



# GATHER 4 HIM

## CHRISTIAN COLLEGE

### **Catalog**

2014-2015

### **OUR MISSION**

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

929 Aaron Dr., Richland, WA, 99352 (509) 420-4545 [college.gather4him.net](http://college.gather4him.net)

# **ACADEMIC CALENDAR**

## **Fall Semester**

**2014-2015**

Tuition Due	Aug 1 <sup>st</sup> (F)
Student Orientation (Mandatory)	Aug 25-26 (M-T)
Instruction begins	Aug 27(W)
Labor Day (no classes)	Sept 1 (M)
Last day to drop courses (without a fee)	Sept 5 (F)
Columbus Day (no classes)	Oct 13 (M)
Last Day to drop any course	Nov. 7 (F)
Veteran's Day (no classes)	Nov. 11 (T)
Thanksgiving (no classes)	Nov 26 – Nov 30
Classes resume	Dec. 1 (M)
Last day of instruction	Dec 5 (F)
Final exams	Dec 8-11

## **Spring Semester**

**2014-2015**

Tuition Due	Jan. 1 (Th)
Orientation for new students / Lunch	Jan. 6 (T)
Instruction begins	Jan. 7 (W)
Last day to drop courses (without a fee)	Jan. 16 (F)
Martin Luther King Day (no classes)	Jan. 19 (M)
Leadership Conference	Feb. 26-28 (Th-Sat)
President's Day (no classes)	Feb. 16 (M)
Last day to drop any course	Mar. 20 (F)
Spring Break	Mar. 23-27
Classes resume	Mar. 30 (M)
Last day of instruction	Apr. 24 (F)
Final exams	Apr. 27-May 1
Baccalaureate	May 4 (M)
Commencement	May 8 (F)

**All calendar dates are subject to change**

## **LETTER FROM PRESIDENT**

Gather 4 Him Christian College has a unique opportunity to reach the community for Christ by motivating and equipping young adults through their college education, seeking God, and living that out in a practicum experience. Gather 4 Him Ministries was founded 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 (G4HCC) in 2008. The administration followed all the Washington State requirements for starting a college through the Washington Student Achievement Council (WSAC). Currently, we are pursuing a national accreditation with Transnational Association of Christian Colleges and Schools (TRACS).

G4HCC offers an Associate of Arts degree in Biblical Studies. Our degree offers the general university requirements in communication and quantitative skills, human performance, humanities, social sciences and mathematics. Our electives are in Biblical Education and we require 68 credits to graduate.

G4HCC offers one of the first Christian Liberal Arts undergraduate degrees in the lower Mid-Columbia area. The most forward-thinking approach to the future needs of American society is to focus on students that are seeking more out of a college than just an academic environment. While academics are one of our top priorities at G4HCC, we believe there is also a vital spiritual component that emphasizes moral and ethical responsibilities during the students' overall college experience. With the focus being on Jesus as Lord, this will instill in students a sense of self-confidence, obedience, perseverance and knowledge necessary to lead the next generation.

In Christ,

Robert B. Nash  
President

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# **COLLEGE PROFILE**

## **WASHINGTON STUDENT ACHIEVEMENT COUNCIL**

Gather 4 Him Christian College is authorized by the Washington Student Achievement Council (WSAC) to offer the Associate of Arts Degree in Biblical Studies and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act (RCW 28B.85). This authorization is subject to periodic review and authorizes Gather 4 Him Christian College to advertise and recruit for the following degree program: Associate of Arts Degree in Biblical Studies. Authorization by the WSAC does not carry with it an endorsement by the board 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

Washington Student Achievement Council (WSAC)  
P.O. Box 43430, Olympia, WA 98504-3430  
[www.wsac.wa.gov](http://www.wsac.wa.gov)

## **ACCREDITATION**

Gather 4 Him Christian College is in the accreditation process with Transnational Association of Christian Colleges and Schools (TRACS). TRACS is recognized by both the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education.

Transnational Association of Christian Colleges and Schools (TRACS)  
15935 Forest Road, Forest, VA 24551  
(434) 525-9539 [info@tracs.org](mailto:info@tracs.org)

## **STATEMENT OF PURPOSE**

### **Gather 4 Him Christian College Mission Statement**

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

### **Student Life Charge**

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

### **Student Life Purpose**

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

## **STATEMENT OF FAITH**

### **1. THE TRUE GOD**

- We believe there is only one living and true God, the Father almighty, existing as three persons, the Father, the Son, and the Holy Spirit (Deut. 6:4; John 1:1, 14, 18; Matt. 28:19).
- We believe that all things were created by Him and without Him nothing was made (Ne. 9:6; Acts 14:15; Heb. 11:3).

### **2. JESUS CHRIST**

- We believe that Jesus Christ is the Son of God, eternal and equal with the Father, born of the virgin Mary, and that He is both true God and true man (Matt. 1:18-25; Col. 2:9; John 8:58; Phil. 2:5-8).
- We believe that Jesus Christ died for our sins according to the Scriptures as a voluntary and substitutionary sacrifice (1 Cor. 15:3; Isa. 53:6, 11; 1 Pet. 2:24; 3:18).
- We believe that Jesus Christ rose physically from the dead (Matt. 28:1-7; 1 Cor. 15:4-8) and ascended to the right hand of the Father (Acts 1:11; 2:33), where He is now ministering as our advocate and high priest (1 John 2:2; Heb. 7:25).

### **3. HOLY SPIRIT**

- We believe in the Holy Spirit, the Lord and giver of life, who convicts the world of sin (John 16:7-14), reveals Christ and indwells the believer in Christ giving gifts as He will. (Acts 2:38-39; 1 Cor. 12:1-14:40).

### **4. THE SCRIPTURES**

- We believe the Bible, complete Old and New Testament, is the inspired word of God and is inerrant in the original writings (2 Tim. 3:15-17; Ps. 12:6; John 17:17).

### **5. MAN/SIN**

- We believe that man is the product of the direct creative act of God, made in the image and likeness of God (Gen. 1:26-27; 2:7; 3:20; 5:1; Jas 3:9).
- We believe that man fell through sin, and, as a consequence, became dead in trespasses and sins and became subject to the power of Satan (Gen. 3:1-7; Rom. 6:23; Eph. 2:1-4).
- We believe Satan was defeated in the death of Christ and will be tormented eternally in the lake of fire (Gen. 3:15; Matt. 25:41; Luke 10:18; John 12:31; 16:11; 1 Tim 3:6; Heb. 2:14).

### **6. RELATIONSHIPS**

- We believe all sexual relationships must pattern themselves after a faithful heterosexual relationship within marriage (Gen. 2:24; 1 Cor. 6:9-10; 20).

### **7. SALVATION**

- We believe that salvation is entirely of God, by grace, through personal faith in Christ, wholly apart from any human merit, works, or foreseen faith (Eph. 2:1-8; Rom. 8:30).

### **8. THE CHURCH**

- We believe that all who are united to the risen and ascended Son of God are members of the church, the Body of Christ, which began on Pentecost (Acts 2:22-47; 1 Cor. 12:13; Eph. 2:11-21; 4:4-6, 7-16).

### **9. FUTURE EVENTS**

- We believe in the physical resurrection of all the dead; the saved to life eternal, the unsaved to eternal judgment and separation from God in the lake of fire (Matt. 25:31-46).

## **GATHER 4 HIM CORE VALUES**

- We are committed to God and His Relevant Word (Matthew 22:37-39).
- We believe we were created by God to live in a loving relationship with Him, ourselves, and others. (Colossians 1:16).
- We believe the great commission of bringing people to Christ and 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).

## **GATHER 4 HIM CHRISTIAN PHILOSOPHY OF EDUCATION**

Gather 4 Him Christian College (G4HCC) is committed to teaching all courses from a Biblical Worldview perspective. It is an opportunity for students to take their general university requirements and at the same time receive a sound biblical framework through the various types of courses offered. In addition, our courses focus on daily challenges confronted by those in various sectors of Christian ministry and business. The biblically-based curriculum is designed so that all students can experience life transformation.

G4HCC recognizes the Bible as the supreme authority of all policy and practice. Therefore, G4HCC provides a transformative curriculum through an educational philosophy that is defined by biblical standards. We infuse Christ-centered curriculum with team building activities, community events, leadership conferences, mission trips and chapels in order to provide life changing experiences in and out of the classroom setting.

Each instructor combines a traditional method of teaching using a variety of instructional aides. In addition, our instructors have a unique blend of knowledge and experience with Masters or PhDs related to the courses they teach. As Christians with various professional and academic backgrounds they are able to incorporate their life experiences into their instruction which creates an optimal classroom experience. Our main objective is to teach each course from a biblical perspective. It is our hope then, that our students can effectively apply their faith to their future careers and academic pursuits.

# **ADMINISTRATION, FACULTY & BOARD OF DIRECTORS**

## **ADMINISTRATION**

Bob Nash, *President, Chief Executive Officer (CEO)* [bob@gather4him.net](mailto:bob@gather4him.net)  
*M.Ed., Counseling/Psychology, Washington State University, WA*  
*B.S., Physical Education, Minor in Health & Coaching Washington State University, WA*  
*2008 - Present*

Alexis Stalberger, *Director of Student Life* [alexis@gather4him.net](mailto:alexis@gather4him.net)  
*B.A., Psychology, Minor HR Management, Washington State University, WA*  
*A.A., Columbia Basin College, WA*  
*2012 – Present*

Johan Curtiss, *Registrar* [registrar@gather4him.net](mailto:registrar@gather4him.net)  
*M.A., Business Administration, Saint Leo University, FL*  
*B.A., Business Administration-Management Saint Leo University, FL*  
*2011 – Present*

Alice Christenson, *Office Administrator* [alice@gather4him.net](mailto:alice@gather4him.net)  
*A.A., Minor in Missions, Northwest University, WA*  
*2010 - Present*

Dr. Darrell Puls, *Dean of Academic Affairs*  
*Doctor of Religious Studies, Trinity Theological Seminary, IN*  
*M.A., Organizational Leadership, Western Michigan University, MI*  
*B.A., Music Education, Western Michigan University, MI*  
*2011 - Present*

Dr. Mac Culver, *Dean of General Studies*  
*Doctor of Clinical Psychology, Virginia Institute of Pastoral Care/Virginia Commonwealth University, VA*  
*M.A., Administration, Abilene Christian University, TX*  
*B.A., Education and Mathematics, Ft. Worth Christian College, TX*  
*B.S., Biblical Theology, Abilene Christian University, TX*  
*2011 - Present*

## **ADJUNCT FACULTY**

Laurie Bender - 2014  
**Instructor** – Speech  
*M.Ed., English as a Second Language, Texas Wesleyan University, TX*  
*B.A., Secondary English Education, Oklahoma Baptist University, OK*

Mac Culver- 2011  
**Professor/Instructor** – Humanities, Social Science  
*Doctor of Clinical Psychology, Virginia Institute of Pastoral Care/Virginia Commonwealth University, VA*  
*M.A., Administration, Abilene Christian University, TX*  
*B.A., Education and Mathematics, Ft. Worth Christian College, TX*  
*B.S., Biblical Theology, Abilene Christian University, TX*

Johan Curtiss - 2011  
**Instructor** – Social Science, Ministry Practicum  
*M.A., Business Administration, Saint Leo University, FL*  
*B.A., Business Administration-Management Saint Leo University, FL*



Dianna Ingram - 2012

**Instructor** - College Writing

*B.S., English in Education, Illinois State University, IL*

*Adjunct Faculty of Concurrent Credit English Composition for Northwest Nazarene University*

Mary Leenheer - 2013

**Professor/Instructor** - Science

*Doctor of Oceanic Sciences, University of Michigan, MI*

*M.S., Chemistry, University of Michigan, MI*

*B.S., Chemistry, Calvin College, MI*

Bob Nash- 2008

**Instructor** – Human Performance

*M.Ed., Counseling/Psychology, Washington State University, WA*

*B.S., Physical Education, Minor in Health & Coaching Washington State University, WA*

Jacob Morris - 2014

**Instructor** – Biblical Education

*ThM., Theology, Dallas Theological Seminary, WA*

*B.S., Biblical Studies, Moody Bible Institute, WA*

Diana Petty - 2012

**Professor/Instructor** – Mathematics

*Doctor of Atmospheric Sciences, Nagoya University, Japan*

*M.S., Physics, Major Meteorology, Sofia University, Sofia, Bulgaria*

*B.S., Physics, Sofia University, Sofia, Bulgaria*

Darrell Puls - 2011

**Professor/Instructor** - Theology

*Doctor of Religious Studies, Trinity Theological Seminary, IN*

*M.A., Organizational Leadership, Western Michigan University, MI*

*B.A., Music Education, Western Michigan University, MI*

Mark Taylor - 2014

**Instructor** – Biblical Education

*M.A., Biblical Studies with a New Testament Emphasis, Denver Seminary, CO*

*B.S., Biblical Studies, Western Baptist College (Corban University), OR*

## **BOARD OF DIRECTORS**

**Hilda Chavallo**, Kennewick, WA

**Travis Cram**, Richland, WA

**Peter Dufault**, Mattawa, WA

**Susan Dufault**, Mattawa, WA

**Pete Firth**, Richland, WA

**Doug Guy**, Kennewick, WA

**Jerry Johnson**, Richland, WA

**Penny Johnson**, Richland, WA

**Bob Nash**, Richland, WA

**Michael Patterson**, Salem, OR

**Jamei Perez**, Richland, WA

# **ACADEMIC INFORMATION & POLICIES**

## **DEGREE PROGRAM DESCRIPTION**

The Tri-Cities appears to be an area that has a generational “leak” with very few options for college ministry. While there are some options available in the area for college students, none offer a comprehensive faith-based program. Gather 4 Him Christian College (G4HCC) offers a two-year Associate of Arts Degree in Biblical Studies. Our goal is to have a nationally and regionally accredited program that allows students to earn college credit and participate in ministry practicum experiences.

## **GENERAL EDUCATION OUTCOMES**

### **Transformative Learning**

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

### **Comprehensive Development**

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

### **Christian Stewardship**

G4HCC promotes a life of stewardship and service toward God, humanity and creation throughout its programs. Christian Stewardship equips students to discover God's call in their life. Upon discovering their call it 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 Advising**

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

### **Academic Good Standing**

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

A student who does not maintain the minimum GPA standard is placed on academic probation or is disqualified. A student on academic probation is in conditional good standing and is permitted to enroll.

## **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, obtain private tutoring services, or be asked to be tested for learning disabilities. If a student is on academic probation for two consecutive semesters they may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar. If the appeal is granted the student must establish a learning contract with the Registrar.

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

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

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

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

## **Academic Standards**

Although a grade of "D" is accepted as a passing grade in a single course, it is not considered satisfactory and generally not transferable to other institutions. A "D" grade in a course required for a major or minor will not count toward Gather 4 Him graduation requirements. A minimum cumulative grade point average of 2.00 (C) is necessary to graduate; however, some programs may require a higher GPA for the major. See major for specific requirements.

## **Semester Credit Hour Definition**

One semester credit is a quantitative measure representing a class meeting once a week for 15 weeks for 60 minutes together with out-of-class preparation of approximately two hours per credit, per week, or the equivalent.

## **Gather 4 Him Christian College Graduation Requirement**

G4HCC requires 68 semester credit hours for an Associate of Arts Degree in Biblical studies.

Communication Skills (8 credits)

Quantitative / Symbolic Reasoning Skills (3 credits)

Human Performance (2 credits)

Humanities (12 credits)

Social Sciences (12 credits)

Math/Science (11 credits)

Biblical Education Electives (15 credits)

Optional Biblical Education Electives (8)

Ministry Practicum (5 credits)

Minimum GPA standard is 2.0.

## Graduation Requirements and Commencement

All candidates for graduation must apply for their degree. The application for graduation is due in the Student Advising Center in the spring semester of your graduating year. Applications are available in the Student Advising Center. All required course work for graduation must be complete prior to participation in commencement. This means all official transcripts from other institutions must be received in the Registrar Office by April 1.

## Library Resources

Students are required to purchase Logos Bible Software which includes the New & Old Testament books of the Bible in several translations, Bible Commentaries and dictionaries. In addition to 1,500 titles in our growing library G4HCC will provide access to Corban University Library.

## Classification of Students

**Degree-seeking Full-Time students** are those who have met the requirements for admission, are enrolled in a degree program and are registered for 15 or more semester hours in that semester.

**Degree-seeking Part-time students** are those taking less than 15 semester hours in a given semester.

**Auditing students** are those who do not receive college credit for attending classes.

**Non-degree seeking student** are those who take courses for college credit.

## Withdrawing From the College

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

## 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, 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 10<sup>th</sup> week of class.

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

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

## Adding a Course

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

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

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.

## **Auditing a Course**

Subject to instructor approval, students may audit courses from which they wish to derive benefit without fulfilling credit requirements. Class attendance standards must be met. This must be established with the Registrar at the time of registration. Students may not challenge or test out of a course that has been audited.

## **Correspondence Study**

G4HCC feels student learning is best accomplished in a classroom setting; we will make every attempt to fulfill the standard mode of learning. However, in the event of a schedule conflict, a correspondence study course will be made available.

For correspondence study courses, the student will be given a course syllabus and in order to receive course credit they will have to fulfill all the requirements within the syllabus. The course will be offered as a correspondence study and the student will be assigned to a teacher. The teacher will act as an advisor to the student overseeing their progress and grading all required work. All correspondence study courses will need to meet pre-requisites. However, the classroom setting will be preferred.

The credits earned through correspondence study will be transcribed and treated the same as our classroom instruction. Our correspondence study program is designed to meet on a weekly basis reviewing assignments, papers, and tests.

## **Course Cancellations**

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

## **Student Academic Complaints**

Direct all complaints to the G4HCC Department of Student Conduct, 929 Aaron Drive, Richland, WA 99352. Office Phone: (509) 420-4545 E-Mail: [info@gather4him.net](mailto:info@gather4him.net).

## **Academic Appeals Process**

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

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

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 our 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](mailto:info@tracs.org) Website: [www.tracs.org](http://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](http://www.wsac.wa.gov)

## INSTRUCTOR REQUIREMENTS AND POLICIES

It is recommended that all instructors have a master's degree—or the equivalent—in the disciplines they teach. In all cases, approval of program instructors is consistent with the selection process employed by G4HCC.

### Grade Submission

At the end of the semester, G4HCC faculties are required to submit grades to the Office of the Registrar. Course grades are due no later than one week after the final day of classes. Grades are to be submitted via email. The name of the course, the full name of the student, and the course grade are to be submitted.

### Course Syllabus

Instructors must provide a syllabus for each course. This syllabus must serve as the foundation of the course. The course outcomes, course description, and course assessments must be clearly defined before each course. All syllabi must be submitted to the G4HCC Dean of Academic Affairs no later than one (1) month prior to the beginning of the semester. Once approved, an electronic copy of the syllabus is to be submitted to the Office of the Registrar.

### Grading Procedures

1. The G4HCC grade for the course is determined in accordance with grading criteria established by G4HCC Core Team.
2. G4HCC gives pluses and minuses.
3. Grades appear on the G4HCC transcript once the instructor submits them to the Office of the Registrar.
4. Information on transcripts is found in the Student Handbook and the College catalog.
5. If a student is turning in a paper electronically, it must be turned in no later than midnight the day the paper is due, or as specifically instructed on the syllabus.

### 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.

Grade	Quality	Value	
A	100-94	Superior	4.0
A-	93-90		3.7
B+	89-87		3.3
B	86-84	Above Average	3.0
B-	83-80		2.7
C+	79-77		2.3
C	76-74		2.0
C-	73-70		1.7
D +	69-67		1.3
D	66-62	Below Average	1.0
D-	63-60		0.7
F		Fail	0.0
P		Pass	

Grade	Quality
I	Incomplete
X	Work Continuing ( <i>used for internships, practicums, and student teaching only</i> )
AU	Audit
CE	Credit by Exam
R	Course Repeated
W	Withdrawal
WP	Withdraw Passing
WF	Withdraw Failing

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

Practicums and internships are graded Pass/Fail only.

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

To be considered for an incomplete grade, students must be passing the coursework submitted to date. Unless there are extraordinary circumstances the student should have completed the majority of the course work, including all exams. 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.

Students who find it necessary to ask for an incomplete grade must make application for the grade and establish a contract with the instructor, which includes an appropriate completion date. This date may be extended to the end of the term subsequent to the term the incomplete was issued. Applications are available in the Office of the Registrar.

Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term (see Academic Load).

### **Transcript Request**

All tuition and fees must be paid in full before a student transcript request is processed or diploma is issued. A Transcript Request Form must be filled out and turned in along with the fee. The Transcript Request Form is available on the G4HCC website. Allow five business days for processing time.

### **Final Examinations**

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

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

## **COURSE LISTING / GENERAL EDUCATION REQUIREMENTS**

### **Communication Skills (8)**

- EN 123 College Writing 1 (3)
- EN 132 College Writing 2 (2)
- CO 102 Fundamentals of Speech (3)

### **Quantitative Skills (3)**

- MA 107 Math in Society (3)

### **Human Performance (2)**

- HP 121FC Fitness and Conditioning (1)
- HP 131TS Team Sports (1)

### **Humanities (12) select 1 of 2 ID 124 or ID 224**

- ID 114 American Tho't & Culture 1 (3) - mandatory
- ID 124 American Tho't & Culture 2 (3)
- ID 214 World Tho't and Culture 1 (3) - mandatory
- ID 224 World Tho't & Culture 2 (3)

### **Social Science (12) select 4 of 5 disciplines**

- PS 203 General Psychology (3)
- SO 203 General Sociology (3)
- GH 203 Understanding Church History (3)
- EC 213 Macro Economics (3)
- IS 202 Global Perspectives (3)

### **Math/Science (11) select 1 of 2 math classes**

- MA 146 Intro to Stats (3)
- MA 113 College Algebra (3)
- SC 133 Scientific Inquiry: Physical Sciences (3)
- SC 133L Scientific Inquiry Physical Sciences Lab (1)
- SC 143 Scientific Inquiry: Life Science (3)
- SC 143L Scientific Inquiry: Life Science Lab (1)

### **Electives – Biblical Education (15 minimum)**

- BI 113 Survey of Biblical Lit 1 (3)
- BI 123 Survey of Biblical Lit 2 (3)
- BI 383 Life of Christ (3)
- TH 313 Christian Theology 1 (3)
- TH 323 Christian Theology 2 (3)

### **Optional Biblical Education Electives (8)**

- MU 202 Intro to Worship Arts (2)
- BI 202 Bible Study Methods (3)
- BI 302 Teaching the Bible (2)
- BA 321 Servant Leadership (2)

### **Ministry Practicum (5 minimum)**

- SS 101 Student Success Seminar (1)
- CM 201 Ministry Practicum 1 (2) – mandatory
- CM 202 Ministry Practicum 2 (3) – mandatory



## **COURSE DESCRIPTIONS**

### **Communication Skills (8)**

#### **CO 102 Fundamentals of Speech (3)**

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

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

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

### **Quantitative Skills (3)**

#### **MA 107 Math in Society (3)**

This class is designed for students who have successfully completed intermediate algebra. This course will attempt to make mathematics enjoyable, practical, understandable, and informative using a variety of real-life applications. Topics include: linear, quadratic, exponential, and logarithmic models, geometry, tessellations, fractals, logic, interest, annuities, loans, probability, and statistics.

### **Humanities (12)**

#### **ID 114, 124 American Tho't/Culture 1,2 (3)**

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

#### **ID 214, 224 World Tho't/Culture 1, 2 (3)**

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

### **Social Science (12) select 4 of 5 courses**

#### **PS 203 General Psychology (3)**

An introduction to the important topics in the field, such as behavior, motivation, attitudes, problems of motivation, intelligence and its measurement, learning and remembering, and personality.

#### **SO 203 General Sociology (3)**

Introduction to basic sociological concepts concerning the individual, culture, and group life.

#### **GH 203 Understanding Church History (3)**

The course will take an in depth look at a global resurgence of Roman Catholicism and some of the changes occurring in the Islamic world. In addition, the course will examine the decline of Christianity in the West, coupled with the rapid growth of evangelical and Pentecostal Christianity in the Southern and Eastern Hemispheres.

#### **EC 213 Macro Economics (3)**

A study of economy as a whole. The focus is on aggregates such as the private and the public sectors. Topics explored are inflation, unemployment, monetary and fiscal policy.

#### **IS 202 Global Perspectives (3)**

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

## **Math/Science (11)**

### **MA 113 College Algebra (3)**

An algebra course with emphasis on practical applications. However, to get to these applications, certain branches of algebraic theory must first be conquered. These areas include properties of the real numbers, linear equations and their solutions, functions, and graphs, polynomial and exponential functions, and conic sections.

**-OR-**

### **MA 146 Intro to Stats (3)**

An introductory statistics course designed for students of average mathematical ability. The collection of data and its representation are studied through sampling techniques and graphs, while the analysis of the data is done through measures of central tendency, measures of variability, correlation, and hypothesis testing.

### **SC 133 Scientific Inquiry: Physical Sciences (3)**

Scientific Inquiry: This course focuses on the nature and practices of science. The course also presents the history and context for the development of understanding of astronomy, physics, and chemistry through studies of selected topics. Energy is a unifying theme of these topics. Concurrent enrollment in SC133L is required.

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

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

### **SC 143 Scientific Inquiry: Life Sciences (3)**

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

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

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

## **Human Performance (2)**

### **HP 121FC Fitness and Conditioning (1)**

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

### **HP 131 TS Team Sports (1)**

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

## **Electives – Biblical Education (15 minimum)**

### **BI 113, 123 Survey Biblical Lit 1,2 (3)**

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

### **TH 313, 323 Christian Theology 1,2 (3)**

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

**BI 383 Life of Christ (3)**

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

**Optional Biblical Education Electives (8)****BI 202 Bible Study Methods (3)**

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

**BI 302 Teaching the Bible (2)**

A study of the principles underlying successful contemporary Bible teaching. Methods of learning, teaching techniques, preparation of lesson plans, and application of lessons to various age groups are considered.

**MU 202 Intro to Worship Arts (2)**

This is a study of biblical, historical and cultural aspects of worship, enabling students to develop a broader understanding of worship. Field trips will be taken to explore different church worship traditions and philosophies and how they have developed historically.

**BA 321 Servant Leadership (2)**

The Servant Leadership class will examine a leadership style equivalent to how Christ would lead and will compare that to the traditional model of top-down, unilateral decision-making, hierarchical leadership based on power, wealth and status.

**Ministry Practicum (5 minimum)****SS 101 Student Success (1)**

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

**CM 201 Ministry Practicum 1 (2) - mandatory**

The objective of this practicum is to allow the student a more active leadership role in a local church and/or community. Prerequisite: SS 101.

**CM 202 Ministry Practicum 2 (3) - mandatory**

In this final practicum the student should be well established in a church or community organization. This experience will provide an opportunity for the student to develop a specific area of interest expressed in a final paper while involved in the practicum. Prerequisite: CM 201.

## COURSE SEQUENCE

SEMESTER	COURSE	SEMESTER	COURSE
<b>TRACK 1</b>			
FALL	ID 214 World Tho't & Culture 1 (3)	Spring	ID 224 World Tho't & Culture 2 (3)
	EN 123 College Writing 1 (3)		EN 132 College Writing 2 (2)
	MA 107 Math in Society (3)		MA 146 Intro to Stats (3)
	GH 203 Understanding Church History (3)		BI 202 Bible Study Methods (3)
	BI 383 Life of Christ (3)		PS 203 General Psychology (3)
	SO 203 General Sociology (3)		SC 143/143L Scientific Inquiry: Life Sciences w/Lab (4)
	SS 101 Student Success (1)		CM 201 Ministry Practicum 1 (2)
<b>TRACK 2</b>			
Fall	ID 114 American Tho't & Culture 1 (3)	Spring	ID 124 American Tho't & Culture 1 (3)
	TH 313 Christian Theology 1 (3)		TH 323 Christian Theology 2 (3)
	MA 113 College Algebra (3)		MA 113 College Algebra (3)
	BI 113 Survey of Biblical Literature 1 (3)		EC 213 Macro Economics (3)
	HP 121 FC Fitness & Conditioning (1)		BI 123 Survey of Biblical Literature 2 (3)
	SC 133/133L Scientific Inquiry: Physical Sciences w/Lab (4)		HP 131 TS Team Sports (1)
	CM 202 Ministry Practicum 2 (3)		CO 102 Fundamentals of Speech (3)
<b>Optional Courses</b>			
	BA 321 Servant Leadership (2)		Introductory Algebra
	IS 202 Global Perspectives (3)		Intermediate Algebra
	BI 302 Teaching the Bible (2)		
	MU 202 Intro to Worship Arts (2)		

# **STUDENT LIFE**

## **Student Policies**

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

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

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

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

## **Dress and Appearance**

G4HCC expects you to be modest and socially appropriate in dress and appearance. Although you may not always be aware of it, the way you dress projects an image and can affect the way people see you, your values and the organizations you represent. The College desires an image that is conservative, committed to excellence, and we ask you to dress in a way that projects that image. The image desired can include casual dress, but casual attire need not be sloppy, tasteless, or provocative. A clean and neat appearance is expected of all students.

## **Drugs, Alcohol, and Tobacco**

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

## **Dating**

The development of wholesome friendships, good dating habits, and acceptable social manners 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. All sexual relationships should be within the context of a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

## **Conduct Guidelines**

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

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

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

## **Career Advisement Services**

To discuss student’s career planning the Student Advising Center (SAC) will be available. The (SAC) will be able to handle any questions or concerns regarding career planning, personal concerns, and referrals. All students should meet with the SAC throughout the year when scheduling classes or when formulating plans for changes in educational goals. Practicum 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.

## **Student Academic Responsibilities**

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

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

Regular class attendance is expected of all students. Because each course is designed to help students achieve the course outcomes, classroom participation is important. G4HCC is committed to academic excellence, so the classes are conducted in a manner that will contribute to this goal as well as the growth of Christian character. Specific requirements for attendance and any effect that it might have upon grades rests with the class instructors, and will be described in the course syllabi. Punctuality, attention and thoughtfulness are expected and appreciated in the classroom. If the course instructor does not

appear in class within 15 minutes of the scheduled starting time, students may assume the class is canceled and leave.

If a student is receiving a G4HCC Commitment Scholarship and misses more than six days, the scholarship will be revoked and the student will be responsible for the full tuition.

All students are required to attend chapel services.

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

### **Classroom Conduct**

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

### **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.

G4HCC offers a variety of supportive services that facilitate access to educational opportunities for students with disabilities. Documentation of an existing disability is required.

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

### **Equal Opportunity and Non-Harassment Policy**

It is the policy of G4HCC to provide equal opportunity to all applicants, employees and students. The college does not discriminate on the basis of sex, 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 on the basis of any of the factors listed above. Harassment may take many forms and determination of what constitutes harassment will vary according to the particular circumstances. Sexual harassment, intimidation or exploitation means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature if: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or (b) is a basis for employment or educational decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Questions or complaints may be directed to: Director of Human Resource Services/Office Administrator, G4HCC Office, 929 Aaron Dr., Richland, Washington 99352. 509-420-4545

## **Family Educational Rights and Privacy Act (FERPA)**

G4HCC complies with the amended federal Family Educational Rights and Privacy Act of 1974 (FERPA) in the maintenance of records. Educational records of students maintained by the college will be made available only to G4HCC staff that 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 of their educational records and to challenge the content of a record they believe to be inaccurate or misleading.

Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The names and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4695.

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

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



## **ADMISSIONS**

Students interested in enrolling in G4HCC must do the following in order to be admitted:

1. Complete and return the Application for Enrollment packet with the required non-refundable fee before the semester deadlines. The application fee is \$35.00. The application for admission includes a brief autobiographical essay and statement regarding the applicant's relationship to Jesus Christ.
2. Request a copy of your high school transcript to be sent to G4HCC. Students who are applying to the College before they have graduated from high school may send a transcript showing work completed to date; **however a final official transcript will be required after graduation which will contain dates of graduation, grade point average, and class standing.** A cumulative 2.30 grade point average is required. Home-school students will be reviewed on a case-by-case basis.
3. Have your Scholastic Aptitude Test (SAT) or American College Test (ACT) scores sent to the College. G4HCC recommends a 900 score on the SAT critical readings and math or a 19 on the ACT. At this time, the College does not require the writing section of the SAT or ACT for acceptance decisions. An applicant who has graduated from high school ten years or more may be exempt from submitting these test scores.
4. Submit a personal Christian Character reference from a pastor or church leader and one from a teacher. Reference forms are included with the application.
5. A personal interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the college has received all required forms as indicated in these application procedures.

### **Additional College requirements**

Entrance requirements into undergraduate programs will vary according to each college and university. Each institution is slightly different. It is highly advisable to maintain above a 3.00 cumulative GPA or admission to other colleges and universities could be in question.

### **Transfer of Credit from Other Institutions**

An evaluation of transcripts to determine transfer credit is done only when an Application for Admission has been formally accepted. This evaluation will be based only on the official transcript submitted directly to the College. Students are responsible to submit either a college catalog or course syllabus should one be needed. G4HCC will only accept credits that are applicable to the degree offered. A maximum of 30 semester hours may be transferred from another college. No course lower than a "C" will transfer from another institution.

Transfer students coming from institutions which are not accredited will be evaluated on a case-by-case basis. After completing a successful year at G4HCC (30 semester hours), course work completed at institutions not accredited will be reviewed to determine what credit, if any, can be given.

Military, technical/vocational and Corporation transfer credit will all be determined on a case-by-case basis.

### **Advanced Placement (AP)**

At the time of admission, first-year students may submit scores from an Advanced Placement (AP) Examination, administered by the College Board. In order to be granted credit toward an associate's degree in comparable college courses, a minimum score of three (3) is required.

### **Nonacademic Experiential Learning**

As part of fulfilling the Associate of Arts degree requirements for Biblical studies, students must complete a two-part ministry practicum. All first year students will fulfill the Ministry Practicum CM 201

requirements as listed in the CM 201 Course Syllabus. Second year students can then fulfill their Ministry Practicum CM 202 requirements at any church or organization of their choosing with approval from the Registrar.

### **Transfer of Credit to Other Institutions**

Acceptance of transfer credit is solely at the discretion of the receiving institution. However, see the Registrar regarding transfer of credits to schools with which G4HCC has established an articulation agreement. We have articulation agreements with Corban University, Eastern Washington University and Northwest Nazarene University.

### **Academic / Office of the Registrar**

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

### **Academic / Office of the Dean of Academic Affairs**

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

### **Business Office / Office Administrator**

The Business Office will receive tuition payments, process transcripts for Registrar and assist President, Faculty and students as needed.

## **FINANCIAL INFORMATION**

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

Tuition for the 2013/2014 school year is \$6,000. In the event of a mission's trip or leadership conference, the student will be responsible for raising their own funding in order to participate. Gather 4 Him Ministries is a 501(c) 3 nonprofit organization and will handle all student tuition, transcription of credit and program oversight.

Once a student has registered and made a commitment to attend G4HCC, a tuition payment plan will be made in writing and signed. Tuition is due **August 1<sup>st</sup> Fall Semester / January 2<sup>nd</sup> 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.** A student may be removed from the program if a payment cannot be made within 30 days.

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

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

### **TUITION AND FEES – Undergraduate Program**

TUITION	Semester	Per Year
Full-time (15 or more semester credits)	\$3,000	\$6,000
Part-time (less than 15 credits)	\$175 per credit	
Audit Tuition	\$60 per credit	

### **ADDITIONAL FEES AND COSTS**

Program application fee (one time)	\$35
Graduation Fee (non-refundable):	\$100
Library Fee:	\$50
Science Lab Fee:	\$50
Human Performance Fee:	\$100
Textbooks (estimated cost):	\$300-\$400 per semester
Transcript Fee:	\$5
Tuition Deposit:	See Financial Agreement

### **OTHER EXPENSES**

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

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

## PURPOSE OF FINANCIAL AID SCHOLARSHIPS

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

Students should complete the CFS at [www.cfslogin.com](http://www.cfslogin.com). There are certain types of aid that are distributed on a first come first serve basis. Therefore, a completed CFS must be received by the established semester deadline to receive priority consideration. If a student elects not to complete a CFS they should notify the Financial Aid Office of that decision by the established semester deadline. If a CFS 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.

### Financial Aid & Scholarships Offered

**Visit Scholarship:** Receive \$100 towards your G4HCC tuition for visiting.

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

**Christian School Scholarship:** Receive \$300 towards your G4HCC tuition for transcript from Christian High School.

**Gather 4 Him Commitment Scholarship** [Due with Application & updated each Semester]  
[www.cfslogin.com](http://www.cfslogin.com) Fill out CFS (Confidential Financial Services) Form with \$30 processing fee.  
College Number: **04545** CFS Contact Number: 1-888-685-0705

### Maintaining G4HCC Commitment Scholarship Eligibility (SAP)

Any student receiving partial or full scholarships must maintain 2.5 GPA, abide by the attendance policy, keep current on tuition, and commit to fulfill a two year degree at G4HCC. *I will be responsible for reimbursing Gather 4 Him Christian College for the full awarded amount if I do not fulfill my two-year commitment.*

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

- Current transcripts (update per semester).
- Official class schedule showing the classes you will be taking (update per semester).
- A written career plan (if you are reapplying we ask that you update it each academic year to show the progress you've made in maintaining and achieving your goals).

**Brown Family Foundation**     [www.thebrownfamilyfoundation.org](http://www.thebrownfamilyfoundation.org)     3.0 gpa required

**Matching Church Funds:** G4HCC will match church funds up to \$500 per semester. [Due by the established semester deadline.]

## **Business Scholarships**

**Bush Carwash Scholarship:** Check for availability.

**Menks' Mobile Vet Care Scholarship:** Check for availability.

**Meyers Auto Tech Scholarship:** Check for availability.

**Pasco Machine Company Scholarship:** Check for availability.

## **Refund Policy for Course Changes**

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

## **Refund Policy for Withdrawal**

Students who find it necessary to withdraw from G4HCC after registration may be entitled to a tuition refund. A withdrawal form is available in the Office of the Registrar. Students are responsible to initiate the withdrawal, obtain the necessary signatures on their withdrawal form, and return it to the registrar. The date it is returned is the effective date of withdrawal. Refund of tuition (including summer) is prorated up to 60%. This refund can be made if the withdrawal is completed by the second week of the semester. A refund schedule is available to anyone requesting it in the business office of the College.

Exceptions to the refund schedule may be petitioned to the Administrative Team. Petition forms are available in the Business 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. There are no refunds after the second week of semester.

## **Retaking a Course**

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

## **Satisfactory Academic Progress (SAP) and Financial Aid**

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

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

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

**Maximum Time Frame:** Students must complete their degree within the 150% of 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 G4HCC's SAP standards.

#### **Academic Honors Undergraduate Program**

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

#### **Additional Information:**

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

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

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

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

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

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

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

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

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

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