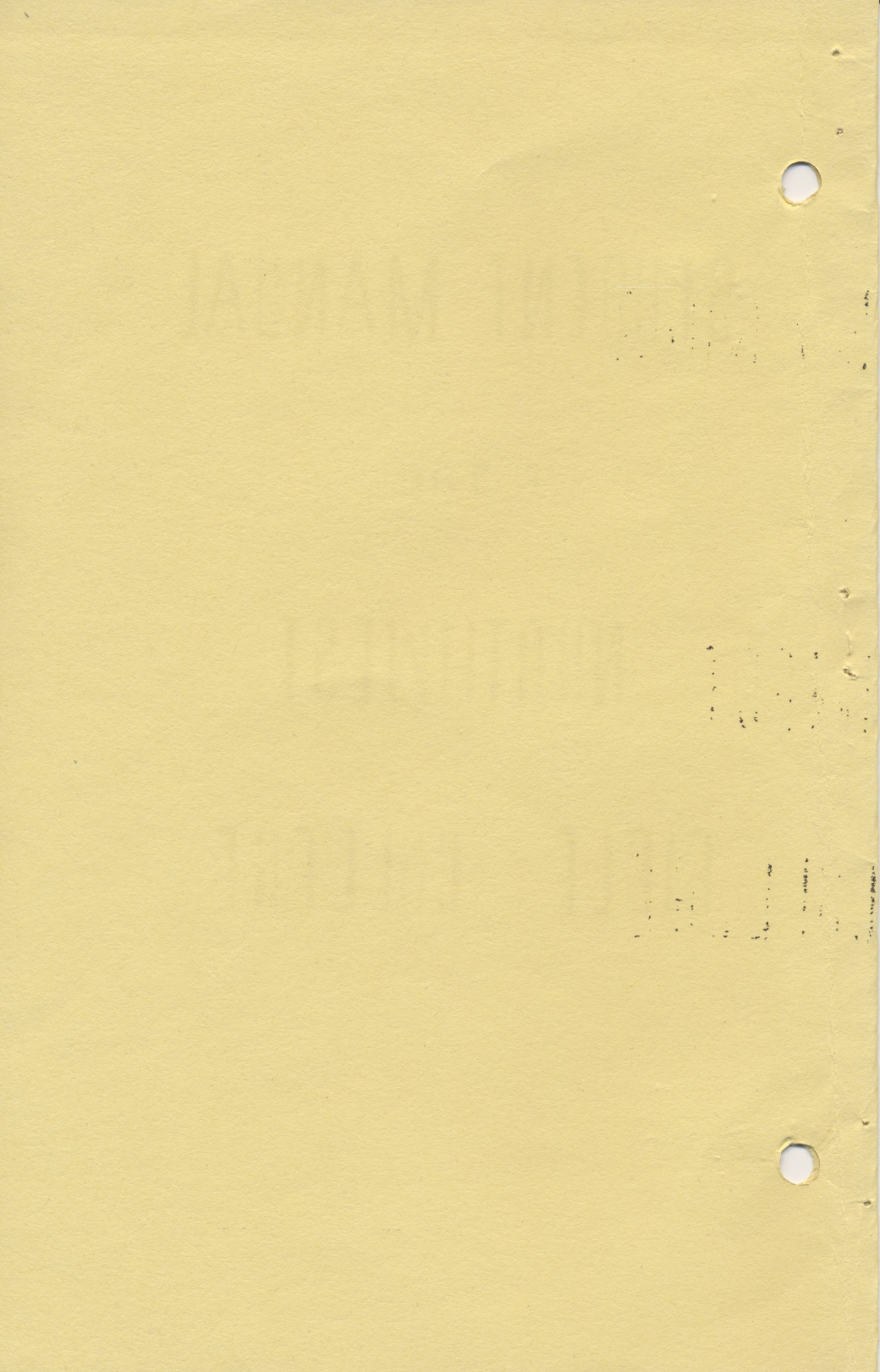


STUDENT MANUAL

OF THE

NORTHWEST

BIBLE COLLEGE

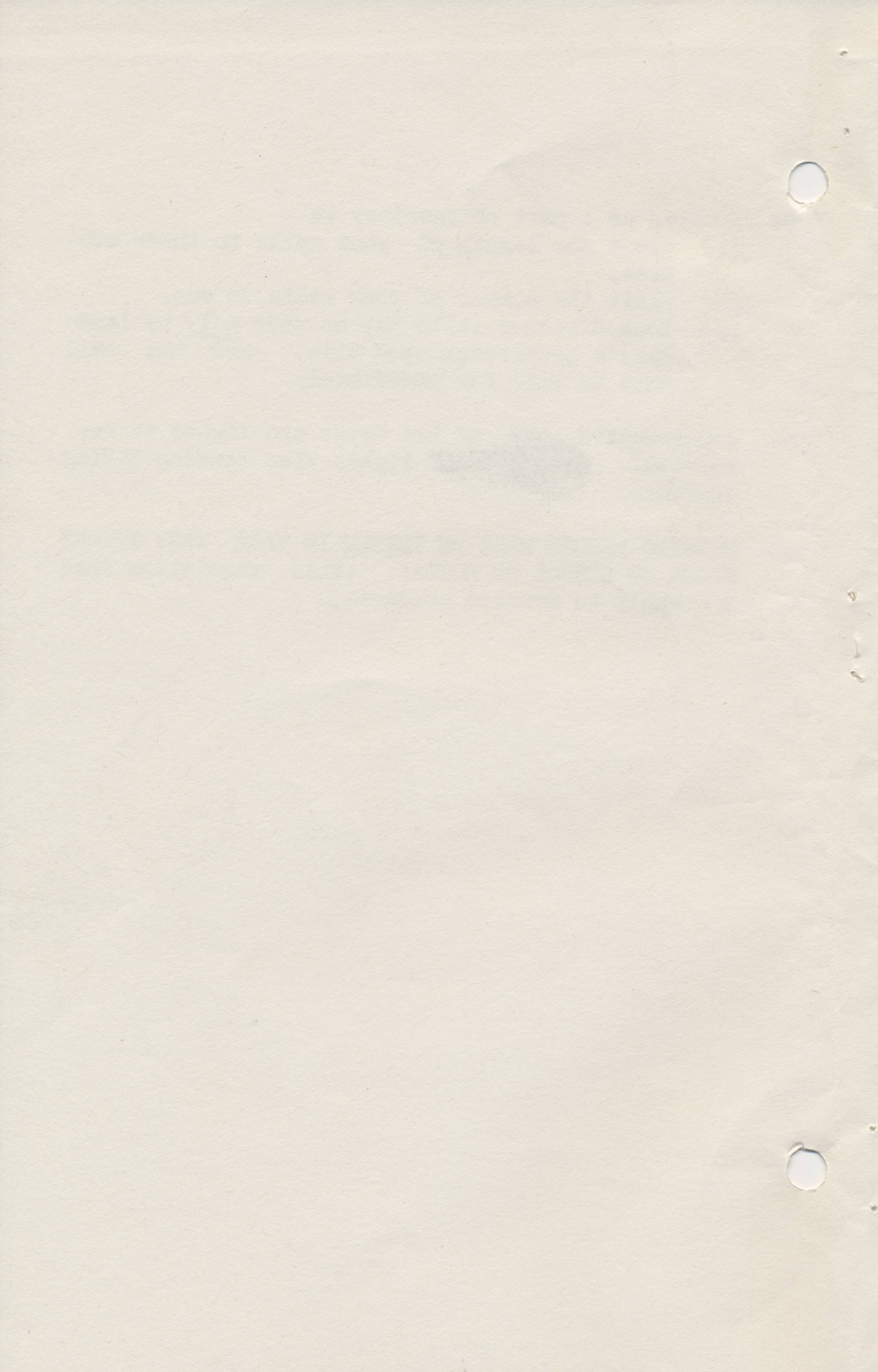


is expected as a part of courtesy to

- (1) limit the length of your calls to three minutes.
- (2) limit the number of your calls to one.
- (3) long distance calls may be made only by land-lady's permission each time, and the call must be paid for immediately.

Conservative use of hot water and lights is requested. Turn off lights when leaving living quarters.

READING RECORD MUST BE TURNED IN EACH WEEK BEFORE CLOSE OF SCHOOL ON MONDAY. (This regulation does not apply to married students).



ALMA MATER

1. Let light shine out in the great Northwest;
Go tell the Saviour's grace
From college halls to lands afar
Bring hope to ev'ry race.

Chorus

Lord, bless Thy work at N.B.C.
We turn our hearts to Thee.
Oh, thrust us out and lead us on,
To promised victory!

2. His Word approved in lives of men
Who've trained at N.B.C.
The Spirit sought for power and truth,
'Till all His glory see.

---Words by Maxine Williams

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."

---St. Paul

It is understood that students entering the Northwest Bible College and Junior 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 the regulations of the College.

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

N.B.C. is a Christian college. As you seek to keep our fellowship truly Christian in every respect, the time you spend within these halls will be infinitely enriching.

Be certain to preserve this handbook. You may need it often throughout the year.

STUDENT HANDBOOK

I. ACADEMIC REGULATIONS

1. Academic Load Limits

Credits: The term credit means a unit of measure for class work. One credit may be earned by satisfactorily completing one quarter-hour of class work. Fifty minutes of class instruction per week for twelve weeks constitutes a quarter hour credit.

Reduction of Load. A student's academic load is subject to reduction if his working schedule outside of school is too heavy. The following schedule will govern outside work in relation to the academic load.

<u>Classification</u>	<u>Outside Work Allowable</u>	<u>Academic Load</u>
A	20 hrs. or less per wk.	16-18 Credits
B	21-25 hrs. per wk.	13-15 Credits
C	26-30 hrs. per wk.	10-12 Credits
D	31 or more hrs. per wk.	2 Courses, max. or 3 Credits

Permission of the Dean is required for a student to carry an academic load of more than 18 credits or to carry an academic load in excess of the limit when working above the allowable number of outside work hours per week.

2. ATTENDANCE REGULATIONS

Class Room

A. Students are expected to attend regularly all classes for which they have registered. Failure to do so will seriously affect the student's record.

B. There are to be no excused absences. When absences accrue in excess of twice the number of times a class meets per week, credit for the course will be forfeited irrespective of reason, and there will be absolutely no reinstatement to class under any circumstances when this occurs. The teacher reserves the right to penalize a student's grade in a course

in which any absence is considered unwarranted even though within the limits of maximum absences affecting credit for the course.

C. 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. Leaving a class early will be calculated on the same basis as lateness in arriving.

D. Any student who absents himself for eleven consecutive school days without notice will be automatically dropped from school.

E. Absences immediately before and after holidays will be counted as double absences.

Chapel Attendance

A. Students are expected to attend chapel each morning and to sit in the seats assigned to them.

B. A maximum of three absences, irrespective of reason, will be allowed each quarter. Upon acquiring absences in excess of this maximum, the student shall be called before the Dean who shall determine the penalty. Persistence in chapel absence may result in dismissal from school.

C. 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 at the chapel.

D. The penalty for leaving chapel early is the same as late arrival.

Church Attendance

A. 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.

B. 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.

C. No student shall seek to influence another student to change his place of church attendance.

D. No student shall become a candidate for the pastorate of a church without first having received permission of the Christian Service Director.

Attendance at Closing Exercises and Special Occasions

Students are expected to attend all academic services of the school year. Non-attendance will result in a penalty being assessed against his citizenship grade. If an employer will not release a student, a written statement from the employer must be presented.

3. CLASSIFICATION OF STUDENTS

Freshmen - Students having less than 36 quarter hours credit.

Sophomores - Students having at least 36 quarter hours credit and 72 quality points.

Juniors - Students having at least 90 quarter hours credit and 180 quality points.

Seniors - Students having at least 132 quarter hours credit and 264 quality points.

Special Students - Students who do not pursue a prescribed course of study leading to graduation. In order to be a special student, special permission must

granted, such a student will be restricted to a maximum academic load of eleven credits per quarter.

4. ENROLLMENT

Students who fail properly to register for courses within the prescribed time limits as stated in the catalog will not be given academic credit for the same. Merely speaking with a counselor about enrolling in a course is not sufficient. Official registrations may be effected in the Registrar's office only. Likewise, students who drop courses must secure the proper withdrawal slip from the Registrar and properly execute and return it before any course that they drop will be recognized for withdrawal. If this procedure is not followed a grade of "F" is automatically recorded, as per College rules. Students who secure drop slips must be careful to see that such slips are actually returned to the Registrar's office.

After completing registration a student will receive a validated "admission slip" for each class in which registered. This slip must be presented to the teacher before the student is registered in the course.

Change in Registration

If a student wishes to make a change in his selection of course, he may do so if he receives the written consent of the Registrar and the instructor concerned. A fee of fifty cents is charged for each change in registration. Students are not permitted to make a change in registration after one week of class instruction. Students wishing to change their major must receive the written consent of the Dean.

5. EXAMINATIONS

A. Examinations must be taken during such per-

iods as are scheduled by the instructor.

B. Make-up examinations. An examination may be made up by permission of the instructor, only in case of illness or emergency. Request for such permission must be made upon the first day on which the student returns to school, and the examination must be made up within the number of days the student was absent. There will be an examination fee of \$1.00.

C. Examination question sheets must be returned with the written examination paper.

6. FINANCIAL INFORMATION

Expenses

The school year is divided into three quarters of twelve weeks each, and tuition is based on the quarter. Students are expected to pay tuition and fees on the date of registration.

Financial Policy

Recognizing the absolute necessity for the prompt payment of all school fees, not only as a good business principle but for the sake of the character thus developed, the Department of Education of the Assemblies of God has established the following recommended policy on finance for all Assemblies of God schools.

"In order to improve our present educational institutions and to guarantee their future, each student is expected to reimburse the school for the full amount of his obligation on or before the close of each quarter. No final examinations may be taken until a satisfactory arrangement has been made with the business office. No diplomas, degrees or transfer of credit shall be expected or received until satisfactory payment is made for all school obligations."

The tuition and fees charged each student cover only a part of the operational costs of the College. The remaining part of the cost is made up from gifts given by interested friends, parents, churches, districts, and members of the Living Endowment Fellowship. The contributions made from these sources are a vital factor in the operation of Northwest Bible College.

7. GRADING SYSTEM

<u>Grades</u>	<u>Significance</u>	<u>Grade Points</u>
A	Superior	4
B	Above Average	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

Incompletes

An incomplete in a course must be made up within six weeks after the end of the quarter, or the grade will automatically become an "F". Incompletes are given only in case of absence due to illness or emergency.

8. GRADUATION

Graduation Requirements

See Annual Catalog, page 25 and 28.

Graduation Application

Students who anticipate graduation at the Spring Commencement Exercises must file appropriate application with the Registrar not later than the 6th week of the Autumn Quarter preceding such exercises. No one will be allowed to go through the graduation line at the Commencement unless all requirements (academic financial and the like) are met as of date of graduation.

9. HONORS

Students who have maintained an average of 3.0 for the four years will be placed on the Honor Roll. Those who have maintained a 3.3 to 3.5 average for the four years will have a baccalaureate degree conferred "cum laude." Those who have an average of 3.6 to 3.8 for the four years will have the degree conferred "magna cum laude." Those who have achieved an average of 3.9 to 4.0 will have the degree conferred "summa cum laude."

Qualifying graduates of Northsest Bible College are eligible for nomination for membership in Delta Epsilon Chi, the National Honor Society of the member schools of the Accrediting Association of Bible Colleges. Qualifications for membership in this society are: A 3.3 grade point average; a citizenship record of high rating; and the demonstration of successful Christian leadership.

In addition to graduation honors, students who maintain current grade averages of B or better are placed on the Dean's list, which is published at the conclusion of each quarter.

10. PROBATION AND LOW SCHOLARSHIP WARNING

Should be in catalog

A. Any student whose G.P.A. for any quarter drops below 1.5 will be placed on Academic Probation for the following Quarter. If, during this ensuing quarter, he does not raise his grade to at least 1.5, he will not be permitted to register for the following quarter but may continue in school only as an auditor, by special permission of the Academic Affairs Committee. Thus any student whose grades are below 1.5 for two consecutive quarters may not continue his college course. If, after one quarter as an auditor, or if the student stays out of college for at least one quarter, he may then apply to the Admissions Committee for re-admission to the college, but his application must be accompanied by proof that he can and will do

better work than when he was in the college before.

If a student is placed on probation at two different times during his college career, this will seriously threaten his continuance in the college, and at the discretion of the Academic Affairs Committee he may be asked to withdraw.

B. A student whose G.P.A. for any Quarter is 1.5 to 1.8 will be placed on Low Scholarship Warning list. If a student remains on Low Scholarship for such a period of time as to make graduation doubtful, he may be asked to withdraw.

11. WITHDRAWALS

From a class: A student who wishes to withdraw from a course must first receive the written permission of the Registrar and the instructor concerned; otherwise he will be given an "F". A student who withdraws according to proper procedure during the first four weeks of the quarter will be given a "W" in the course from which he withdraws. After four weeks such a grade can be given only if the student is doing passing work at the time of withdrawal.

From school: If a student wishes to withdraw from school he must first secure the proper withdrawal form from the Dean, complete it, and then consult with the President, after which he is to leave the signed withdrawal slip with the Registrar. If this is impossible because of illness or an emergency, the student must notify the Registrar within one week after leaving school. But no student under the age of 21 years shall be entitled to a discharge without consent of his parents or guardian furnished in writing to the Dean if requested to do so. If the above procedure is not followed the student will receive "F" in each course for which he is enrolled, and will be assigned an "unofficial withdrawal" status. This procedure shall be followed in all instances where a student leaves the college before

the end of the school year.

II. CHRISTIAN SERVICE DEPARTMENT

A special manual on "Christian Service" will be furnished to all students. Extra copies may be secured from the office of the Director of Christian Service.

III. CITIZENSHIP

In addition to academic grading, students in the Northwest Bible College will be given grades in Citizenship. Such grades are issued at the conclusion of each quarter and carry a point average similar to academic grades. This is called a "Citizenship Point Average" Stipulated citizenship point averages are required for eligibility to graduate, to hold student offices, to be nominated for honors, or to be recommended for ministerial credentials. Such grades are affected by the student's conduct in areas of social life, Christian service, academic ethics, and chapel record. It is of chief concern that whatever a student's academic rating in N.B.C. is, his citizenship rating shall be high.

Each student in N.B.C. is given a numerical grade in citizenship each quarter, based on a scale of 100 points, which will be lowered upon occasion of each breach of conduct in any of the areas listed below. At the end of the quarter the numerical grade will be converted into a letter grade as follows: A, 99-100; B, 86-94; C, 80-86; D, 70-79; F, less than 70. The average of such grades computed on a grade-point basis will comprise each student's "C.P.A." (Citizenship Point Average) and will constitute an important part of each student's record at N.B.C.

Areas in which breach of citizenship conduct may occur occasioning above forfeiture of points:

In Social life: For each breach reported by Student

Dean, 10 points. For each report from Discipline Committee, 25 points.

In Chapel Attendance: For each absence above allowable, 3 points; three tardies make one absence.

Forfeiture of class credit: For each, 10 points.

IV. CONDUCT

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 in all his associations.

1. At School

A. When a class period is devoted to prayer, or when time is given to the entire student body for prayer, students should not leave.

B. 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 of Education (Matt. 18:14-17).

C. No class time will be allowed for extra-curricular activities.

D. 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 of Students.

E. Quietness must be observed in and about the college and dormitories.

F. The honking of horns, racing or reckless operation of automobiles are strictly forbidden.

Posted speed limits must be observed.

G. Students will not be allowed to make use of or loiter about the school buildings after ten o'clock on evenings when there are no school activities.

H. Borrowing money from or loaning money to fellow students is strictly forbidden.

I. Students must receive permission from the Dean of Students before establishing charge accounts or time payment accounts with business firms. When such accounts are established, students must pay their accounts promptly.

J. Students are urged to cooperate in the matter of keeping the college 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.

K. The posting of bulletins and announcements is to be cleared with the Dean of Education. Students may post advertisements of services offered or occasionally, used merchandise, but not for new merchandise for which the student may be an agent or sales representative. Permission to post such ads is not to be construed as an endorsement by the college for any such goods or services. The posting of handbills, posters or announcements by student organizations is likewise to be cleared with proper college personnel. In no instance should such posters or placards be thumbtacked to woodwork, or walls. Such materials should either be posted on the appropriate bulletin boards or on easels which have been secured by the A.S.B. for that purpose.

2. At Home

A. Students should not secure living quarters or homes in which to work without first consulting the Dean of Women.

B. Students who wish to change their place of residence must first consult the Dean of Women and give 30 days' notice.

C. Students are not allowed to absent themselves from their homes or boarding places over night 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.

D. Students are expected to keep their living quarters neat and clean, ready for inspection at any time.

E. All students who withdraw from school during the school year, and who share living quarters with other N.B.C. students, will be expected to vacate such living quarters at the time of their withdrawal from school.

Note: See full set of "House Rules" in appendix.

3. At Work

A. 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, or in the event that they plan to change jobs.

B. Students should not take their employer's time to argue on the subject of religion.

V. COUNSELING

The College maintains a counseling program that is designed to bring each student together with his counselor for an interview twice each quarter.

Students are invited to counsel with the Dean of the College, the Deans of Men and Women and members of the faculty for guidance in personal, spiritual and educational problems at any time.

VI. HOUSE RULES

House rules shall be issued to all students. It is expected that all students will abide by the house rules and shall post a copy in a conspicuous place in all student living quarters.

VII. LIBRARY

The library will be necessary to you in your studies. Students are expected to cooperate in keeping the library quiet.

Library Rules and Regulations

The library is necessarily the workshop of the entire school. In order to give the best service under existing limited facilities, it is necessary to have the cooperation of every person in school toward keeping a quiet, orderly and businesslike library and study hall in which to work. The librarians desire to be helpful, and encourage the students to make their needs known at any time.

Library Hours

Mondays - Thursdays: 7:15 A.M. to 4:30 P.M.
6:30 P.M. to 9:30 P.M.
Fridays: 7:15 A.M. to 4:00 P.M.
Saturdays, Sundays, and Holidays: Closed

A. CIRCULATION--REGULAR

1. One Week

- a. All books, except fiction and biography; all magazines.

- b. Children's Visual Aid Stories
- c. Vertical File Materials.
- 2. Two Weeks
Fiction and biography
- 3. Library Use Only
All reference Books
- 4. Audio Visual Equipment
 - a. There is one tape recorder that may be checked out for overnight use; a fee of 15¢ is charged which is to be paid at time recorder is taken.
 - b. Projectors may be checked out free for any school activities; but under no circumstances may they be borrowed for personal use.
 - c. Language records are to be used according to teacher's instructions.

B. CIRCULATION--RESERVED MATERIALS

The librarian reserves the right to restrict circulation on materials needed for special assignments. These materials are kept at the circulation desk and are circulated in one of the following ways:

- 1. Overnight Use - In this case they may be used in the library until 12:30, then they may be checked out and kept until 9:00 the next morning the library is open.
- 2. Three Days - These may be taken any time of day and be kept for 3 days; renewals are not permitted.
- 3. Library Use Only - Due to a scarcity of some materials they may be limited for use in the library only.

C. RETURNING LIBRARY MATERIALS

- 1. Books, magazines, etc., always return to the desk from which borrowed.
- 2. Audio Visual Equipment - Always return to the regular place of storage.

D. FEES

1. Overdue Fees:

- a. Regular circulation 5¢ a day
- b. Three day circulation 25¢ a day
- c. Overnight circulation 5¢ an hour

2. Lost or Damaged Books:

Lost books should be reported - immediately. Fines will not accrue after reporting. Any not found one month before the end of the school year must be paid for. A repair fee must be paid for damaged books. These fees also apply to non-book materials.

E. CONDUCT IN THE LIBRARY

- 1. Quiet and order. We ask the cooperation of every student in maintaining quiet at all times. Eating, drinking, visiting or studying together is not permitted.
- 2. Penalty for infraction of rules. Failure to adhere to library regulations may lead to a restriction of library privileges and also adversely affect a student's C.P.A.

VIII. 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 Student Union Building. Students should check their mail boxes regularly for announcements, telephone messages, and exam papers, as well as mail.

IX. OFFICES

A. Students must not loiter or visit in the administration building.

B. The business office is open from 8:00 A.M. to 5:00 P.M. on school days.

C. The mimeograph and office equipment is not for student use. Necessary equipment and supplies are maintained by the Student Council in the Student Union Building.

D. Faculty offices. Please knock and wait for recognition before entering. Faculty office hours will be posted on their office doors.

X. 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.

XI. SOCIAL LIFE

A. Men students are not permitted to visit women students at their living quarters, or vice versa, except by the permission of the Dean of Women.

B. 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.

C. In keeping company with one another, the maximum of "dates" shall be one per week, in addition to regular church attendance.

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

E. Inasmuch as marriage involves new adjustments to life and many added responsibilities, marriage in the early years of college life tends often to jeopardize either the quality of one's academic training or threaten its continuance for one or both parties. Therefore, any student who marries before the completion of the second year of college work,

unless that person is 21 years or over, will not be permitted to return for at least one year, except after counseling with the president and deans and receiving permission for re-enrollment from the Admissions Committee.

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

G. All parties and picnics must be supervised by persons approved by the Dean of women.

Dress Regulations

A. 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 Christian college students.

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

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

D. We request the women students not to wear shorts, slacks, or any other such attire in places of residence or in public. Pedal pushers may be worn in the gymnasium and culottes may be worn at any time in recreational activities.

XII. TELEPHONE REGULATIONS

Students will not be permitted to use the office telephones. They must use the pay telephone in the Student Union Building.

Students will not be called to the telephone dur-

class hours. The number will be taken and notice be placed in the student's mail box.

A P P E N D I X

House Rules For Students

1. Students are expected to keep their rooms neat and clean, (beds made daily and belongings all in place) ready for inspection any time.
2. Students are not to absent themselves from their residences overnight without first notifying the landlady at their residence and the Dean of Women. Absentee slip must be turned in to the office before leaving. Emergencies often arise when the student must be located immediately; therefore it is necessary to know the whereabouts of the students at all times.
3. 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.
4. Lights in all student living quarters are to be out by not later than 10:45 P.M. Monday through Thursday and not later than 11:45 PM. Friday through Sunday.
5. Men students are not permitted to visit women students at their living quarters or vice versa except by permission of the Dean of Women.
6. All students will observe quiet hours for study between the hours of 7 to 9 P.M.
7. Telephone Courtesy:
 - A. Do not use telephone in your landlady's residence without permission.
 - B. When permission has been granted, you will

be expected as a part of courtesy to

- (1) Limit the length of your calls to three minutes.
 - (2) Limit the number of your calls to one.
 - (3) Long distance calls may be made only by landlady's permission each time, and the call must be paid for immediately.
8. Conservative use of hot water and lights is requested. Turn out all lights when leaving living quarters.
9. HOUSING RECORD MUST BE TURNED IN EACH WEEK BEFORE CLOSE OF SCHOOL ON MONDAY. (This regulation does not apply to married students).

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