



STUDENT HANDBOOK

2024-2025 ACADEMIC YEAR

OUR MISSION:

To reach, motivate, and equip college students for Christ-centered service in the church and community.

3021 W. Clearwater Ave.
Kennewick, WA 99336
509.420.4545

pnwcc.edu

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3021 W. Clearwater Ave. Kennewick, WA 99336

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 Course Catalog. The Course 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!

ROBBIE FIOCCHI

Director of Student Life

KELLI TEMPLETON

Dean of Academic Affairs

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3021 W. Clearwater Ave. Kennewick, WA 99336

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 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, allowing each student 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 was started in 2008 with the name Gather 4 Him Christian College. The Washington State requirements for starting a college were followed, and we were authorized to award the Associate of Arts degree in Biblical Studies by the Washington Student Achievement Council (WSAC). We were then approved as an educational services provider by the Veteran's Benefits Administration for eligible military and uniformed services veterans. The college name was changed in 2021 when regular accreditation was achieved on April 12, 2021. Pacific Northwest Christian College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org]. Accredited status is effective for five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Recently, PNWCC was granted permission to offer an Associate of Arts in General Studies by both WSAC and TRACS.

The foundational courses for the AA degree generally parallel those found at all other colleges in the first two years of study and include coursework in communications, quantitative skills, human performance, humanities, social sciences, and mathematics/science. For our AA in Biblical Studies, all fifteen electives are in Biblical Studies. 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

2024–2025 PNWCC ACADEMIC CALENDAR

All calendar dates are subject to change.

Fall Semester 2024	
Tuition Due	Aug 1 (Th)
Student Orientation (Select One)	Aug 12 (M), 13 (T), 19 (M), or 20 (T)
Instruction Begins	Aug 21 (W)
Close of Course Registration	Aug 30 (F)
Last Day to Add Courses	Aug 30 (F)
Last Day to Drop Courses without a Fee	Aug 30 (F)
Labor Day (no classes)	Sept 2 (M)
Last Day to Withdraw from College (50% Tuition Refund)	Sept 6 (F)
Last Day to Withdraw from College (No Tuition Refund)	Sept 13 (F)
Last Day to Drop Any Course with a W Grade	Oct 11 (F)
Scheduling for Spring Semester Starts	Oct 21 (M)
Veterans' Day (no classes)	Nov 11 (M)
Last Day of Instruction	Nov 26 (T)
Thanksgiving Break (no classes)	Nov 27–29 (W–F)
Final Exams	Dec 2–6 (M–F)

Spring Semester 2025	
Tuition Due	Jan 1 (W)
New Student Orientation (Select One)	Jan 13 (M) or 14 (T)
Instruction Begins	Jan 15 (W)
Martin Luther King Day (no classes)	Jan 20 (M)
Close of Course Registration	Jan 24 (F)
Last Day to Add Courses	Jan 24 (F)
Last Day to Drop Courses without a Fee	Jan 24 (F)
Last Day to Withdraw from College (50% Tuition Refund)	Jan 31 (F)
Last Day to Withdraw from College (No Tuition Refund)	Feb 7 (F)
President's Day (no classes)	Feb 17 (M)
Last Day to Drop Any Course with a W Grade	Mar 7 (F)
Spring Break (no classes)	Mar 31 – Apr 4 (M–F)
Classes Resume	Apr 7 (M)
Registration for Summer Courses	Apr 7 (M)
Scheduling for Fall Semester Starts	Apr 14 (M)
Last Day of Instruction	May 2 (F)
Final Exams	May 5–9 (M–F)
Commencement	May 17 (Sa)

Summer Term 2025	
Instruction Begins	May 12 (M)
Close of Course Registration	May 12 (M)
Last Day to Drop without a Fee (No Tuition Refund)	May 16 (F)
Last Day to Withdraw	May 23 (F)
Last Day of Instruction	Jun 13 (F)

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COLLEGE PROFILE

DEGREE AUTHORIZATION

Pacific Northwest Christian College is authorized by the Washington Student Achievement Council (WSAC) 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.

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

ACCREDITATION

Pacific Northwest Christian College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category I institution by the TRACS Commission on October 30, 2018, and Accredited status on April 12, 2021. This status is effective for five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

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

STATEMENT OF PURPOSE

PACIFIC NORTHWEST CHRISTIAN COLLEGE MISSION STATEMENT

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

STUDENT LIFE PURPOSE

The purpose of Student Affairs 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

To the Reader: The Nicene Creed is one of the oldest statements of faith in all of Christianity. It must be noted that certain word meanings have changed over the ensuing 1700 years.

1. Baptism does not save. Baptism is the symbol on the believer's death, burial, and resurrection in Christ.
2. The term "catholic" means universal and not 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

Pacific Northwest Christian College distinctly fulfills their mission through:

- Courageous Faith (Matthew 17:20, 21:21-22; Luke 17:5-6)
- Genuine Care (Mark 12:31; John 13:34-35, 15:11-12)
- Sacrificial Generosity (Matthew 25:44-45; Luke 6:35-38, 21:1-4)
- Foundational Integrity (Matthew 5:33-36; John 14:15, 15:14)

PHILOSOPHY OF EDUCATION

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

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

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

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

To justice, reconciliation, and transformation:

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

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

To responsible leadership and stewardship:

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

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

To Christian Community:

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

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

Educational Values:

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

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

We are committed to a discipleship model of education. 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

Graduating students will have a comprehensive Christian values-based education in the general core requirements for the first two years of higher education, along with the electives aligned with their program, measured by the following institutional-level learning objectives:

1. **Effective Communication:** Students connect with others through writing and speaking.
2. **Critical Reasoning:** Students integrate information logically and ethically.
3. **Cultural Competency:** Students analyze cultural and societal issues while respecting diversity and promoting justice.
4. **Technology and Information Literacy:** Students find and evaluate information while using technology proficiently.
5. **Personal Agency:** Students explore and steward academic opportunities with excellence and self-awareness.
6. **Program Mastery:** Students achieve program-specific learning objectives.

BIBLICAL STUDIES PROGRAM LEARNING OBJECTIVES

The Associate of Arts in Biblical Studies (AABS) program aims to cultivate a comprehensive Christian values-based education, emphasizing effective communication, critical reasoning, cultural competency, technology and information literacy, personal agency, and program-specific expertise while completing the general core requirements for the first two years of higher education along with AABS electives. Specifically, students will demonstrate:

1. **Effective Communication in Biblical Studies:**
 - a. Articulate a Christ-centered worldview in various contexts through written and oral communication.
 - b. Convey biblical understanding to diverse audiences.
2. **Critical Reasoning in Biblical Interpretation:**
 - a. Analyze and interpret biblical texts with logical and ethical thinking.
 - b. Evaluate biblical interpretations from multiple perspectives.
3. **Cultural Competency in Biblical Engagement:**
 - a. Address cultural, social, and economic issues from a biblical viewpoint.
 - b. Recognize and address biases in interpreting sensitive topics from a biblical worldview.
4. **Technology and Information Literacy in Biblical Application:**
 - a. Use technology to access and evaluate resources for enhanced learning.
 - b. Critically assess the accuracy and relevance of accessed content.
5. **Personal Agency and Spiritual Formation:**
 - a. Take ownership of spiritual and academic growth through self-reflection and learning.
 - b. Cultivate self-efficacy, goal orientation, responsibility, resilience, and proactivity from a biblical worldview.
6. **Program Mastery in Biblical Studies:**
 - a. Achieve proficiency in course-specific learning objectives.

GENERAL STUDIES PROGRAM LEARNING OBJECTIVES

The Associate of Arts in General Studies (AAGS) program aims to cultivate a comprehensive Christian values-based education, emphasizing effective communication, critical reasoning, cultural competency, technology and information literacy, personal agency, and program-specific expertise while completing the general core requirements for the first two years of higher education. Specifically, students will demonstrate:

1. Effective Communication:
 - a. Articulate a Christ-centered worldview in various contexts through written and oral communication.
 - b. Convey understanding to diverse audiences.
2. Critical Reasoning:
 - a. Analyze and interpret complex and diverse problems with logical and ethical thinking.
 - b. Evaluate issues from multiple perspectives.
3. Cultural Competency:
 - a. Address cultural, social, and economic issues from a biblical viewpoint.
 - b. Recognize and address biases in interpreting sensitive topics from a biblical worldview.
4. Technology and Information Literacy:
 - a. Use technology to access and evaluate resources for enhanced learning.
 - b. Critically assess the accuracy and relevance of accessed content.
5. Personal Agency:
 - a. Take ownership of spiritual and academic growth through self-reflection and learning.
 - b. Cultivate self-efficacy, goal orientation, responsibility, resilience, and proactivity from a biblical worldview.
6. Program Mastery in General Studies:
 - a. Achieve proficiency in course-specific learning objectives.

ADMINISTRATION, FACULTY, AND BOARD OF DIRECTORS

ADMINISTRATION

Bob Nash | President, Chief Executive Officer

bob.nash@pnwcc.edu

Doctor of Education, Grand Canyon University (in progress)
MEd Counseling/Psychology, Washington State University
BS Physical Education, Minor in Health & Coaching, Washington State University
2008 – Present

Kelli Templeton | Dean of Academic Affairs/Registrar

kelli.templeton@pnwcc.edu

Doctor of Education, Grand Canyon University (in progress)
MS Environmental Science, Washington State University
MA Specialized Ministry, Western Seminary
BS Biology, Phi Beta Kappa, Washington State University
2020 – Present

Kyle Nash | Financial Controller

kyle.nash@pnwcc.edu

Master in Business Administration, Western Governors University
BA Industrial Psychology, Corban University
2019 – Present

Robbie Fiocchi | Director of Admissions & Student Life

robbie.fiocchi@pnwcc.edu

MA Christian Leadership, Grand Canyon University
BA Christian Studies, Grand Canyon University
AA Biblical Studies, Pacific Northwest Christian College
2021 – Present

Hannah Fiocchi | Assistant Registrar/Athletic Compliance

hannah.fiocchi@pnwcc.edu

BA Business Management, Grand Canyon University
AA Biblical Studies, Pacific Northwest Christian College
2020-Present

Faith Cole | Financial Aid Officer

financialaid@pnwcc.edu

BA Business Administration, Grand Canyon University (in progress)
AA Biblical Studies, Pacific Northwest Christian College
2024 – Present

FACULTY

Bennett, Jeff | Instructor – Biblical Studies

2022 – Present

BA History & Religion, Whitworth University

Franti, Nolan | Instructor – Communication Skills

2021 – Present

MA English Literature, Southern New Hampshire University
BA English Literature, Washington State University

Schatz, Jordan | Instructor – Mathematics

2024 – Present

MA Sports Leadership, Concordia University
BS Secondary Education in Mathematics, Western Governor's University
BA Political Science, George Fox University

Svoboda, Joe | Head of Biblical Studies / Instructor – Humanities/Biblical Studies

2023 – Present

MA Intercultural Studies, Golden Gate Baptist Theological Seminary
Master's Certificate in International Studies, John Hopkins University –
Nanjing University Center for Chinese and American Studies
BA in Asian Studies, minor in Mandarin/Chinese, Oklahoma City University

ADJUNCT FACULTY

Coppock, Karel Instructor – Biblical Studies MDiv, Trinity Seminary and Divinity School BA English, University of Washington	2020 – Present
French, Larry Instructor – Humanities MEd, Oregon State University BS Science, Western Oregon University	2015 – Present
Gray, Andrew Instructor – Social Sciences MA Marriage and Family Therapy, Pacific Lutheran University BA Psychology, Pacific Lutheran University	2024 – Present
Hoover, Katherine Instructor – Communication Skills MA Writing, Spalding University BA English, Washington State University	2023 – Present
Hudson, Geramy Instructor – Social Sciences MA Counseling Psychology, City University of Seattle BA Philosophy, Central Washington University	2024 – Present
Patterson, Dr. Michael Instructor – Social Sciences, Biblical Studies PhD Biblical Counseling, Trinity Theological Seminary MA Counseling, Liberty University BS Theology, Western Baptist College (Corban University)	2022 – Present
Puls, Dr. Darrell Instructor – Biblical Studies, Humanities DRS, Trinity Theological Seminary Doctoral studies, Employment Law, University of Michigan MA Educational Leadership, Western Michigan University BA Music Education, Western Michigan University	2011 – Present
Sexton, Dr. Thomas Instructor – Natural Sciences PhD, Plant Biology, Washington State University BS, Biology, Washington State University	2024 – Present
Stevens, Ann Consulting Librarian MLS, California State University BA Art, California State University	2015 – Present
Templeton, Atticus Instructor – Mathematics MBA, Whitworth University BS Computer Science and Mathematics, Whitworth University	2024 – Present
Templeton, Bill Instructor – Human Performance MA Secondary Education, Washington State University BA History & Secondary Education, Montana State University	2022 – Present
Trefry, Micaela Instructor – Natural Sciences MS Athletic Training, Whitworth University BA Kinesiology, Whitworth University	2024 – Present
Walsh, Drew Instructor – Biblical Studies MA Pastoral Studies, Azusa Pacific University BA Music, Azusa Pacific University	2024 – Present
Williams, Greg Instructor – Biblical Studies MA Theological Studies, Regent College MS Public Administration, Carnegie-Mellon University BA Economics, University of Washington	2024 – Present

ATHLETIC DEPARTMENT

Bennett, Jeff Head Men's Soccer Coach BA History & Religion, Whitworth University	2022 – Present
Fiocchi, Hannah Head Women's Soccer Coach / Athletic Compliance BA Business Management, Grand Canyon University (in progress) AA Biblical Studies, Pacific Northwest Christian College	2020 – Present
Schatz, Jordan Assistant Athletic Director MA Sports Leadership, Concordia University BS Secondary Education in Mathematics, Western Governor's University BA Political Science, George Fox University	2024 – Present
Templeton, William Head Football Coach MA Secondary Education, Washington State University BA History & Secondary Education, Montana State University	2022 – Present
Trefry, Micaela Athletic Trainer MS Athletic Training, Whitworth University BA Kinesiology, Whitworth University	2024 – Present

BOARD OF DIRECTORS

Pete Firth, Richland, WA
Marilyn French, Kennewick, WA
Doug Guy, Kennewick, WA
Dennis Higgins, Richland, WA
Derek Higgins, Kennewick, WA
Jason Jarrett, Richland, WA
Kim Klippert, Kennewick, WA
Michael Patterson, Hermiston, OR
Brian Talbot, Mattawa, WA
Lee Williams, Richland, WA

GENERAL INFORMATION

TRANSFORMATIVE LEARNING

PNWCC is committed to creating a transformative learning culture where teaching from a biblical perspective 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.

TRANSFERRING TO OTHER INSTITUTIONS

PNWCC has established transfer agreements with Corban University (Salem, OR), Eastern Washington University (Cheney, WA), Heritage University (Toppenish and Pasco, WA), Northwest University (Kirkland, WA), Northwest Nazarene University (Nampa, ID), Lewis & Clark State College (ID), Eastern Oregon University (LaGrande, OR), and Grand Canyon University (Phoenix, AZ). These articulation agreements provide PNWCC students that their AA degree credits will meet the institutions freshman and sophomore general education credits.

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

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

ACADEMIC INFORMATION AND POLICIES

DEGREE PROGRAM DESCRIPTIONS

PNWCC offers a two-year Associate of Arts (AA) in Biblical Studies and a two-year Associate of Arts (AA) in General Studies. The only difference between the two programs is the electives. All elective credit hours are taken in the Biblical Studies course category for the AA in Biblical Studies program. The AA in General Studies allows you to take electives in various course categories. The core degree courses consist of the same general academic requirements in the humanities and sciences found at other colleges but from a biblical worldview. Whether or not the student intends to enter ministry, PNWCC offers a solid academic background coupled with a biblical worldview in each study area.

The minimum cumulative GPA is 2.0 for both programs.

GRADUATION REQUIREMENTS

PNWCC requires 60 semester credit hours for an **Associate of Arts (AA) in Biblical Studies**.

- Biblical Studies (15 credits)
- Communication Skills (9 credits)
- Human Development (3 credits)
- Human Performance (2 credits)
- Humanities (9 credits)
- Natural Sciences (10 credits)
- Quantitative Skills (3 credits)
- Social Sciences (9 credits)

PNWCC requires 60 semester credit hours for an **Associate of Arts (AA) in General Studies**.

- Biblical Studies (6 credits)
- Communication Skills (9 credits)
- Human Development (3 credits)
- Human Performance (2 credits)
- Humanities (9 credits)
- Natural Sciences (10 credits)
- Quantitative Skills (3 credits)
- Social Sciences (9 credits)
- Electives (9 credits)

SEMESTER CREDIT HOUR DEFINITION

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

Laboratory classes meet 2 hours for laboratory instruction per week.

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

LIBRARY RESOURCES

Students have access to a 3,500-volume library located on the first floor of the College. All books and periodicals are properly cataloged. Titles can be viewed in Populi and check-out is processed through Populi. The college has a qualified Librarian. The students and faculty have physical and digital access

to the complete resources of the Mid Columbia Libraries, including such academic search engines as ProQuest. Students and faculty also have access to the library of Washington State University Tri-Cities. Students also can access materials at libraries at other colleges and universities through OCLC World Share Library Services, which offers interlibrary loan services.

ACADEMIC GOOD STANDING

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

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

ACADEMIC PROBATION

Any student whose current semester or cumulative grade point average (GPA) falls below 2.00 is subject to academic probation. Students on academic probation are typically required to take no more than 12-13 credits on campus. Academic counseling is also required as well as attendance at student success workshops.

A student on academic probation for two consecutive semesters who ends the second probation semester with a GPA of less than 2.00 may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar. The decision to readmit or not readmit may be appealed to the Dean of Academic Affairs. The decision of the Dean shall be final.

A student on a learning contract who fails to achieve a semester GPA of 2.00 may be dismissed from the college.

A student who has completed less than 30 credit hours at PNWCC and has two consecutive semesters of academic probation along with a cumulative GPA below 2.00 may 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 by the College.

PNWCC's Academic Counselor: Dean of Academics, Kelli Templeton, dean@pnwcc.edu

ACADEMIC STANDARDS

PNWCC follows the traditional grading policy of letter grades with A being the highest possible grade and standing for outstanding achievement; B indicates above average achievement; C indicates average achievement; D represents below average achievement, and F represents failure. While "D" grades will be counted towards the PNWCC degree, credits graded at C- or lower may not be accepted as transfer credit by a receiving college or university.

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

Policy on Student Academic Dishonesty

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 including 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, done without collaboration. 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

1. 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:
2. Plagiarism — presenting as one's own, the exact words of another, including AI-generated words, not properly indicated by quotation marks, 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.
3. Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.
4. 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 particular 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.
5. 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.
6. Buying and selling or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor's permission.
7. Using "cheat sheets," 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.
8. 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.
9. 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.

GRADUATION REQUIREMENTS AND COMMENCEMENT

All candidates for graduation must apply for their degree. Graduation is a three-step process consisting of submitting an Application for Graduation form, completing all academic requirements for your degree, and settling all financial obligations including library loans. The administrative process of degree conferral will indicate your official date of graduation. The application for graduation is due in the Student Advising Center in the spring semester of your graduating year. Applications for Graduation are available in Populi or in the Student Advising Center.

HONORS AT GRADUATION

Candidates may graduate with honors on the basis of their collegiate record at PNWCC. To graduate with honors, the student must earn at least 60 graded semester hours through PNWCC. This includes transfer credits approved by PNWCC.

3.80 – 4.0	GPA	Summa cum laude
3.6 – 3.79	GPA	Magna cum laude
3.4 – 3.59	GPA	Cum laude

PARTICIPATION IN COMMENCEMENT

Commencement refers to the ceremony, officiated by the President of PNWCC and a keynote address, where you share the excitement and importance of your academic accomplishments with peers, family, and friends. It is also a time for the 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. The school ceremonies feature remarks from the president and the calling of your name, upon which you will proceed across the stage and receive your certificate of participation.

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

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

CLASSIFICATION OF STUDENTS

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

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

The normal load for full-time undergraduate students is 12 to 15 semester credits for fall or spring semesters. Permission to enroll in more than 15 credits must be approved in writing by the advisor for any student whose cumulative grade point average is lower than 3.0, and by the advisor and/or registrar for any student who requests enrollment in more than 18 credits.

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

WITHDRAWING FROM THE COLLEGE

A Cancellation/Withdrawal Request Form needs filled out and turned into the Registrar's Office. In order to withdraw from the college and receive a full tuition refund, the request form must be submitted and approved by Friday of the fourth week of the semester as outlined in the academic calendar. Forms are available on Populi or in the Registrar's Office. Students must consult with an Academic Advisor prior to withdrawal. Consult the Academic Calendar for the Summer Term withdrawal date. No tuition refunds will be issued for Summer Term after this date.

Unofficial Withdrawal

If you stop attending your classes without officially withdrawing (a.k.a. an unofficial withdrawal), you are considered to be "walking away." Federal aid you received during the semester will be subject to the federal return calculation based on the effective date of withdrawal. The withdrawal date is your last documented date of attendance, as determined by instructors.

Post-Withdrawal Disbursement

Some aid programs may be available to you after official withdrawal from the college. In some cases, a portion of Federal Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and/or Federal Direct Loans may be available.

You may receive a letter from us requesting that you submit documents to our office to verify the information on your FAFSA. You will also be notified upon withdrawal if you are eligible for “post-withdrawal disbursement” of any aid funds. You may be required to confirm that you want to accept the disbursement.

Contact Upon Withdrawal

When you withdraw, the grace period prior to repayment will begin (nine months for Perkins and College Loans, six months for Federal Direct Loans). If you re-enroll before your grace period ends, you will have a new grace period when you leave school. Otherwise, when you re-enroll, you will need to request an in-school deferment.

Federal Perkins or College Loan recipients: notify Student Financial Services. Also notify any other schools from which you borrowed, if applicable. If you decide to re-enroll, you will need to contact Student Financial Services (and/or other schools) again to move your loans back to an in-school deferment status.

Federal Direct Loan recipients: notify your federal loan servicer. You can obtain the contact information for your federal loan servicer on the National Student Loan Data System (NSLDS).

Federal Direct Loan recipients under the Federal Family Education Loan (FFEL) Program: notify the lender(s) of your FFEL loan(s). You can obtain the contact information for your FFEL lenders on the National Student Loan Data System (NSLDS).

Complete Loan Exit Counseling

Students who withdraw from Pacific Northwest Christian College, even for just one semester, will be required to complete Loan Exit Counseling to comply with College policy and federal regulations. Students who do not complete the Loan Exit Counseling may have registration and transcript holds placed on their academic records.

Future Student Aid Eligibility

If you withdraw from the College, your student aid for the following semester will be canceled. If you withdraw before 60% of the semester is completed and receive Pell Grants you will be required to repay the entire amount or a percentage of the grant. If you process a re-enrollment request for an upcoming semester, please contact the Office of Student Aid to request consideration for reinstatement of your aid.

Your student aid for the future academic year may be in jeopardy if you fall below the minimum credit expectation for Satisfactory Academic Progress (SAP), which affects your eligibility for most student aid programs. Academic progress is calculated using the number of credits you attempt and earn each semester. These credit requirements are completely separate from those determined by the College.

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

DROPPING A COURSE

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

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

8th week of class for the fall and spring semesters. See the Academic Calendar for the Summer Term drop/add dates. No tuition refunds will be issued for Summer Term after this date.

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

The WF 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 WF grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.

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

ADDING A COURSE

During the registration period, which is published in the academic calendar, students may add a course to their schedule by completing the Course Change Form available in the Registrar's Office and on Populi. 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 Friday of the second calendar week.

AUDITING A COURSE

Matriculated Students

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

Students 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; we will make every attempt to fulfill the standard mode of learning. However, in the event of a schedule conflict caused by PNWCC, an independent study course may be made available.

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

A student needing a class but who cannot take it at the scheduled time may, with the approval of the Dean, take that class online at an accredited institution. The credits earned through an approved online course at another accredited institution or non-classroom course at PNWCC will be transcribed and treated the same as on campus classroom instruction. However, the classroom setting will be preferred.

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

COURSE CANCELLATIONS

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

STUDENT ACADEMIC COMPLAINTS

Direct all complaints regarding instruction or grading to the Dean of Academic Affairs, Kelli Templeton, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: dean@pnwcc.edu.

ACADEMIC APPEALS PROCESS

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

- Meet with the professor or advisor and document in writing your effort to resolve the conflict.
- If there is no resolution, a written appeal must be presented within 10 days to the Dean of Academic Affairs who will attempt to resolve the dispute.
- If the decision is appealed by any party, it is done by writing a petition.
- This petition may be filed only after each of the above steps has been completed. The petition must be signed by the student, instructor or advisor, and submitted to the Dean of Academic Affairs. The Dean of Academics is:
Kelli Templeton, 509.420.4545, dean@pnwcc.edu. Her office is on the first floor.
- Some circumstances may allow the decision to 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 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
Website: www.wsac.wa.gov

GENERAL INSTITUTIONAL COMPLAINTS

Direct all general institutional complaints to the Kelli Templeton, Registrar, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: kelli.templeton@pnwcc.edu.

ONLINE INSTRUCTION

PNWCC has been approved to offer online instruction within the State of Washington. The full online program is in development, but current students under certain approved circumstances may choose to attend class in a hybrid environment. A hybrid environment is a class that is streamed live as it happens. Students not on campus are encouraged to log in to the class livestream and participate

through Teams.

Streamed classes are also recorded for use for students who cannot engage in the livestream environment.

Online students in streamed classes are expected to follow the same assignment requirements and timelines as do in-person students, whether or not they engage with the instructor and class in real time.

Students who enroll under Distance Learner status and who are unable to attend on campus due to distance or other barriers, will be subject to the requirements found in the next section of this catalog.

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 IN PNWCC 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 may 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 “Withdraw 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

Online courses 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 it requires 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 for a low cost. You also have student services support available throughout the semester.

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.

Students may request a waiver from Chapel attendance based on extenuating circumstances the student cannot control. The student requesting a waiver is required to complete a one-page proposal explaining why they need to be exempt from Chapel. Upon approval of a waiver, the waived student will be required to participate in another area of campus life, as assigned by the Director of Student Life. Otherwise, Chapel attendance is mandatory for all students. More than three absences will result in a possible loss of the commitment scholarship.

CHURCH ATTENDANCE

Active participation at a local church is an integral part of Christian growth. 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 reach, 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. Practicum assists students in integrating their faith and service with their learning.

TECHNOLOGY STANDARD 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, 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. We encourage 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. We aim to 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, PNWCC expects its faculty, staff and student body to refrain from certain practices in contemporary culture which are offensive to the Christian conscience. The College also expects that in matters of entertainment its faculty, staff, and students will exercise discretion and restraint in all choices.

DRESS AND APPEARANCE

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

DRUGS, ALCOHOL, AND TOBACCO

Since Scripture admonishes us to refrain from harmful practices, PNWCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana, or illegal drugs while on the College campus (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 is in compliance with 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 are a vital part of Christian student growth. It is important that students conduct themselves at all times and in all places in ways that exemplify the highest in Christian values so as not to offend others, contradict or nullify one's personal testimony, or become involved in inappropriate activity. All students are required to refrain from moral impurity.

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

You are expected to refrain from moral impurity.

In keeping with the Pacific Northwest Christian College 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.

Therefore, as a matter of moral and faithful witness, all members of the college are expected to refrain from moral impurity and to refrain from encouraging it in others. Students violating College regulations 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 sexual issues, PNWCC staff are committed to helping our students develop toward Christ-like maturity in their daily practices. If you need assistance, you may take the initiative to discuss it with a 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:

1. Rules and regulations alone will never develop one's character or cause spiritual maturity (only the work of Christ and submission to His truth will do that) and,
2. We would not be able to write enough rules to cover every circumstance. Keep in mind that our goal is not to put anyone into a "social straight jacket," but rather to help our students make wise, constructive choices to 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 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 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 are continued complaints 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 have a responsibility to contact someone in the Office of Student Affairs. It is fair for you to explain to the student that, depending upon the issue, at that point it could become a disciplinary issue.

This will probably not be an easy step for you to take, but it may be the most loving thing you could do. "Better is open rebuke than love that is hidden. Faithful are the wounds of a friend; But the kisses of an enemy are profuse." (Proverbs 27:5, 6 ASV).

SEEKING HELP TO GROW AND CHANGE

If you believe 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 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

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

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

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

INFORMATION GATHERING & HEARING:

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:

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

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

RESPONSIBILITY & SANCTIONS:

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

Mrs. Kelli Templeton, Dean of Academic Affairs
Pacific Northwest Christian College
3021 W. Clearwater Ave.
Kennewick, WA 99336
509.420.4545

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 to be sanctioned. This is sometimes referred to as a preponderance of the evidence. The college official hearing the case is charged with the responsibility of deciding the sanction. The standard of evidence for serious offenses leading to suspension or expulsion shall be “clear and convincing,” that is, the evidence clearly and convincingly shows that the student committed the offense. A verified pattern of behavior may escalate what might otherwise be considered a minor offense into a more serious pattern of offenses.

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

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

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

Restitution – a student may be required to pay restitution for damages or loss of property. Loss of privilege – a student may lose a privilege afforded to them as a PNWCC student.

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

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

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

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

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

APPEALS TO SANCTIONS:

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

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

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

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

The appeal letter must include:

1. Names of the parties involved.
2. A clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
 - a. A material deviation from the established procedures that affected the outcome of the case.
 - b. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the information gathering/hearing stage that could reasonably affect the findings.
 - c. The sanctions/interventions are inappropriate or disproportionate to the determined violation.

- d. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).
3. All information on which the appeal is based.

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

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

The College will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible 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 because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

TIME LIMITATIONS:

The College may also extend its jurisdiction to misconduct that occurs prior to graduation but is not reported until after the graduation of the offender. 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 Dean of Academic Affairs, in collaboration with other campus personnel, will determine if sanctions are appropriate and which sanctions to employ. Although sanctions are generally applied in a progressive order, it should not be assumed that sanctions must begin with warnings/fines or move to more severe penalties in incremental stages. The sanction chosen by the Dean of Academic Affairs will be in response to a variety of factors including: a student’s request for help versus a confrontation, the student’s history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the President.

COOPERATION WITH LAW ENFORCEMENT:

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

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. 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.

EMPLOYMENT IN THE TRI-CITIES AREA

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

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.

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 Pacific Northwest Christian College. If a student finds it necessary to withdraw and seek readmission, the catalog in effect 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

Class attendance, including attendance at Chapel, is mandatory! 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:

Students are expected to attend every class session, to arrive on time, and to leave when the class is dismissed. If the student arrives more than 10 minutes after class starts or leaves more than 10 minutes before class ends, this qualifies as a tardy. Three tardies equal an absence.

Excused Absences

A student may be excused from classes for:

- college-related absences (approved class field trips, ministry conferences, athletic competitions, or outreach trips on behalf of the college);
- serious illness (illness that requires certification from a medical professional that the student could not attend class);
- death in the immediate family (mother, father, siblings, or grandparents);
- emergency (a sudden, unexpected event that requires immediate action to prevent serious injury or damage to property); or
- required military service (requires the presentation of official activation orders)

Whenever possible, the student will make arrangements in advance with their instructors to make up assignments.

Excessive Absences

On-campus students may be penalized for excessive absences, whether the absence is excused or not. A student who misses the equivalent of more than three (3) weeks of the scheduled class sessions will fail the course (WF) unless the student has a “B” average or higher in 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 WF (“failure due to excessive absences and administratively withdrawn”), unless the student has already dropped. If the limit is reached after the midterm, students receive a final grade of F unless they drop the course before the deadline.

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

Class Meetings per Week	Absences cannot exceed...
	Miss more than 3 weeks of class
1 class per week	3
2 class per week	6
3 class per week	9
4 class per week	12

If a student is receiving a PNWCC Commitment Scholarship and receives more than six unexcused absences, the scholarship may be revoked, and the student may be responsible for repayment .

If the student believes that an unexcused absence was given unfairly in violation of this policy, the student may request a meeting with the instructor and the Dean of Academic Affairs. The student shall have the right to present any relevant evidence. The decision of the Dean shall be final and binding.

Students may request a waiver from Chapel attendance based on extenuating circumstance the student cannot control. The student requesting a waiver is required to complete a one-page proposal explaining why they need to be exempt from chapel. Upon approval of a waiver, the waived student will be required to participate in another area of campus life, as assigned by the Director of Student Life.

GRADING PROCEDURES

1. The PNWCC grade for the course is determined in accordance with grading criteria established by 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 establish a contract with the instructor, which includes an appropriate completion date. To be considered for an incomplete grade, students must be passing the coursework submitted to date. Unless there are extraordinary circumstances the student should have completed the majority of the course work. The instructor will assign a contingency grade, which will become the final grade if the incomplete work has not been received by the stated due date. This date may be

extended to the end of the term after the term the incomplete was issued. Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term.

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; remedial courses also do not count towards 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	< 60 Fail	0.0

WF The WF 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 WF 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 (practicum only)
AU	Audit
CE	Credit by Exam
CR	Course Repeated
W	Withdrawal
IP	In Process

I, X, AU, CE, CR, W, and IP grades for a course earned, or attempted, are not utilized in GPA computations. A P grade is utilized in the GPA computation except for developmental courses.

Students are allowed to re-enroll for a course to raise a previous grade of D or F or WF. 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.

COURSEWORK AND ASSIGNMENTS

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 course syllabus. Student work that is submitted electronically will generally not be accepted or receive a passing grade 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 WF (“failure due to excessive absences and withdrawn”).

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 each instructor.

INCLEMENT WEATHER POLICY

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

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

DISABILITIES POLICY

In compliance with and implementation of the American with Disabilities Act of 1990 (ADA), it is the policy of the college to work with students and offer reasonable accommodation for any type of documented cognitive or physical disability. For reasonable accommodation, a documented disability must be verified in writing by a qualified professional such as a physician, licensed counselor, testing psychologist, or psychiatrist, and be recognized under the Americans with Disabilities Act as amended.

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

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

Disability Counselor: Dean of Academics, Kelli Templeton

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 PNWCC 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

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 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 based on any of the factors listed above. Harassment may take many forms and determination of what constitutes harassment will vary according to the particular circumstances. Sexual harassment, intimidation or exploitation means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature if:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or (b) is a basis for employment or educational decisions affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment as defined by Federal and State laws.

Questions or complaints may be directed to:

Dean of Academic Affairs
PNWCC Office, 3021 W. Clearwater Ave., Kennewick, WA 99336.

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 have a legitimate professional need for the material. FERPA, as amended, is designed to protect the privacy of student records. Students have the right to review all of their educational records and to challenge the content of a record they believe to be inaccurate or misleading.

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

STUDENT SAFETY AND WELLBEING

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.

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.

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 & 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
- Kelli Templeton, Dean 509-460-7342

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 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.

Situational Awareness

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.

Evacuation Procedures

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.

ASSEMBLY POINTS FOR BUILDING EVACUATIONS

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

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.

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.

Lockdowns

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.

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.

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 \$40 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.

TUITION & FEES

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.

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.

Tuition for the 2023-2024 school year is \$11,000. In the event of a mission trip or leadership conference, the student will be responsible for raising his or her own funding to participate. Pacific Northwest Christian College 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, an enrollment agreement will be signed, and a tuition payment plan will be established. Tuition is due **August 1st Fall Semester / January 2nd Spring Semester. Students will not be allowed to take classes until their accounts are paid in full or they have a payment plan in place on which they are current.** A student may be removed from the program if a payment cannot be made within 30 days.

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

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

STUDENT FINANCIAL SERVICES OFFICE

The Student Financial Services Office will receive tuition payments, Veteran's benefits and assist the President, faculty, and students as needed.

TUITION AND FEES

TUITION	PER SEMESTER	PER YEAR
Full-Time (12 or more semester credits)	\$5,500	\$11,000
Part-Time (less than 12 credits)	\$400 per credit	
Audit Tuition	\$85 per credit	

Stretch Your Tuition Dollars!

Enroll in a monthly automatic payment plan!

Pay your tuition in smaller, more convenient monthly payments. Once you enroll, payments are automatically charged to your credit/debit card or come out of your bank account automatically. The minimum payment is \$100.00.

How to Enroll in the Payment Plan

- Register for your classes.
- Enroll in the Payment Plan by the Target Enrollment Dates listed below.
- You will need your credit/debit card information, or bank routing number (located at the bottom of your deposit slip or checks).
- Log onto your Populi student account.
- Click on My Profile then the Financial tab.
- Select Make a Payment.
- Fill in required information.
- Use the drop down under Payment Frequency and select Pay this amount monthly.
- Select your preferred Payment Method and follow the instructions.

Students with an economic hardship may apply for a waiver. Each waiver request will be considered fairly. Waiver requests can be obtained from the Business Office.

ADDITIONAL FEES AND COSTS

Library (per semester):	\$50
Student Activity Fee (per semester):	\$50
Orientation Fee:	\$75
Math Lab Fee:	\$125
Math Bridge:	\$225
Summer Tech Fee:	\$50
Technology Fee (per semester):	\$75
Science Lab Fee:	\$60
Human Performance Fee:	\$95
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:	\$50
Tuition Deposit:	\$100
ACCUPLACER Testing Fee:	\$25
Key Fob Replacement Fee:	\$40
ALEKS Computerized Math Tutoring:	Variable
Student Housing	\$2,850
Housing Deposit	\$250

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

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

REFUND POLICY FOR COURSE CHANGES

No tuition or fee refunds will be granted for individual classes dropped after the Friday of the second 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 CANCELLATION/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 and fees are as follows:

WITHDRAWAL	REFUND	APPLICABLE TO
First Week	100%	Tuition & Fees
Second Week	100%	Tuition & Fees
Third Week	50%	Tuition, no Fees
Fourth Week	50%	Tuition, no Fees
Fifth Week	0%	No Tuition or Fees

REPEATING A COURSE

A student may repeat a course to raise a grade only if a C- or lower 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, only the last grade is counted when computing the cumulative grade point average.

PAST DUE STUDENT ACCOUNTS COLLECTION POLICY

Students are responsible for all amounts due on their accounts. Failure to pay any balance in full may result in:

- The student will not be able to register for classes.
- The student will not receive grades or transcripts; and
- The account may be turned over to a collection agency where the student's credit may be adversely affected.

Student accounts must be paid in full within 90 days of the due date to avoid collection procedures. Any account over ninety (90) days past due may be turned over to a collection agency where the student's credit rating may be adversely affected. Once the account has been submitted to a collection agency, students must remit payment to them directly.

Past-Due Student Accounts Procedure

Scope: This procedure is to ensure the timely and systematic collections of delinquent student accounts receivable.

Procedure: On the first of each month, a student accounts receivable aging report will be extracted showing all student receivables due to the College to include future receivables. The following actions are taken based on the age of the receivable:

Student Accounts Receivable 30 Days Past Due. A student accounts receivable is determined to be delinquent if the amount has been posted to the account for 30 days with no payment. The account will be declared delinquent and a \$50 late fee is assessed to the student account. The student's account status is updated with a delinquency code to track the collection activities as they occur. A financial hold is also placed on the account to prevent the student from utilizing further College services until a payment is made.

Student Accounts Receivable 45-60 Days Past Due. If no payment is received by the 45th day, the student accounts receivable goes into the 45-60 days past due category. A Second Notice is sent to the student in a more urgent tone than the First Notice indicating that the student account remains delinquent. If payment is not received within 15 calendar days from the date of the notice, an additional \$50 late fee is assessed to the student account. The student's account status is updated to a delinquency code to continue the tracking of collection activities as they occur.

Student Accounts Receivable 75-90 Days Past Due. If no payment is received by the 75th day, the student accounts receivable goes into the 75-90 days past due category. A third and Final Notice is sent to the student referencing the prior two notifications. The language in the Final Notice is progressively stronger by indicating that if payment is not received within 15 calendar days from the date of the notice, the account will be assessed an additional \$50 late fee and will be referred for collection action to an outside collection agency.

All communications with the student are tracked on the student's account status along with the appropriate delinquency code as the account moves through the collection process.

Outside Collection Agencies. Only those accounts that are over 90 days past due will be assigned to a collection agency. Prior to assigning the debt to a collection agency, the College will notify the student in writing at the address of record that the accounts receivable debt will be turned over for private collections unless the debt is paid or appealed within the 15 calendar days of notice. If the debt is paid within 15 calendar days from the date of the Pre-Collect letter, late fees remain collectible, but no collection fees will be assessed to the student.

Collection agencies charge a contingency fee which is approximately 22% of the account balance assigned to the agency. This additional collection fee is assessed and paid by the student. Collection agencies use a variety of techniques to locate, contact, and collect from debtors. However, these agencies must comply with the Federal Fair Debt Collection Practices Act at all times. In order for the College to assign an account to an outside collection agency, the student must have a valid social security number on file. A delinquency code updates the student's account status that the account has been referred to an outside collection agency.

SCHOLARSHIPS & FINANCIAL AID

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 termination of aid.

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

SCHOLARSHIPS OFFERED

Pacific Northwest Christian College Scholarship Process:

1. Submit a completed scholarship application.
2. Submit (2) personal essays:
 - a. Essay 1: Let us know why you should be considered for a scholarship. Please provide us with a brief personal background that includes extracurricular activities, community service, church involvement, and employment for the past 4 years.
 - b. Essay 2: Please tell us about your relationship with Jesus Christ.
3. Provide a letter of recommendation from a non-relative (e.g., employer, teacher, coach, or community member) who can speak to your character and preparedness for college.
4. Complete the FAFSA. Our school code is 042840.

Send all submission requirements to financialaid@pnwcc.edu.

Renewal: The FAFSA must be completed/renewed each year through studentaid.gov. The scholarship application will only need to be renewed to report a student's economic change (not the essays or letter of recommendation). Scholarship monies will be re-evaluated each semester. Any student receiving a partial or full scholarship must maintain a min cumulative 2.0 GPA or as otherwise stated, complete the FAFSA annually, and remain in good financial standing with the college.

Visit Scholarship

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

Matching Church Funds Scholarship

PNWCC will match church funds up to \$500 per semester (Due 3 weeks before classes begin)

Christian School Scholarship

Potential student will receive \$300 toward PNWCC tuition for a transcript from a Christian High School.

Brown Family Foundation Scholarship

The scholarship application is due on March 15th.

Go to www.thebrownfamilyfoundation.org

A GPA of 3.0 or higher is required.

Dean's Scholarship

The Dean Scholarship is available to second year full time students with an earned GPA of 3.0 or higher. Applicants must complete the appropriate application in the Financial Aid Office. Applicants must submit a one-page written essay explaining why they should be awarded the scholarship. The student with the highest GPA and greatest financial need will be awarded the scholarship. In the event of a tie, the scholarship will be split evenly between the tied applicants. For more information, see the Financial Aid Office.

Presidential Scholarship

This scholarship is for incoming and current students. Incoming applicants must have a high school cumulative GPA of 3.5 or higher. SAT/ACT scores are preferred, but not required. SAT scores must be 1175 or higher. ACT scores must be 26 or higher. An application and one-page essay must be submitted. This scholarship is renewable with a requirement of a cumulative GPA of 3.25 or higher as well as an application with a one-page essay. For more information, please see the Financial Aid Office.

Young Life Scholarship

This scholarship is for participants of Young Life. An application must be submitted for this scholarship and can be obtained from the Financial Aid Administrator. A student must be in good standing with Young Life and meet PNWCC admission requirements. A GPA of 2.5 or higher must be maintained while attending PNWCC and the student must be enrolled full time. The scholarship amount is \$1000 per school year.

Fellowship of Christian Athletes Scholarship

This scholarship is for participants of Fellowship of Christian Athletes. An application must be submitted for this scholarship and can be obtained from the Financial Aid Administrator. A student must be in good standing with the FCA (confirmed by the Area Director) and meet PNWCC admission requirements. A GPA of 2.5 or higher must be maintained while attending PNWCC and the student must be enrolled full time. The scholarship amount is \$1,000 per school year.

PNWCC Commitment Scholarship

The PNWCC Commitment scholarship is for those students who meet the admissions requirement as well as financial need. With the commitment scholarship, the student is committing to completing their Associates of Arts at Pacific Northwest Christian College. The student will be responsible for reimbursing Pacific Northwest Christian College for the full awarded amount if he/she does not fulfill his/her commitment to earn his/her Associate of Arts Degree. Students commit to attending weekly chapel to maintain their scholarship for the next semester.

Student Ambassador Scholarship

The student must maintain a cumulative GPA of 2.5. The student must meet academic requirements as well as financial requirements; this includes making on-time, monthly tuition payments. The student will be responsible for any tuition and fee balance. When the student is selected for the Ambassador role, he/she will be required to sign a financial contract. If the student meets the scholarship criteria (student ambassador, academic and financial responsibilities), the \$500 scholarship will be applied the following semester. The student can re-apply each academic year.

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.

FEDERAL FINANCIAL AID

Students at PNWCC may qualify for Federal financial assistance in the form of grants and loans. These grants and loans are carefully regulated – there is no such thing as “free money.” Students receiving grants and loans may be required to pay the money back under certain circumstances. Since we do not want any student to be in that situation, this section is dedicated to the details of financial 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.

VERIFICATION WITH CONFLICTING DATA

Verification, often referred to as File Review, is the process used by schools to verify certain information reported on the student's FAFSA® to ensure its accuracy. Federal regulations require all universities and colleges to survey federally selected students for this process. Participation in the verification process is not optional and if the requested documentation is not submitted, a student will not be awarded federal, state, or institutional financial aid. Federal regulations require all institutions to perform verification on applicants who file for financial aid and meet certain criteria. Some students receive a notice from U.S. Department of Education that they will be selected for verification by the school. Verification starts every year in the early fall. However, a student may be selected at any time throughout the school year. Failure to provide the requested verification information will result in the student not receiving a federal or state award. Verification documentation must be provided in a timely manner allowing enough processing time prior to the end of the term. Generally, documentation needs to be provided no later than four weeks prior to the end of the term to allow for processing. Here is more information about the verification process.

Who is selected and how students are notified:

Pacific Northwest Christian College uses a checklist to identify what elements of verification the student is selected. The checklist will create a list for the student to complete. The process often necessitates Student Financial Aid Office to obtain Federal income tax information among other necessary documents or forms to complete the review process.

Students will receive an email at their preferred email address notifying them that they have been selected for this process and to review the documentation that is needed. The required verification forms will be attached as well. The financial aid documents can be obtained from the Financial Aid Administrator if they are not attached to the original email.

VERIFICATION REQUIREMENTS

Students and/or parents/spouse will be asked to submit tax documentation and/or PNWCC financial aid forms for one or more of the following data elements on the FAFSA®: Adjusted Gross Income, Taxes Paid, Income Earned from Work (for non-tax filers), number of family members in the household, number of family members enrolled in college (excluding parents for a dependent student), citizenship status, and any other inconsistent or conflicting information (including name, date of birth, social security number, etc.) The requested documents and forms will vary based on each student.

LOAN COUNSELING FOR PNWCC

ENTRANCE COUNSELING

If you have not previously received a Federal Perkins Loan, Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. Please note: Parent Loans for Undergraduate Students (PLUS) loans may require additional counseling requirements for borrowers with adverse credit. Entrance counseling takes approximately 20-30 minutes to complete and must be completed in a single session. Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information. To complete Entrance Counseling as an Undergraduate Student:

- Go to <https://studentaid.gov/entrance-counseling/>
- Log in using your FSA ID and password.
- Enter the name(s) of the school(s) you wish to notify of counseling completion.

EXIT COUNSELING

Exit counseling provides important information you need to prepare to repay your federal student loan(s) and is required to be completed by the student. Depending on the type of loans, students may be required to complete two Exit Counseling sessions - one for Federal Direct Loans and one for Federal Perkins or Nursing Loans.

If you have received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time you:

- Drop below half-time enrollment
- Graduate
- Leave School

Note: The FFEL Program ended June 30, 2010 and no new loans have been made under the FFEL Program after that date.

At the end of the exit counseling session, you will be asked for information that will be included as part of your loan records.

You must provide the following:

- Names, addresses, e-mail addresses and phone numbers for:
 - Your next of kin
 - Two references who live in the U.S.
 - Your future employer (if known)

To complete exit counseling:

- Go to <https://studentaid.gov/exit-counseling/>
- Log in using your FSA ID and password.
- Enter the name(s) of the school(s) you wish to notify of counseling completion.

RETURN OF TITLE IV FUNDS

Purpose

The US Department of Education and Washington State require institutions to apply Return to Title IV Funds policy, grant disbursement, and the repayment policy for students withdrawing from a university/college who receive Title IV financial aid and/or state aid. If you withdraw from the college and have received financial aid, any refundable amount of your institutional charges (tuition and fees and/or university housing costs) may be returned to the appropriate financial aid sources. Federal and state law requires schools to calculate how much federal and state financial aid a student has earned if that student: completely withdraws or stops attending before completing the semester or does not complete all modules.

- A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the canceled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

DEFINITIONS

Official Withdrawal: This is when a student contacts the Office of the Registrar and removes his/herself from all courses. If an Official withdrawal is completed prior to the student completing 60 percent of the term, a calculation must be performed to determine the “earned” amount of Title IV funds the student is entitled to keep, exceptions to enrollment appeals, and any student who has been administratively withdrawn or expelled.

Unofficial Withdrawal: This is defined as not following proper college procedures to remove oneself from a course. Non-attendance is not an acceptable reason for not officially dropping a class in a timely manner. Students who do not receive ANY “earned” grades are considered to be unofficial withdrawals.

Return of Title IV Funds: In an unofficial withdrawal, 50 percent of the aid used to pay direct educational costs (tuition, fees, room, and board) must be returned to the federal loan lender or federal aid program. If a Washington College Grant recipient does not attend all their classes before withdrawing, a portion of the grant amount will be adjusted. If they have attended all classes, there is no adjustment to the Washington College Grant. If the return of the funds creates a balance due on the student account, the student will be responsible for paying the balance. Student Financial Services is required to obtain evidence the student attended. If documentation is not received to verify class participation, the office must perform a repayment calculation.

Post Withdrawal Disbursements: You may be eligible for what is called a “post-withdrawal disbursement.” This occurs if you were eligible to receive aid that was not disbursed to you before your withdrawal. If you are eligible for post-withdrawal financial aid funds, those funds for which you were eligible will be credited to your account. If you are eligible for post-withdrawal Federal Loan funds, you will have the opportunity to accept or reject a portion of those loans.

Regulatory Citations

- Program Integrity – Return of Title IV Funds
- CFR 668.22
- <http://app.leg.wa.gov/WAC/default.aspx?cite=250-20-051>
- <https://pnwcc.edu>

Calculation of Daily Unearned Percentage

To calculate the daily unearned, prorated percentage.

1. Subtract from 1.000 the decimal you get when you divide the number of calendar days attended (the beginning date of the term to your certified date of withdrawal) by the total counted calendar days of fall or spring terms.
2. Round to the 3rd decimal place.
3. Thanksgiving break during the fall term and Spring break during spring term are excluded from the term’s calendar day count.
4. Then determine which is greater, the aid disbursed, or the charges accrued for the term. The percentage earned is based on the higher dollar figure of the two.

Non-Federal Aid Adjustments when you withdraw from school.

1. If enrollment is canceled after the student has attended all classes at least once, Washington College Grant is considered 100% earned, and no adjustment will be made.
2. All or a portion of Institutional Grants may be canceled without regard to the point in the term the cancel occurred.

ORDER OF FUNDS RETURNED

Federal Financial aid funds must be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent or Grad PLUS Loan
4. Pell Grant
5. Supplemental Education Opportunity Grants (SEOG)
6. TEACH Grant

Pacific Northwest Christian College's Responsibility to Return Unearned Aid

One category of unofficial withdrawal is when you do not complete the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond your control. If the failure to properly withdraw is beyond your control, the withdrawal date is the date you no longer were able to attend class.

A second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. For these withdrawals, the withdrawal date is assumed to be the midpoint of the term.

For unofficial withdrawals, the withdrawal date is assumed to be the midpoint of the term. A school must process aid adjustments for unofficial withdrawals within 45 calendar days from the earlier of: (1) the end of the payment period or period of enrollment, (2) the end of the academic year, or (3) the end of the student's educational program. 34CFR 668.22(j) (2).

Instructors enter a WF Grade in Populi when a student fails to remain in attendance in his or her course(s). A portion or all the student's aid may be returned to the U.S. Department of Education, and this may result in a bill on the student's account if the student did not complete at least 60% of the term for federal aid or 50% point in the term for state aid. If no proof of attendance at an academically related activity, 100% of all aid will be canceled. If proof of attendance at an academically related activity, including a reported WF grade, is submitted with a date prior to the term's 60% point, an unofficial withdrawal date at 50% point of the term will be assumed.

STUDENT'S RESPONSIBILITY TO RETURN UNEARNED AID

Financial aid funds are awarded under the assumption you will attend school for the entire term. If you unofficially withdraw (leave and do not properly provide official notification of withdrawal), you may no longer be eligible for the full amount of aid funds you were originally scheduled to receive.

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.

RETURN OF TITLE IV TIMEFRAMES FOR RETURNING FUNDS

- A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.
- A school will be considered to have returned funds timely if the school does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:
 - Deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;
 - Returns the funds to the Department electronically using the "Refund" function in G5;
 - Issues a check to the Department.

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 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.

Grades and Pace of Completion: SAP is reviewed at the end of every semester (sooner if a student withdraws before semester's end). Quantitative (pace) and Qualitative (grade-based) are reviewed at this time. Students must have a cumulative GPA of 2.0 to graduate from PNWCC. A student may have a lower GPA earlier in the program but must achieve the 2.0 status at the end of the degree program. A student must also complete the 2-year degree program within a 150% timeframe (3 year maximum). If a student does not meet both criteria, the student is not eligible for Federal Title IV aid.

Pace of completion and GPA are affected by withdrawals, incomplete courses, repetitions, transfer credits from other schools and reduced course loads. A student may complete a lower percent of courses in their first academic year but have a larger course load the following academic year and vice versa. An academic year may include a summer semester. 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.

Appeals: Students placed on Financial Aid Warning for failing to make Satisfactory Academic Progress may appeal the decision to the Dean of Academic Affairs within ten (10) calendar days of notification. The appeal must be stated in writing, giving the reasons for the appeal, and must be signed by the appealing student. The Dean will hear the appeal in person within ten (10) calendar days of receiving the written notification of appeal.

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.

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 WARNING

A temporary, one payment-period status allows a student who failed to achieve Satisfactory Academic Progress (SAP) to continue receiving aid. Failing to achieve SAP after one payment period results in a loss of eligibility. Students may, at the option of the school, appeal their SAP status. This status may only be used by schools that check SAP at the end of each payment period.

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 after that semester, that student will be removed from financial aid warning and will be eligible to receive financial aid.

FINANCIAL AID PROBATION

A status under which a student can remain Title IV-eligible after being found not to be making Satisfactory Academic Progress. A student placed on probation must either be on track to meet Satisfactory Academic Progress (SAP) requirements by the end of the subsequent payment period (no academic plan required, based on the financial aid appeal) or if the student will require more than one payment period to meet SAP requirements, the school must require the student to develop an academic plan to meet the SAP requirements. This status is available only when a school permits an appeal. The student's progress towards meeting the SAP requirements must be assessed after each payment period, and the student may retain Title IV eligibility if they are meeting the progress requirements of their academic plan.

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 Appeal: 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.

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 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.

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 "C-" or lower 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 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.

Financial Counselor: Financial Aid Administrator, Angela Orozco

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