employees and students also have a right to work and study in an environment that is free from discrimination based on sex or gender. Title IX of the Educational Amendments of 1972 is a Federal civil rights law that prohibits discrimination based on sex or gender in educational programs and activities. All institutions of higher education that receive Federal funds must comply with Title IX.

Actions that constitute sex or gender-related discrimination can include those actions that are verbal, non-verbal, physical, and/or visual. Sex or gender-related discrimination can happen to men and women and is not limited to opposite gender interactions.

It should be stressed that while some behaviors may be offensive, unprofessional and/or against college policy, they may not necessarily be considered sex or gender-related discrimination. For example, general use of profanity and vulgar language may not be sexual harassment unless it is sexually oriented or overused to the point that a hostile environment is created.

Sexual violence as an extreme form of sex or gender-related discrimination:

Sexual violence is an extreme form of sex or gender-related discrimination. If you were a recent victim of some form of sexual violence, you should seek help immediately. You can seek medical or law enforcement assistance yourself, but College personnel will gladly accompany you to provide support. Any use of threat, coercion, or force to obtain sexual contact is illegal. It is wrong and illegal for anyone to have sexual contact with you without your consent. Consent may not be legally given if you were under the age of 18 when the incident occurred, were under the influence of substances, were physically incapacitated, or emotionally coerced.

If you were under the influence of drugs or alcohol when subjected to an incident of sexual violence, your use of substances will not cause you to be sanctioned by the College.

Institutional responsibilities in cases of sex or gender-related

discrimination: Every institution receiving Federal financial aid must identify a Title IX Coordinator who is responsible for coordinating the school's compliance with Title IX. PNWCC's Title IX Coordinator is the Dean of Academics Affairs. Title IX team members include:

- Kelli Templeton, Director of Admissions and Student Life (Investigator)
- Dr. Darrell Puls, Dean of Academic Affairs (Investigator)

The College will respond promptly and effectively whenever a sex or gender-related incident has occurred. *If a school administrator knows or reasonably should know that an incident has occurred, the College is mandated to investigate, even when doing so goes against the wishes of the individual against whom the sex or gender-related discrimination is suspected to have occurred.*

How does a College official “know, or reasonably (should) know” that an instance of sex or gender-related discrimination has occurred? A college “knows” if a complaint has been filed or an individual confesses to the offense. In addition, there may be other signs or red flags that may indicate reasonable concerns. Title IX articulates that if a college official has concern that an instance of sex or gender-related discrimination may have occurred, then that employee is responsible to immediately report the instance to the Title IX Coordinator. This means that if a student confesses or confides, posts or produces anything which creates a reasonable concern, the employee must report.

Who in the College is responsible to report a suspected case of sex or gender-related discrimination? Title IX refers to these required reporters as “responsible employees” and articulates that an institution needs to clarify which campus employees this includes. At PNWCC all employees are considered responsible

employees. This includes student employees and students in formal leadership roles. Students and/or employees are not required to provide personally identifiable information regarding incidents or sex or gender-related discrimination without the student's consent but should report non-identifiable aggregate data to the institution's Title IX Coordinator. This non-identifiable aggregate data includes information about the nature, date, time, and general location of the incident so that patterns of sexual violence can be understood and addressed.

How will the investigation proceed if the person presumably having been discriminated against DOES NOT wish for an investigation to take place? If a student requests confidentiality or asks that the concern not be investigated, PNWCC's Title IX team will evaluate this request in the context of the college's ability to provide a safe and nondiscriminatory environment for all students. Factors which will prevent Title IX officials from being able to honor this request include but are not limited to: the seriousness of the alleged harassment, the age of the individual involved, whether or not there have been other concerns lodged against this same individual, and the alleged harasser's rights to receive information about allegations that have been made against them. Should Title IX investigators determine that it can honor the request for confidentiality, the student against whom a case of sex or gender-related discrimination has occurred should be aware that the College's ability to respond will be limited.

Regardless of the student's preferences, under Title IX, PNWCC is responsible to take action to immediately STOP the discriminating behavior, ADDRESS its effects, and PREVENT it from occurring again. Complying with these expectations requires that PNWCC know enough about the situation to take appropriate action. Although a student can choose to not cooperate with a college investigation, some form of an investigation is required to take place.

How will the investigation proceed if the person presumably having been discriminated against DOES want an investigation to take place? Under Title IX, PNWCC is expected to conclude an investigation within a 60-day timeline, although certain conditions (availability of witnesses, semester breaks, etc.) could extend the investigation timeline. Once a concern of sex or gender-related discrimination has been lodged, the Title IX Coordinator will appoint two investigators who will work first to determine if the incident qualifies as an instance of sex or gender-related discrimination. If it is determined to not qualify, the Title IX case will be closed, and the issue will be transferred for investigation by the appropriate college department or office.

If the case is determined that it may qualify as an instance of sex or gender-related discrimination, the Title IX investigator team will work with the Title IX Coordinator to determine the appropriate investigation strategy.

What can both parties expect while an investigation is underway? As PNWCC is responsible to STOP, ADDRESS, and PREVENT, both parties can expect that actions will be taken to meet these requirements.

What is required for sex or gender-related discrimination to be proved? An incident qualifies as an instance of sex or gender-related discrimination if the behavior under investigation is determined to have created a hostile environment that interferes

with or limits a student's ability to participate in or benefit from a particular program, service, and/or activity. An interaction is considered to qualify as an instance of sexual violence if it is determined that the sexual activity occurred without consent or while one of the parties was incapacitated. As an institution of higher education, PNWCC's burden of proof standard is a *preponderance of evidence*. This means that if an investigation results in a finding that the incident is more likely than not to have occurred, then the Title IX team will assign relevant sanctions.

What are the outcomes should an individual be found responsible for having engaged in sex or gender-related discrimination? Under Title IX, PNWCC is responsible to STOP the discrimination from occurring, ADDRESS its effect, and PREVENT it from occurring again. A wide range of strategies can be employed in order to meet these requirements. These strategies may include but are not limited to: one or both students' schedules or living arrangements being adjusted; one or both students being assigned limited access to certain campus facilities; or one or both students being offered or assigned mentoring, counseling, testing, or evaluations. Under certain circumstances, an individual being found responsible for having engaged in sex or gender-related discrimination can be recommended for dismissal. This is particularly true if the incident under investigation includes an incident of sexual violence.

Emergency Situations

All emergency situations on campus should be reported first to the closest instructor and then to an Administrator. If it is after regular office hours and no instructor or administrator is available call:

- Ambulance / Fire / Police 911
- Bob Nash, President 509-554-3516
- Dr. Darrell Puls, Dean 509-308-2737

Emergency Procedures

Policy

Pacific Northwest Christian College is committed to providing a safe and secure environment for all students, employees, and visitors. In many situations, emergencies are handled with routine procedures established by the College. However, emergencies that are significant or dangerous and involve an immediate threat to the health or safety of students or employees on campus may require an emergency response, including in-place lockdown.

Emergency Management Plan

The single most important factor in staying safe is called situational awareness. Situational awareness is being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety.

This means that everyone's situational awareness is individual and potentially different.

What it means:

As a small college in a high-traffic area, and with numerous homeless people, drug addicts and people with mental health issues walking by every day, it is important that all faculty, staff and students maintain a high state of situational awareness at all times. This becomes particularly true when strangers enter the building, are loitering in the parking lot, or when you are entering or leaving the building after dark.

Trust your gut. God built into us extra sensors that we tend to override a bit too frequently. It's that feeling that something about a person is not quite right, something is off. DO NOT challenge them yourself. Instead, get an administrator to deal with the situation.

Active Shooter:

Everyone is aware of the recent shootings at schools, colleges, and universities. The question is, what should you do?

If you witness (or are otherwise directly involved in) an active shooter/hostile intruder incident on campus and you believe your life is in imminent danger, take the following actions:

RUN. Run away from the threat if you can, as fast as you can, and never run in a straight line. Do not stop and gather personal belongings. Warn others but do not wait for them. Call 911 when it is safe to do so.

HIDE. Hide if evacuation is not possible by finding a suitable closable and securable location. Block or otherwise obstruct the door if it is not lockable. Turn off lights and eliminate sources of sound, including cell phones.

FIGHT. Fight as a last resort to save your life. Use any available means within reach that can be used as a weapon, and position yourself for attack if your door is breached.

If you are caught and subdued by the intruder, *never look him/her in the eyes, be submissive obey all commands, and do not appear to pose a challenge.* Try to remain as calm as possible.

If you are notified that an active shooter/hostile intruder is on campus by any emergency communication method (verbal, email, phone, reverse 911) and a "shelter-in-place" command is given, take the following actions:

1. Stay inside the room you are in.
2. Remove the magnetic strip from the door receiver and close the door. It will lock.
3. If it's a classroom, there is a black cloth in the instructor' desk. It is magnetized, so place it against the door window frame. This will block someone from seeing in.
4. Turn off the lights.
5. Block the door with a desk.
6. Remain silent and move away from the door.
7. Stay there until given the all clear by administrators or police.
8. If you are outdoors, run to the nearest accessible building.

9. DO NOT STOP TO TAKE PERSONAL BELONGINGS. They are not worth your life!
10. Once the police arrive, obey all of their commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
11. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by College officials. And remember—during an actual emergency resulting in a building evacuation, HEADCOUNTS are to be performed at the assembly point(s), not the initial gathering point. Stay there until an accurate HEADCOUNT has been taken.

ASSEMBLY POINTS FOR BUILDING EVACUATIONS

After evacuating the building, all students and staff are to proceed to the preschool just past Gesa Credit Union.

The Pacific Northwest Christian College Emergency Management Plan is the framework for emergency response and preparedness. The plan supports a comprehensive all hazards approach compliant with National Incident Management Systems (NIMS) guidelines. The plan describes how the College will respond to a wide spectrum of emergencies at the College and interact with external emergency response organizations as warranted. The plan is designed to protect life, minimize damage, and ensure continuity of operations. This plan is available in the main offices of the College.

Emergency Notifications

When an emergency warrants the issuance of an emergency notification, the senior administrator on campus at that time will confirm that a significant emergency or dangerous situation exists, considering the safety of the community, and authorize activation of the Emergency Plan.

The Emergency Plan will be activated without delay, unless in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Medical Emergency

A First Aid trained staff or faculty member will be designated as the Critical Incident Commander and will immediately assume control in case of a medical emergency. Emergency first aid will be performed as appropriate. In most cases, the Critical Incident Commander will determine whether 91-1 emergency services should be called.

9-1-1 Shall Be Called When:

- An individual loses consciousness, even if for only a short time;
- An individual is experiencing chest pain;
- An individual is experiencing a strong allergic reaction where breathing is being compromised; or

Any other condition that appears to surpass normal illness or injury.

Evacuation procedure

Evacuation procedures are incident dependent. The first emergency responder on the scene makes an initial determination on evacuation and uses the Emergency Management Plan to execute a safe evacuation, when appropriate.

Lockdown

Lockdown will be implemented when an emergency exists that poses immediate threat to the safety and welfare of the College community and where the threat is determined to be external. In the event of lockdown, all persons on the first floor will proceed to the Chapel and lock the doors from the inside. Persons on the second floor will remove the magnetic lock block and securely close the door. They shall then cover the door window with the magnetic cloths provided. Everyone in a particular room shall then move to a position in the room farthest from the door. The doors will remain locked and the persons will remain in the locked room until such time as it is determined that the threat has passed.

Exercises and Drills

For the College to maintain a state of readiness and test critical response components, including emergency response and evacuation, semi-annual exercises and drills are conducted. Each exercise or drill is documented with a description of the test, date, time, and whether it was announced or unannounced.

Inclement Weather Policy

Due to hazardous conditions created by extremes in weather, the President shall determine whether classes will be canceled. Should the College decide not to hold classes and/or to close all functions of the College, appropriate announcements will be made over the PNWCC Instagram, Facebook, and Populi student feed by 6 a.m. Decisions will be made on a one-day basis only. If no announcement is made, the College will be open for classes and other business. Students are advised to check the roads in their areas. If the College is open but weather prevents your attendance, contact professors as soon as possible about make-up work. When classes are missed due to delays and closures, expect adjustments in assignments or make-up classes to ensure covering the course content. 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. It is advised that students sign up for text messaging notifications through Populi in case of an emergency or school closure.

Fire Safety Equipment

Fire extinguishers located on the campus are to be used only if there is a fire. An unauthorized discharge of a fire extinguisher will result in a fine. Exit signs, located strategically throughout the building, are designed to clearly indicate exit routes, particularly in emergency situations. These signs are considered fire equipment and are not to be tampered with. There are smoke detectors in all class rooms. Anyone found

tampering with smoke detection equipment will face disciplinary action. Any smoke detector needing maintenance should be reported immediately to staff.

Fire Alarms: If there is a fire, the fire alarm should be sounded and the building evacuated. False alarms involve the local fire department and are disruptive, expensive and dangerous. Anyone initiating them will be subject to a fire department issued fine.

Fires and Building Evacuation: Staff is required to evacuate a building when the fire alarm is activated and when an emergency evacuation is ordered. All persons inside a classroom during a fire alarm or emergency evacuation are required to leave the building immediately. Failure to respond to a fire alarm or to staff requests for evacuation may result in College disciplinary action. Fire safety regulations require that hallways always remain clear. Violators will be fined.

First Aid Kit Locations

First aid kits are available on the College campus. These kits are for emergency use only. For routine medical needs, supplies are available in supply cabinets and are posted in specific areas of the building.

First aid kits can be found in these locations throughout campus:

- First floor in bathroom.
- Second floor in Room 202 – Science Room.

Hazing and Pranks

You are encouraged to have fun and enjoy your time on campus. To ensure a good time for everyone, hazing and pranks which go beyond good-natured fun or which harm, or have potential to harm, individuals, and personnel or College property are not acceptable. Do not tamper with other people's possessions!

Wellness Services

Counseling: Individual counseling can help you make important decisions, gain insight into your personal strengths and weakness, and learn to cope more effectively with the demands and difficulties of College life. Short-term, on campus counseling services may be available. If appropriate, you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Scheduling appointments can be done through the Emmaus Christian Counseling Center and Grace Clinic.

Health Care: We do not have the resources to assist you with health services at this time. If you need to see a physician, we can provide directions to the most appropriate urgent care clinic. There are several urgent care centers available such as, Lourdes, Kadlec, Trios and Grace Clinic along with the Washington Health Benefit Exchange. All students are encouraged to have their vaccinations up to date. In addition, if you are a student traveling out of the country, it is strongly recommended that you have the necessary vaccinations by the health department prior to traveling to that country.

Health Insurance

All full-time students are highly encouraged to carry health insurance and may need to provide annual proof to the College. The College assumes no responsibility for injuries which occur while you are using its facilities, nor injuries occurring in class, during school activities, or while taking part in practicum programs, mission trips, recreational activities, or intercollegiate programs. Students are required to sign a liability release form at registration.

Media Statements

The President and Board Chair serve as official spokespersons for Pacific Northwest Christian College. In their absence, the Vice Chair of the Board acts as the spokesperson. No other employees, students or members of the Board of Directors may represent or make statements to the media which represent, or could be construed to represent, the views of Pacific Northwest Christian College. All media inquiries for interviews, editorials, or information are to be routed through the spokesperson.

Missing Person Guidelines

Because the safety and wellbeing of students is paramount, Student Life and the Dean of Academics should be immediately contacted when a student is believed to be missing. A student may be considered missing if he or she is:

- Unreachable in person, by phone (talking or text), email or other forms of electronic communication for more than 24 hours.
- Overdue in reaching a specified destination more than 24 hours past his or her expected arrival.
- If additional factors lead College personnel to believe he or she is missing.

In these circumstances, an immediate investigation will be conducted, and intentional efforts will be made to locate the student in question. If it is determined that the student is missing, College officials will immediately:

- Contact those indicated on the student's emergency contact sheet.
- Contact local law enforcement agencies.

After the missing student is located, Student Life personnel will conduct further assessments to determine whether the student needs additional emotional support and/or poses a risk to persons or the campus community.

Vehicle Parking and Traffic Regulations

Any legally licensed student is permitted to operate a motor vehicle on campus; however, improper use of vehicles may result in the loss of the privilege. Additionally, all vehicles driven in

Washington drivers are required to carry insurance and proof must be carried and available for inspection.

Parking

- Students are allowed to park between white lines. Guest events always have priority and students are expected to comply with notices regarding guest event parking.
- Double parking is never allowed.
- No parking is allowed in front of main doors.
- All visitors must check in with the Director of Student Life to obtain a visitor parking pass.

Parking Permits

All motorized vehicles, including motorcycles and scooters, parked, or operated on Pacific Northwest Christian College's campus by students and employees must be registered with the Financial Services Office and display a current parking permit. Vehicles not displaying a current parking permit may be towed from the campus at the owner's expense and/or may incur a fine. All visitors must check in with the Director of Student Life to obtain a visitor parking pass

Driving Regulations

Washington driving regulations apply on campus.

- Please be especially cautious as pedestrian traffic is frequent and weather conditions may create further safety concerns.
- Speeding, reckless driving, squealing tires, unnecessary horn blowing, or excessive noise are prohibited at any time by any member of the PNWCC family. Fines may be assessed.
- Students are to exit the parking lot at safe speeds being aware of traffic.

Security – Key Fobs

Each student is issued a magnetic key fob that will unlock the inner doors. This fob must be kept in a secure location and is to be used only by the student it is issued to. Students are not to allow persons without key fobs into the building until they have been identified as having legitimate business with the college.

Key fobs must not be marked in any way. Students will be charged \$10 to replace lost key fobs. Key fobs must be returned upon graduation or otherwise leaving the college.

Violent Act Policy

The safety and security of the employees and students is of the utmost importance to the College. Threats, threatening behavior, or acts of violence against any person, or destruction of property by anyone on College property will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent action on College property may be removed from the premises as quickly as safety permits. If the level of threat is unclear, police should be called (911). If a student is removed, restrictions regarding campus use may be imposed, pending the outcome of an investigation.

PNWCC's responses to incidents of violence may include, but are not limited to, disciplinary action; suspension or termination of employment, enrollment, or business relationship;

reassignment of job duties; or criminal prosecution of those involved. Appropriate discipline cannot be determined in advance and any acts will be evaluated on the existing circumstances for decisive and appropriate action. All employees and students are expected to take appropriate action or make decisions that may prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. However, at no time are students required or expected to place themselves in danger of harm.

All College personnel (employees and/or students) are responsible for notifying the President and Dean of Academic Affairs of any threats they have witnessed, received, or been told that another person has witnessed or received. Employees or students who obtain a restraining order that lists the College as a protected area must provide of the President and Dean of Academic Affairs with a copy of the petition used to seek the order and a copy of any temporary or permanent protective order that is granted. PNWCC has confidentiality procedures that recognize and respect the privacy of the reporting employee or student.

Weapons

All local, State, and Federal laws pertaining to weapons, explosives, and fireworks apply to student, staff, faculty, and visitors to PNWCC. In addition, the following policies and regulations are in place at PNWCC.

- Except for specially trained and licensed individuals designated by the President, possession of a firearm, whether loaded, unloaded, replica, toy or real is prohibited on campus.
- Requests for the use of replica items during informational or dramatic presentations must be approved, in writing, in advance by the Director of Student Life.
- Possession of BB guns, pellet guns, air-soft guns, paintball guns, Simunition guns, crossbows, bows, blowguns, potato guns, or other devices designed to fire, or otherwise launch, a projectile or chemical is prohibited on campus.
- Folding knives with a blade no longer than 4 inches are permitted on campus within the parameters of all applicable local, State, and Federal laws. All other edged weapons are prohibited on campus.
- The possession and/or use of explosives, fireworks, dry ice, or other elements used in the manufacture of explosive devices are prohibited.
- The possession and/or carrying of less lethal, self-defense items such as chemical agents (“mace” or “OC”), electronic discharge weapons (Tasers, stun guns), etc. on campus or at an off-campus sponsored or affiliated event is strictly prohibited without the written approval of the Dean of Academic Affairs or designee. Failure to abide by these policies may result in immediate criminal, civil, charges and/or sanctions or dismissal from the College. For questions regarding these policies please see the Director of Student Life.

Campus Involvement

Student Leadership

Developing strong, Christian leaders is one of the great joys of the Student Life Team. There are various student leadership positions available on campus, including, but not limited to: The Student Activities Board (SAB), Worship and Tech Team for chapel services, and the Student Ambassador program.

The main responsibility of the Student Activities Board is to create, plan, and implement all student related activities for Pacific Northwest Christian College. Some activities include but are not limited to: game nights, scavenger hunts, worship nights, etc. The Worship and Tech team meets once a week to practice for the upcoming chapel service. This team is responsible for all worship and technology related items for our chapel services. The Student Ambassador Program is a leadership opportunity for students who are dedicated to representing Pacific Northwest Christian College to the public. Student Ambassadors provide campus tours, recruit prospective students, serve as a PNWCC representative, and perform duties at various G4H campus and community events.

All student leadership positions must go through an application and hiring process. For information about other student leadership positions contact the Student Life Office. Each leadership opportunity is under the direction and guidance of the Director of Student Life.

Student Organizations

Self-formed student organizations are permitted on campus. Each student organization has a different emphasis and pertains to different interests. Some of these organizations gather for fellowship, Bible studies, or accountability while others gather to hike, fish, engage in street witnessing ministry, or write poetry. The Pacific Northwest Christian College community believe that there is great value in being involved in the different student organizations. While you are given the chance to join whichever organizations you choose, you are also encouraged to create your own new organizations and traditions. Groups wishing recognition must register with the Director of Student Life. All recognized student organizations are expected to be in harmony with the statement of faith, mission, and philosophy of the College.

Campus Recreation

In the future, it is our intention to have a Campus Recreation Department as PNWCC intends to develop and promote the physical, social, and spiritual wellbeing of the student, staff and faculty. Campus Recreation seeks to offer a wide variety of activities that will provide an escape from the constant grind or collegiate life through means of on campus informal activities and outdoor adventures. With the variety of activities offered by Campus Recreation and its various subdivisions, the goal is to provide our college students with an overall memorable collegiate experience through the different activities outside of classes.

Posters and Fliers

Any event posters or fliers must be brought to the Office of Student Life for review. The following regulations must be adhered to when posting on campus:

- Upon review of information contained on your flier/poster every item must be stamped with the Student Life stamp prior to posting.
- There will be absolutely NO posting of information on or in the Chapel area.
- There are only two locations where you may post information; the Student Life Office or bulletin board located on the first floor.

Scheduling Activities and Reserving Rooms

If you are involved in planning a student activity on or off campus, it is necessary to submit a Master Calendar Reservation Form (MCR) through the Office Administrator in the Office of the President. Requests need to be submitted for approval no later than 14 days before the anticipated event. No public announcement or advertising is to go out until the request has been approved. Request forms are available on Populi or in the Financial Services Office. If you have any questions e-mail Registrar@gather4him.net for assistance.

Surveys, Questionnaires, and Petitions

All surveys and questionnaires distributed to members of the student body must be cleared by the Dean of Academic Affairs.

Photocopies and Printing

Photocopies and printing are available in the copy/security room. Color copies may be made with an ID number and approval from the Office Administrator.

Visitations

Prospective students are invited to visit PNWCC campus at any time. PNWCC students are asked to host visitors in order to assist them in experiencing campus life firsthand. Please coordinate visitors through Student Life Office.

Sales and Solicitation: For the protection and privacy of students and to prevent the interruption of studies, solicitation on College property is prohibited without permission of the Director of Student Life. If you encounter a solicitor or salesperson, please report it to a staff member immediately. All deliveries must be made to the lobby area.

Financial Information

PNWCC Late Payment Policy

PNWCC 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 PNWCC and the Board of Directors.

Pacific Northwest Christian College is approved to participate in Title IV programs and Uniformed Services Education Bill (GI Bill®).

Tuition for the 2021/2022 school year is \$11,000 (\$5,500 per semester). 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. PNWCC 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 PNWCC, 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 UNLESS THEIR ACCOUNTS ARE PAID IN FULL OR THEY HAVE A PAYMENT PLAN IN PLACE ON WHICH THEY ARE CURRENT.

Student payments are due the first of every month and is considered late if received after the 10th. There will be a late payment fee added of \$25 if a payment is not received by the 10th of each month.

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.

A \$50 fee will be charged for any check returned by the bank for insufficient funds.

Tuition and Fees

TUITION	Semester	Per Year
Full-time (12 or more semester credits)	\$5500	\$11000
Part-time (less than 12 credits)	\$400 per credit	
Audit Tuition	\$85 per credit	

ADDITIONAL FEES AND COSTS

Application Fee (one time):	\$50
Library (per semester):	\$50
Student Activity Fee (per semester):	\$50
Orientation Fee	\$75
Math Placement Testing Fee:	\$25
Math Lab Fee:	\$125
Summer Math Bridge:	\$300
Summer Tech Fee:	\$50
Technology Fee (per semester):	\$75
Science Lab Fee:	\$60
Human Performance Fee:	\$75

Textbooks (estimated cost):	\$300-\$400 per semester
Logos 7 Starter Software	\$208
Transcript Fee:	\$10
Course Change Fee:	\$50 (After registration period)
Graduation Fee (non-refundable):	\$150
Uncleared payment	\$25
Tuition Deposit	\$100
ACCUPLACER Testing Fee	\$25
ALEKS Computerized Math Tutoring	Variable

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 PNWCC 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.

Pacific Northwest Christian College is approved to participate in Federal Title IV grant and student loan programs.

Financial Aid and Scholarships Offered

Pacific Northwest Christian College 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 PNWCC.
2. Print off the last page titled Estimated Family Contribution (EFC) and turn that in with the Scholarship Application.

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

- Two Essays:
 - 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 PNWCC?) 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 the first essay)
- Submit Tuition Assistance Application
- Maintain a cumulative GPA of 2.5 each semester and follow scholarship attendance policy.

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

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

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

Veterans and United States Uniformed Personnel Benefits

Pacific Northwest Christian College is an authorized institution of higher learning regarding financial benefits for honorably discharged members of the Armed Forces of the United States, and other Federal uniformed services such as the National Institutes of Health. The College will assist students seeking these benefits in filling out and filing the proper forms. Military veteran students are required to submit Form DD214 as proof of service. Non-military veterans are required to submit an honorable separation from service form from the appropriate agency.

College Credit for Military Coursework Training or Experience (Valor Act):

In accordance with the VALOR Act, PNWCC academic credit may be awarded where appropriate through multiple methods of evaluation including academic accredited institution courses (to include the Community College of the Air Force), the American Council on Education (ACE), Joint Transcript Services (JST), DANTES and CLE, Subject Standardized Tests, Credentialing, and Portfolio Assessment.

DANTES- Defense Activity for Non-Traditional Education Support—A nationally recognized exam administered through Educational Testing Service (ETS) covering a wide range of technical, business and academic subjects. <http://www.dantes.doded.mil>

CLEP- College Level Examination Program—A standard competency covering general education subjects. <https://clep.collegeboard.org/> Credit may also be awarded through:

- Credentialing—Academic credit awarded for courses, trainings, workshops and/or examinations taken outside accredited college programs resulting in certificate transcript or license.
- Portfolio Assessment—A collection of documents and reflective writing that showcase the competencies, formal training and general knowledge attained through prior work or general life experience.

Credit for Credits Earned in Military or Other Federal Uniformed Service

PNWCC offers college credits for courses taken and credits earned during military or other Federal uniformed service. The student is required to submit official transcripts for all schooling and credits on the official transcript from the granting agency. The College assesses these credits under generally accepted guidelines for such matters. The student must be aware that not all credits applied for may be granted.

Transcript Information:

The Army, Marine Corps, Navy and Coast Guard now have a synchronized transcript (JST)—the Joint Services Transcript provides documented evidence to colleges of the professional military education, training, and occupation experiences of service members and veterans. For additional information, log on to <https://jst.doded.mil> and follow the instructions.

Air Force: If you are an Air Force Veteran, you may request an official copy of your Community College of the Air Force transcript to be sent to the Registrar's Office for evaluation of transfer credits. Air Force transcript information can be found at the following website: <http://www.au.af.mil/au/ccaf>.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) Policy

When you receive federal or state financial aid, federal guidelines require that you make real and measurable progress toward your degree in order to continue to receive federal or state financial aid. This requirement is called Satisfactory Academic Progress (SAP).

The Satisfactory Academic Progress Policy addresses your academic progress during all your terms of enrollment at PNWCC, including summer, whether or not you receive financial aid during the terms. At PNWCC, this policy applies to federal, state, and need based institutional aid, and most forms of institutional merit-based or talent-based aid. Note that institutional aid programs may have specific eligibility or renewal requirements in addition to the minimum requirements of the Satisfactory Academic Progress Policy.

There are three parts to the Satisfactory Academic Progress Policy:

- Grade Point Average (GPA)
- Cumulative (Overall) Progress
- Academic Program completion:
 - a. Maximum Timeframe for completion of degree (applies to undergraduate students)
 - b. Timely Completion of degree or aid-eligible non-degree graduate program (applies to graduate and professional students)
 - c. Degree Completion Requirement (applies to all students)

You need to comply with all requirements to remain eligible for aid, as explained in the following:

1. Grade Point Average (GPA)

The Satisfactory Academic Progress policy requires that you maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid.

Undergraduate Students: The minimum cumulative GPA requirement for undergraduate students is 2.00.

If you drop below the minimum cumulative GPA requirement for your academic level and/or academic program, you will be placed in financial aid warning. Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards:

- 2.0 cumulative GPA, and,
- A minimum 66.67% overall completion rate by the end of your warning term in order to continue to receive financial aid.

Failure to meet the minimum standards after your warning term will result in financial aid suspension.

2. Quantitative Standards – Cumulative (Overall) Progress

The Satisfactory Academic Progress policy contains a quantitative component, meaning that you are required to make steady progress toward your degree by completing at least two-thirds (66.67 percent) of all your attempted credit hours. For example, if you attempt 16 hours per term during the academic year (48 cumulative attempted hours),

you would be expected to satisfactorily complete at least 32 of these hours in order to comply with the minimum quantitative standards.

If you do not successfully complete at least 66.67 percent of all attempted credit hours, you will be placed in financial aid warning. Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards:

- 2.0 cumulative GPA, and,
- A minimum 66.67% overall completion rate by the end of your warning term in order to continue to receive financial aid.

Failure to meet the minimum standards after your warning term will result in financial aid suspension.

3. Academic Program Completion

Maximum Timeframe

Students must complete their degree within 150% of the published length of the program. Exceptions will be considered on a case-by-case basis. A student is ineligible for Title IV federal aid when it becomes mathematically impossible for the student to complete the program within 150% of the undergraduate program length (2 year program, 3 years maximum). This is not based on a calendar progression but is rather based on the number of credits required for the degree or certificate. The number of credit hours for which you may receive federal financial aid may not exceed 150 percent of the credit hours required for graduation with an undergraduate degree. For PNWCC, the maximum is 60 credit hours.

a) All Students: Degree Completion Requirement

Federal and state financial aid is limited to the pursuit of your declared degree. Once it has been determined that you have completed the requirements for your degree and/or have no further enrollment requirements, you are no longer eligible for federal or state financial aid, and your options for institutional assistance are limited, based on the terms and availability of your institutional aid program. This is true even if you have not applied for graduation and/or your degree has not been officially conferred.

Appeal Financial Aid Suspension

If you have been suspended from financial aid because of failure to meet the minimum SAP requirements, and you feel that severe or unusual circumstances have kept you from making progress toward your degree, you may appeal.

To appeal, you must submit a written appeal. Your appeal should include all of the items below. Additional documentation may be requested by the committee in the review process. Appeals must be submitted by the seventh week of the term for which you are seeking reinstatement. Exceptions are made only on an appeal basis and not retroactive once the term has ended. Please refer to the Satisfactory Academic Progress FAQ for specific dates.

- You must explain the circumstances that kept you from meeting the satisfactory academic progress standards in the past.
- You must explain what has changed that will allow you to be successful in the future. Include as many specifics as possible, including your anticipated academic program completion date and the estimated number of hours remaining for your degree or aid-eligible non-degree graduate program.
- You must meet with your academic advisor to discuss your plan of action. You will need to request your advisor to complete an online SAP advisor support form, or you may print the Academic Advisor Support Form from our website and request that your academic advisor complete the statement when you meet together.

Additional appeal requirements for undergraduate students who exceed the maximum timeframe: If you are an undergraduate student who is nearing or has exceeded the maximum timeframe for undergraduate study, you will need to provide additional documentation in your appeal. Please contact the Office of Financial Aid for assistance.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

The Satisfactory Academic Progress Appeal Process

Satisfactory Academic Progress appeals are reviewed within 14 days, provided that all necessary documentation is received. You should receive an email with the outcome of your appeal within 14 days of your submission of a complete appeal.

Financial Aid Probation/Academic Plan: Terms Following Suspension

A successful appeal for reinstatement after a financial aid suspension will result in the following:

- A probationary term in which specified term requirements must be met;
- An additional two monitoring terms, at the end of which you will be expected to be fully meeting the Satisfactory Academic Progress requirements, both in terms of GPA and completion rate. These monitoring terms are referred to as Satisfactory Academic Progress Term 1 and 2 (SAP Academic Plan 1 and SAP Academic Plan 2).

Definitions and Terminology: SAP Policy

Terminology Related to Academic Credit

Attempted Credit Hours

All credit-bearing courses are calculated into your "hours attempted" for financial aid purposes. This includes:

- Accepted transfer credit (regardless of whether you received aid for the courses, and regardless of their treatment in your current PNWCC degree requirements); note that

credit earned through study abroad consortium or other consortium agreement is treated as transfer credit.

- Test credit
- Other types of academic credit
- Repeated courses

Required Minimum Cumulative GPA

The Satisfactory Academic Progress policy requires that a student maintain a minimum cumulative grade point average (GPA) of 2.00 to remain eligible for financial aid.

The required minimum cumulative GPA requirement for undergraduate students is 2.0.

Required Minimum Completion Rate

The Satisfactory Academic Progress policy contains a quantitative component, meaning that the student is required to make steady progress toward their degree or aid-eligible non-degree graduate program by completing at least two-thirds (66.67%) of all attempted credit hours. For example, if a student attempts 16 hours per term during the academic year (32 cumulative attempted hours), the student would be expected to satisfactorily complete at least 22 of these hours in order to comply with the minimum quantitative standards.

Required Minimum Term GPA

A student who is in a financial aid probation status, or who is completing a financial aid academic plan, is expected to maintain a minimum term GPA of at least 2.0. In some cases, a higher term GPA may be stipulated if a higher GPA is required as part of the probation or academic plan.

Successfully Completed Credit Hours

Any course with a passing grade (A, B, C, D- or PA) is successfully completed.

Any course with a non-passing grade (F, W, WA, FX, R, IN or M) is not successfully completed.

Special note:

Incomplete (IN) grades are not successfully completed until the final grade is submitted, in accordance with college grading policy. Final grading is reviewed in the quarterly SAP review immediately following the submission of the final grade. Students wishing to appeal a grade change of an Incomplete grade before the quarterly SAP review process must do so through the Financial Aid Appeal process.

Withdrawal grades: All withdrawal grades are considered to be “not successfully completed”, and negatively impact satisfactory academic progress. This includes official withdrawal grades W and WA, which are not calculated in the grade point average, as well

the unofficial withdrawal grade of FX, which is calculated in the grade point average as an F.

Repeated Courses

Repeated courses are counted in the "hours attempted" calculation for financial aid purposes and the repeat grade is treated in the cumulative GPA in accordance with university policy. All repeat courses are counted in total attempted hours, regardless of their treatment in the Treatment of Repeated Coursework for Financial Aid Disbursement.

Courses Taken for Audit

Audited courses do not earn academic credit and are not eligible for financial aid payment. As such, they are not evaluated in the review of the student's satisfactory academic progress.

Non-Credit Developmental Courses

Non-credit development courses do not earn academic credit and are not eligible for financial aid payment. As such, they are not evaluated in the review of the student's satisfactory academic progress.

Terminology Related To Satisfactory Academic Progress Statuses

Financial Aid Warning

Financial aid "warning" is a status assigned to a student who has fallen below the minimum thresholds of satisfactory academic progress — that is, a student whose cumulative grade point average is below 2.0, or whose completion rate is below 66.67 percent (the student has completed fewer than 66.67 percent of hours attempted). A student is eligible to receive aid in this status.

Financial Aid Suspension: Financial Aid Unsatisfactory SAP status

A "suspension" status means that a student has "unsatisfactory SAP status." Financial aid suspension is assigned when a student fails to meet his/her progress requirements after a warning, probation or academic plan status is assigned. Suspension may also be assigned to a readmitted student or first-time applicant whose prior coursework does not meet SAP thresholds (see sections below). Suspension may also be assigned to a student who exceeds the maximum timeframe or to a student who is unable to demonstrate that he/she can complete his/her undergraduate degree within the 150 percent timeframe. As explained above, the Office of Financial Aid reserves the right to suspend students who completely withdraw — i.e., students who fail to demonstrate any measurable progress within a given term. If you withdraw completely or fail to complete all of your courses in a term, you may be suspended and asked to appeal.

A student in financial aid suspension is not eligible to receive federal or state financial aid.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.”

Academic Progress Appeal

A financial aid appeal is an online or written student appeal, required after aid is suspended because of a financial aid unsatisfactory academic progress status. In a financial aid appeal, a student petitions for reinstatement of aid. An appeal must be submitted online or via a paper Satisfactory Academic Progress Appeal form. An appeal must include, at minimum, an explanation of the circumstances that caused the student to fall below the minimum SAP thresholds, and it must also include a plan for corrective action, as well as an academic advisor signature certifying that the student has discussed this plan with his/her academic advisor. Additional documentation may be requested in the appeal review.

If a student is on financial aid warning/probation and has successfully appealed for financial aid, the student will have an academic plan in place to ensure that he can meet SAP requirements by the end of the semester. If the student does not meet SAP requirements, the student will no longer be eligible for financial aid. If the student successfully completes his probation period, he will continue to receive financial aid, including federal Title IV funds.

Financial Aid Probation/Reinstatement

A suspended student who has successfully appealed for reconsideration is reinstated for aid in a probation status. During probation, which lasts one term, a student is expected to complete 100% of all courses with the minimum term GPA required for the student’s academic level and/or academic program. In some situations, specific GPA requirements will be stipulated in the probation terms. A student who successfully meets the terms of probation will be continued on aid but will be expected to continue to meet the terms of his/her academic plan to assure that the student is fully meeting the minimum SAP requirements by the end of SAP Academic Plan 2 (see below).

Satisfactory Academic Progress Plans 1 and 2

SAP Academic Plan 1 and SAP Academic Plan 2 occur after a student’s probation term. During these two terms, a student is expected to continue to meet the terms of his/her academic plan by continuing to complete all courses each term with a term GPA of 2.0 (or higher if stipulated under the terms of the academic plan, or if required by the student’s graduate academic program) so that by the end of these terms, the student is fully meeting the minimum SAP requirements.

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 PNWCC that affect tuition and course-related fees will be fully refunded.

Refund Policy for Withdrawal

Students who find it necessary to withdraw from PNWCC 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 up to 60%.

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

Exceptions to the refund schedule may be petitioned to the Administrative Team. Petition forms are available in the Financial Services Office. Complete the form, including the reason for requesting an exception and send the completed form to the President in the Main Office who will submit it to the Administrative Team.

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. PNWCC uses the same policy regarding 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 the student received financial aid. Progress is reviewed at the end of each semester. However, PNWCC'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 attempted credits. 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.

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 PNWCC's SAP standards.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.”

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:

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.

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 later. When a student withdraws or is dismissed from PNWCC 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.

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Acknowledgment of Receipt of Student Handbook



I, _____, have reviewed the Pacific Northwest Christian College Student Handbook. I understand I am responsible for reading this handbook and am accountable for adherence to the policies and guidelines herein. I also agree to respect the Pacific Northwest Christian College Statement of Faith and the student responsibilities as outlined in the *Academic Catalog*. I am also responsible for reviewing the handbook for updates and changes made by the Pacific Northwest Christian College.

Please sign and turn in this signed Acknowledgment of Receipt of Handbook page to the Director of Student Life.

Signature of Student

Date