

NORTHWEST BIBLE COLLEGE
RULES AND REGULATIONS
1954-55

It is understood that students entering the Northwest Bible College do so with the desire of acquiring a thorough knowledge of the Bible and to prepare themselves for Christian service. They are expected therefore to obey the rules and regulations of the College.

The following regulations, based upon Bible admonitions, have been prayerfully chosen for the students' guidance, and it is confidently expected that they will be cheerfully obeyed in spirit as well as in letter.

ATTENDANCE REGULATIONS

1. Students are expected to attend regularly all classes for which they have registered. Failure to do so will seriously affect the student's record.
2. There are to be no excused absences. A student will be allowed a maximum number of absences in each class corresponding with the number of hours that the class meets per week. For example, a two-hour class, 2 absences; a three-hour class, 3 absences; or a five-hour class, 5 absences, etc. Any student who is absent more than the maximum number of absences allowed will forfeit credit in all courses where excessive absences occur.
3. Three times tardy will be counted the same as one absence. Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to notify the teacher of his presence in the class at the close of the class period.
4. Any student who absents himself for six consecutive school days without notice will be automatically dropped from school.
5. Absences immediately before and after holidays will be counted as double absences.

CHAPEL ATTENDANCE

1. Students are expected to attend chapel every morning and to sit in the seats assigned to them.
2. A maximum of three absences, irrespective of reason, will be allowed each quarter. ~~Upon acquiring absences in excess of this maximum, the offender shall be called before the Dean who shall determine the penalty.~~ Persistence in chapel absence will result in dismissal from school.
3. Three times tardy to chapel will count as one absence. Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to chapel to notify the monitor upon arrival to the chapel.

CHURCH ATTENDANCE

1. The students attending Northwest Bible College are required to attend Sunday school and at least one church service on Sundays. Suitable places of worship will be recommended by the administration.
2. It is recommended that students do not commit themselves to local church activities until they have checked with the Christian Service Committee to determine what school activities will be required of them.
3. No student shall seek to influence another student to change his place of church attendance.

EXAMINATIONS

1. Students must take examinations in the courses for which they have registered. Examination question sheets must be returned with the written examination paper.
2. Examinations must be taken during such periods as are scheduled by the instructor.
3. Make-up examinations. An examination may be made up only by permission of the Dean. Request for such permission must be made upon the first day on which the student returns to school. There will be an examination fee of \$1.00.
4. All examinations must be written clearly in ink.

MAIL

Mail, so far as possible, should be received at the place where the student is residing. All other mail must be received at the mail boxes in the foyer of the main auditorium. Students should check their mail boxes regularly for announcements, telephone messages, exam papers as well as mail.

MAIN OFFICE

1. Students must not under any circumstances loiter around or visit in the office. The office is strictly for business purposes.
2. The main office is open from 8:00 A.M. to 5:00 P.M. on school days.

COUNSEL

Students are encouraged to consult with the Dean of Women or their assigned counselors concerning any problems which might arise.

PRAYER ROOM

Students are encouraged to come to school early before school to pray, or, to make use of the prayer room whenever they have free periods.

LIBRARY

The library contains many books which will be helpful to you in your studies. Students are urged to make use of it. Each student will be given a copy of the Library Rules.

TELEPHONE REGULATIONS

Students will not be permitted to use the office telephones. They must use the pay telephone which is located at the rear of the lower auditorium.

STUDENT RATINGS

In addition to academic grading, students in Northwest Bible College will be rated on (1) attitude (2) effort (3) co-operation. This record will be kept as part of the student's permanent record and will be referred to by the Credentials Committee when considering applications for ministerial credentials, and whenever data is compiled to complete reference questionnaires from those desiring recommendations (such as for employment, transfer to another school, or application for missionary appointment, etc.)

STANDARDS OF CONDUCTIn the Classroom

1. When a class period is devoted to prayer, or, when time is given to the entire student body for prayer, students should not leave without permission from a member of the faculty.
2. If a student has a grievance against the teacher, the student shall first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, the matter may be taken to the Dean (Matthew 18:15-17.)
3. No class time will be allowed for extra-curricular activities.

At School

1. If a student has a grievance against another student, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the Dean.
2. Loud, boisterous talking, jesting, whistling, and heavy walking in the classrooms and hallways are not in keeping with Christian conduct. Quietness must be observed in and about the school and dormitories.

3. The honking of horns, racing or wreckless operation of automobiles are strictly forbidden.
4. Students will not be allowed to make use of or loiter about the school building after ten o'clock on evenings when there are no school activities. Special arrangements must be made in advance with the school office for entrance into the building on Saturdays or Sundays.
5. Borrowing money from fellow students is strictly forbidden.
6. Students must receive permission from the Dean before establishing charge accounts or time payment accounts with business firms. When such accounts are established, students must pay their accounts promptly.
7. Students are urged to co-operate in the matter of keeping the school premises orderly. Please do not leave personal property in the building. Students should take pride in keeping the floors and grounds free from papers and other refuse.

At Home

1. Students should not secure living quarters or homes in which to work, or change living quarters without first consulting the Dean of Women.
2. Students are not allowed to absent themselves from their homes or boarding places overnight without notifying the Dean of Women. Emergencies often arise when the student must be located immediately therefore it is necessary to know the whereabouts of students at all times.
3. Students are expected to keep their living quarters neat and clean, ready for inspection at any time.
4. One of the high marks of Christian character is loyalty. Loyalty to God, the church, the school and the servants of God should be manifested in a student's conversation. His testimony will go a long way if he is loyal to all his associations.

At Work

1. Students must not change their places of employment without first notifying the Dean of Women. Students who have accepted a position must faithfully do their work and must notify their employer if unable to go to work because of any emergency.
2. Students should not take their employer's time to argue on the subject of religion.

SOCIAL CONDUCT

1. Men students are not permitted to visit women students at their living quarters except by the permission of the Dean of Women.
2. Students are not to be out later than 10:30 P.M. Monday through Thursday and 11:30 P.M. Friday through Sunday, except for work, or by permission.

3. Men and women students under 21 years of age may not keep company with each other without first having obtained permission from the Dean of Women. After such permission has been granted, the maximum of "dates" shall be one per week. Upon no occasion will men and women students be permitted to remain out later than 11:30 P.M.

4. Students are not permitted to get married during the school year. Anyone violating this rule will be dismissed immediately from the school.

5. Students should consult the Dean of Women before arranging for any social gathering, party, or outing.

6. All parties and picnics must be supervised by persons approved by the Dean of Women.

HOUSE RULES

House rules shall be issued for all students residing in the dormitories and other living quarters. It is expected that all students will abide by the house rules, which shall be posted in a conspicuous place in all student living quarters.

DRESS REGULATIONS

1. Men students should have at least one dark suit for wearing on assignments and special occasions. For class-wear, men will be required to wear suits, jackets or coat sweaters and to be attired in a manner becoming to ministerial students.

2. Women students will be required to have a navy blue suit with white or pastel blouse for wearing on assignments and special occasions.

3. Students who appear in classes not properly attired shall be asked by the teacher to leave the classroom.

4. The following resolution was adopted by the General Council:
"That we condemn such unscriptural conduct as the donning of male attire, or the wearing of shorts or slacks, on the part of the lady students in any of our Bible schools, while attending picnics, going on hikes, or on any occasion on which they may appear in public; that we brand such conduct as being, in our opinion, essentially worldly."

ACADEMIC REGULATIONS

1. Rules and regulations concerning the academic procedure of the College are printed in the catalog. In order to avoid confusion and misunderstanding, students should acquaint themselves with these rules. Particular attention is called to the following:

- A. Change in Registration: Page 19.
- B. Withdrawals: (1) From a class: Page 19.
(2) From school: Page 19.
- C. Incompletes: Page 19.
- D. Student Classification: Page 20.
- E. Academic Load Limits: Page 20
- F. Grading System: Page 20
- G. Graduation Requirements: Page 22
- H. Honors: Page 20

2. Students who expect to graduate from the three-year diploma course will be expected to maintain a minimum grade point average of 1.5 (or approximately C-). Students who expect to graduate from the four-year degree course will be expected to maintain a minimum grade point average of 2.0 (or "C"). Students who desire to know their grade-point average at any time may obtain this information in the Registrar's office.

3. All students will be expected to maintain a minimum grade-point average of 1.0 (or "D") if they are to continue in school. Those dropping below this G.P.A. for any quarter will be placed on academic probation for the ensuing quarter, and if sufficient improvement is not effected at the conclusion of the probation period, they may not make further registrations for credit thereafter. Students who have academic difficulties are encouraged to see their counselors or the Dean of the College.

In case a student's registration is suspended because of failure to meet the conditions of academic probation, re-admittance will be considered by the Academic Affairs Committee, together with the Admissions Committee, upon receipt of evidence from the student that he has taken steps to increase his scholastic effort subsequent to his suspension.

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