

STUDENT
N.B.
ANNUAL

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 pow'r 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, right-
ly dividing the word of truth."

---St. Paul

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 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.

ATTENDANCE REGULATIONS

Class Room

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. 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.

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 eleven 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 each morning and to sit in the seats assigned to them.

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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.

Attendance at Closing Exercises & Special Occasions

1. Students are expected to attend matriculation service in the fall and all final services of the school year in the Spring regardless of jobs or other reasons.

2. No one will be permitted to take final exams who does not attend both the Class Night and the Baccalaureate Services.

3. Anyone not attending Commencement will receive no credit for courses taken during the Spring Quarter. Seniors who might be exempt from taking final exams would be subject to exams in case of failure to attend Class Night service and Baccalaureate.

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 by permission of the instructor. 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, or as specified by instructor.

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.

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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.
3. The mimeograph and equipment in the office is not for student use. Necessary mimeographing in connection with authorized student projects will be handled by the office staff. Other necessary equipment and supplies is maintained by the Student Council and should be used for all such projects.

COUNSEL

Students are encouraged to consult with the Deans of students 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 CONDUCT

In 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 (Matt. 18: 15-17).

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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 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.

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. 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.

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

7. 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

Change in Registration

If a student wishes to make a change in his

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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.

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, then 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.

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 an emergency.

Student Classification

Freshman--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 84 quarter hours credit and 168 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 be secured from the Dean, and when such permission is granted, such a student will be restricted to a maximum academic load of eleven credits per quarter.

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

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of school is too heavy. The following schedule will govern outside work in relation to the academic load.

<u>Outside Work allowable</u>	<u>Academic Load</u>
20 hours or less per week	16 to 18 credits
<u>Outside Work allowable</u>	<u>Academic Load</u>
25 hours or less per week	13 to 15 credits
30 or less hours per week	10 to 12 credits
More than 30 hours per week	8 credits or 2 courses maximum

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.

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

Graduation Requirements

See Annual Catalog,

Honors

Students who have maintained an average of 3.5 for the three or four years will be placed on

Honor Roll. Students who have maintained a 3.8 average or over for four years will have a baccalaureate degree conferred "magna cum laude." Those whose grade point is 3.5 but less than 3.8 will have the degree conferred "cum laude."

Qualifying graduates of Northwest Bible College are eligible for nomination for membership in Delta Chi Epsilon, the National Honor Society of the member schools of the Accrediting Association of Bible Institutes and Bible Colleges. Qualifications for membership in this society are: A 3.5 grade point average; a citizenship record of high rating; and the demonstration of successful Christian leadership.

In addition to graduation honors, students who currently maintain high grades (of B average or better) are placed on the Dean's list which is published at the conclusion of each quarter.

FURTHER REGULATIONS

1. Rule Concerning application for Graduation 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.

2. Students who intend 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 intend to graduate from the four-year degree course or from the Junior College 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.

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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.

4. 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 Admissions Committee, upon receipt of evidence from the student that he has taken steps to increase his scholastic effort subsequent to his suspension.

5. 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 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.

6. Rule Concerning Living Quarters in case of Withdrawal from School: 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.

