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# **Application Information and Instructions**

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**Students on the main campus of Northwest College in Kirkland, Washington**



# A Word from the Dean

Thank you for considering the LEAP Program at Northwest College.

We are excited about what we can offer you – the chance to earn your B.A. Degree, from top professors, in a Christian community, with a group of other adult professional learners!

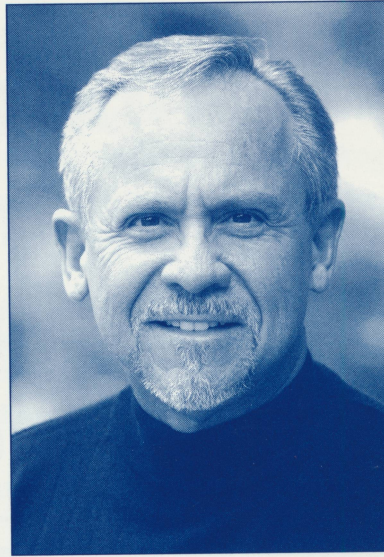
Here are some of the features of this great program:

- Attend one class at a time, generally just one night a week.
- Study with the same group of adult professionals.
- Enjoy small class sizes and seminar-style learning.
- Get personal attention from dedicated faculty.
- Choose a convenient campus in Kirkland or Tacoma.
- Transfer previous college credit.
- Earn up to 30 credits for life learning.
- Earn your degree in as little as two or three years.

There are significant sources of financial aid available, including government loans, which do not need to be repaid until you finish. Many employers will pay a portion – or even all – of your college tuition.

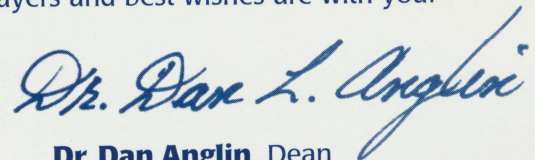
(By the way, for years we have talked about degree completion. You needed a certain number of credits just to sign on. This is no longer the case. If you don't have very many credits – in fact, if you have no credits at all – you can still earn your B.A. through the LEAP Program at Northwest College!)

Many of our graduates have reported exciting transformations in their lives and careers. They have grown in confidence and competence at work, which has resulted in raises and promotions. It has resulted in improved relationships at home. And it has resulted in lives that can be of greater service in the Kingdom of God.



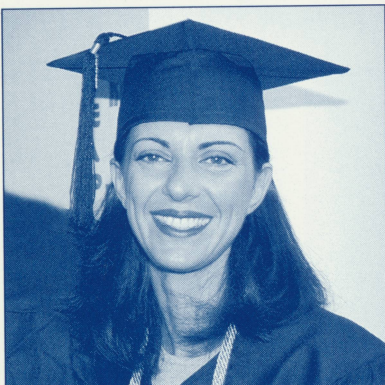
We are here to help you in any way we can. To answer your questions. To encourage you. To help you find the best way to pursue your dreams.

I wish you strength, courage and persistence as you embark on this exciting chapter of your life. Our prayers and best wishes are with you!



**Dr. Dan Anglin**, Dean  
Division of Distributed Learning

# A Word from our Graduates

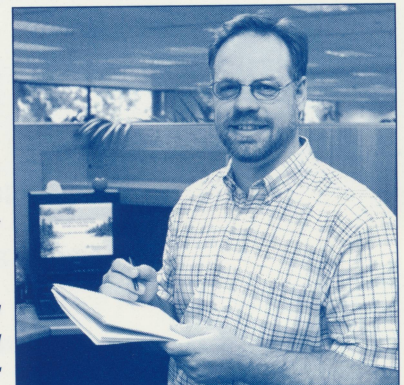


*I had tried to finish my degree for ten years, and I thought I was never going to make it. Then Northwest College put together a program where I went to class one night a week, and I finished my B.A. in 18 months. I did it; you can do it, too!*

**- Tiziana Omta**

*About a year after I started the LEAP program, I got a new job, with a 50% raise. When I finished my B.A., I got another new job, with another 50% raise. But that's not even the best part. The best part is how I grew spiritually! I did it; you can do it, too!*

**- Dan Barringer**



# Majors

## BACHELOR OF ARTS DEGREE IN ORGANIZATIONAL MANAGEMENT

This degree program is designed for today's busy adult professional, people who have complicated lives and who require a unique solution to their educational needs.

There are two concentrations:

**Organizational Dynamics.** This comprehensive management concentration focuses on the dynamics of an effective organization in today's economy. Practical, career-enhancing classes emphasize effective communication, organizational behavior, management theories, human resource skills, and ethical decision-making.

**Computer Systems Engineering/Windows 2000.** This cutting-edge concentration will prepare students for the examinations required to become a Microsoft Certified Systems Engineer. The concentration equips students with technical skills in computer network design and support. It also teaches the management and leadership skills which are highly valued for success in today's IT world.

### Program Requirements

GENERAL EDUCATION REQUIREMENTS ..... 56

MAJOR REQUIREMENTS ..... 33-34

Organizational Management Core  
Concentration (Choose one below)

Organizational Dynamics  
Concentration  
Organizational Communications  
Managerial Economics  
Policy, Ethics, and Planning  
Methods of Research  
and Analysis  
Organizational Ethics  
Human Resource Management  
Managerial Marketing

Computer Systems Engineer  
Concentration  
Network & Operating System Ess.  
Win2000 Professional  
Win2000 Server  
Win2000 Network Infrastructure  
Win2000 Directory Serv. Infrastr.  
Win2000 Director Serv. Design  
Win2000 Network Design  
Win2000 Network Security Design

GENERAL ELECTIVES ..... 35-36

## BACHELOR OF ARTS DEGREE IN MINISTRY LEADERSHIP

Students pursuing the BA in Ministry Leadership are preparing to *Carry the Call* with Heart, Head, and Hand.

**Heart.** God speaks to hearts as He calls each of us into specific posts of ministry. Ministry is contagious; that's why you will find a faculty with real-world experience, whose greatest joy is preparing students to touch their world.

**Head.** The best way you can respond to God's call is to prepare; you want to be the best possible tool in the hand of the Master. The rigor of Northwest's academic programs will help you do just that.

**Hand.** The LEAP Ministry Leadership Program is uniquely designed for students actively engaged in a career and in ministry, allowing them to complete their studies without interrupting their present employment.

Graduates will be prepared to serve in a wide variety of church and para-church ministry posts.

They will also be prepared to pursue ministerial credentials.

### Program Requirements

GENERAL EDUCATION REQUIREMENTS ..... 40

GEN ED BIBLICAL STUDIES ..... 12

New Testament History and Literature, Old Testament History and Literature, Biblical Exegesis, and Christian Thought

BIBLICAL STUDIES CORE ..... 24

Foundations of Ethics: Hebrew Wisdom Literature, Pentateuch, Synoptic Gospels, I Corinthians: The Church in an Urban Setting

MINISTRY LEADERSHIP CORE ..... 15

Church Mission and Ministry, Principles and Methods of Teaching, Pastoral Care and counseling, Leadership in Christian Organizations, Internship I & II.

Supporting Ministries Courses ..... 15

GENERAL ELECTIVES ..... 19

Select from any area of study. You may also choose a concentration in **Organizational Dynamics** or **Certified Systems Engineering**, which prepares you for the MCSE/Win2000 certification examinations.



# CDC

## CREDIT BY DEMONSTRATED COMPETENCY

You may be able to earn up to 30 semester credits through the CDC (Credit by Demonstrated Competency) process, using the methods below.

### PORTFOLIO (LIFE LEARNING)

Using this method, you prepare a portfolio describing specific work, activity, and life experiences and document the learning that has resulted from these experiences. These credits can come from a number of different sources, including workshops, seminars, military training and service, self-study, classes, training programs, and work experiences. Please note, it is learning (and not merely experience) from these sources that is evaluated, the results of which warrant the award of credit. In the admission process, the LEAP Degree Program staff will provide you with an estimate of the number of CDC credits you might receive through this process. A fee is charged per credit hour submitted for assessment (see separate *Tuition and Fees* insert).

### SPONSORED PROFESSIONAL TRAINING

As "sponsored" implies, this learning is always accompanied by some type of earned credential. Licenses, certificates, diplomas, earned ratings or professional "cards" all fall under this area of learning. Boeing training, EMT, Real Estate or Insurance Licenses, certifications such as scuba diving, and some military training are all potential sources for credit granted through SPT.

Northwest College utilizes many recommendations made by the American Council on Education (ACE). The Council's recommendations are recorded in *The Guide to the Evaluation of Educational Experiences in the Armed Services*, a companion publication to *The National Guide to Educational Credit for Training Programs*.

Because of transfer limitations enforced by its accrediting commission, each SPT recommendation made by ACE must be individually evaluated. Students who have learning that have been analyzed by the ACE should complete a SPT worksheet. This worksheet will

## FAQs about CDC FREQUENTLY ASKED QUESTIONS

### 1. What is Credit by Demonstrated Competency?

Many activities in our adult lives result in learning equivalent to what would be learned in a college course. CDC is a process for documenting and presenting selected life learning for evaluation for credit.

### 2. What kind of experiences count as college credit?

All kinds, but we want to emphasize that it is the *learning* from the experience that is evaluated, not the experience by itself. The learning can be from work, military experiences, hobbies, sports, family life, licenses, and seminars and workshops you have attended.

### 3. What areas are acceptable for credit?

Learning in areas that are customarily considered college-level subjects. Business- or ministry-related areas are natural, but we want you to consider learning in areas like psychology, economics, politics, languages, sports, fine arts, music, and science as well.

### 4. What standards does the College use to assess my work?

Northwest College is a member of the Council for Adult and Experiential Learning (CAEL) and follows its assessment guidelines. These are national standards used in hundreds of colleges and universities across the country.

### 5. How much credit can I earn?

Up to 30 credits may be earned through CDC, including standardized and departmental exams.

### 6. How much documentation do I need?

A good guide would be to provide as much documentation as you reasonably can or an amount that reasonably equates to a semester's work for a college student. If your CDC paper is in original poetry, include 25-50 original poems; if it is in early childhood development, a bibliography of books you have read as well as classes, lectures, and other related activities might be sufficient for documentation of learning.

### 7. How do I know if my experience will qualify for credit?

Your counselor will help identify those areas in which you could reasonably expect to earn credit. The burden is on you, however, to describe and document your learning to the satisfaction of a college professor.

### 8. What is a portfolio?

A portfolio is a notebook you compile which contains your proposal for credits, life application essay, annotated list of learning sources, your resumé, and documentation of your experience.

### 9. Who evaluates my portfolio?

Portfolio evaluation is done in two parts. Trained staff in the Degree Program Office will evaluate seminars, workshops, and licensures for credit. College faculty members will evaluate life application essays for credit.

### 10. Will I get all the credit I apply for?

There is no guarantee on how many credits you will receive. In



be reviewed by the CDC Advisor and recommendations will be made to the Registrar.

## STANDARDIZED EXAMS

The College accepts credit recommendations from three national program examinations by which you may earn credit in addition to the modules and the Credit by Demonstrated Competency process. These are:

- **College Level Examination Program (CLEP)**, a national set of exams on selected topics offered on a regular basis.
- **Defense Activity for Non-Traditional Educational Support (DANTES)**, a national set of exams developed by the military and covering college introductory courses in 50 different subject areas.
- **Advanced Placement (AP) Examinations**, a national set of exams to substitute for specific courses at Northwest College.

These tests may be taken at Northwest College at convenient times throughout the year or at several other local colleges and universities.

## COURSE CHALLENGE EXAMINATIONS

Any Northwest College student may request a course challenge exam in order to satisfy certain

Northwest College courses.

The grade recorded on your transcript is a "P" for passing. A challenge exam may not be requested for a course required in the major.

You may contact the LEAP Office to determine if a challenge exam exists for the needed course.



Teri Larsen and John Wood discuss CDC with a prospective student.

# ABOUT CREDIT BY DEMONSTRATED COMPETENCY

fact, you may not receive any credit at all. It depends on how well you have explained your experiences and the learning that resulted from them.

### 11. What are my deadlines?

We encourage you to finish your portfolio in the first semester of the degree program.

### 12. What kinds of licenses, seminars, and workshops will count as credit?

Usually, seminars and workshops that are post-high school level are accepted. The general rule-of-thumb is that 45 "seat hours" is one semester hour. Many seminars have already been evaluated for college credit by the American Council of Education (ACE) or other recognized groups. These evaluations are often accepted by the College.

### 13. Do my licenses have to be current to receive credit?

No, as long as you can document the fact that you once had a license, and that the course you took to prepare for that license is not already on a college transcript, we will evaluate the learning it took to earn the license.

### 14. How much does it cost to have my portfolio reviewed?

The charge is \$40 for each credit hour for which you apply.

### 15. What if my Portfolio is not accepted for credit?

We hope that we will be able to advise you well enough that this

will not happen. However, you have the option of rewriting your essay and resubmitting it once without additional cost. In fact, this may be suggested by the evaluating faculty member.

### 16. When will I know if my portfolio has been accepted?

You will usually know within three to eight weeks after submitting a portfolio how much credit has been awarded.

### 17. Do I have to use CDC?

No, this is completely up to you. But often this is the least expensive and fastest way to get credit.

### 18. Will this transfer to other colleges?

While we follow national standards in evaluating CDC, it cannot be assumed that CDC credit will transfer to other colleges. You will need to contact the specific college to find out if they'll accept CDC credit in transfer.

### 19. What are my next steps if I choose to pursue CDC?

- Fill out the life experiences worksheet available from the LEAP Office and gather together documentation of licenses, certifications, military experience, job training, etc.
- Make an appointment with the CDC Advisor to review these areas of potential CDC.
- Enroll for a CDC Workshop.



# Paying for LEAP

*There are a variety of resources available that can help you finance your new degree:*

## Financial Aid

State and federal grants, and federal Stafford Student Loans are available.

A **Free Application for Federal Student Aid (FAFSA)** must be filled out and sent to the Federal Student Aid Programs for processing. Applications can be received from the LEAP Office, or they can be electronically filed through the Internet: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (The code for Northwest College is # 003783).

A Northwest College Financial Aid Application must also be completed and submitted to the Financial Aid Services Office (FASO). This office will notify you of all aid for which you qualify.

## Employer Assisted Payments

The College will provide whatever information your employer needs to approve the program or the individual modules within the program. A grade report will be issued approximately two weeks after the end of each module, enabling you to submit your reimbursement requests on a timely basis.

Even though you may be reimbursed for educational costs by your employer, you are expected to use one of the payment plans offered by the College or negotiate a separate payment schedule with the LEAP Financial Coordinator if tuition is not to be paid in full at the time of registration.

**Admissions Counselor Jan Tweedt congratulates Terri Irwin, a Boeing employee, after the 2002 graduation ceremonies.**



## Veterans Assistance Benefits

The LEAP Program at Northwest College is approved for Veterans Administration Benefits. You can contact the Veterans Coordinator at the Registrar's Office or your local Veterans Administration Office for assistance.

## The Fine Print

### Payment of Accounts

Arrangements for tuition, books, fees and all other charges are to be made each semester at registration with the LEAP Financial Coordinator. Each student will be required to sign a contract/promissory note agreeing to payment terms prior to the start of class each semester.

### Monthly Payment Plan

A student who is unable to pay the full balance due at registration may be offered the Monthly Payment Plan.

This payment schedule is calculated by subtracting disburseable financial aid (net financial aid funds) from total semester charges, equaling the net semester cost.

Net semester cost is divided into six equal payments. The first payment is due at registration, with the rest of the payments due on the 25<sup>th</sup> of each month.

Books are to be paid in full at each semester registration.

### Late Fees

A late fee not exceeding \$50.00 will be charged for each payment that is not received by the last business day of the month in which it is due.

The first payment will be considered late if not paid by the first day classes are offered. A grace period will be given for the arrival of Financial Aid.

Aid not arriving by the last business day of the month following registration will be considered late and may be subject to a late fee.

### Finance Charge

Finance Charge at an annual rate of 12% will be assessed on the balances owing on the last business day of the month following registration and on the last day of each subsequent month. The monthly payment plan is interest-free for six consecutive on-time payments. Interest will continue to accrue on a monthly basis but will be reversed after receipt of final payment. Any accrued finance charges will not be reversed for those months the payment is late. These charges will be due with the next scheduled payment.



# Community Affirmation STATEMENT

Northwest College seeks to relate biblical Christianity to every area of life, both on and off campus: to academic disciplines, to co- and extracurricular activities, in the residence halls, in the local community, and in one's personal life. It assumes that all members of the Northwest College community desire meaningful involvement in the process of Christian higher education as they seek to express their faith in the context of an Assemblies of God college. Faculty and staff members commit themselves to be facilitators and learners in this educational endeavor. Students, by enrolling, join with them in accepting the responsibilities of membership in this community.

Since Northwest College holds that the Scripture is the infallible rule for faith and conduct, the Bible will always be the authority in all matters pertaining to personal and corporate behavior. The College believes that its statement of faith and its statement of principles regarding behavior find their basis in the Bible. This affirmation attempts to provide a means to understanding the nature of this community of believing learners and to encourage a sincere commitment to it.

We affirm the Lordship of Christ over all of life and thought; our responsibility to love God with all our being and neighbor as ourselves; our obligation to seek righteousness, to practice justice in all situations, and to express mercy to all; our need to exercise Christian freedom responsibly and lovingly and our dependence on the empowering of the Holy Spirit if we are to faithfully fulfill what God requires.

We affirm the biblical description of attitudes and behavior unfitting for a Christian: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord,

jealousy, fits of rage, selfish ambition, dissension, factions and envy, drunkenness, orgies, and the like" (Gal. 5:19-21a, NIV). Through the help of the Holy Spirit we strive to allow none of these to be part of our behavior. We affirm also the biblical description of attitudes and behavior fitting for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV). We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us. We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships.

We strive to maintain stewardship of body, mind, time, abilities, and resources. We strive to integrate corporate worship, personal faith, and intellectual growth. Faithful attendance and support of a local church are integral parts of that process.

Northwest College recognizes that not all believers share the same standards in matters of behavior the Bible does not specifically address. As members of this community, however, we also recognize the importance of respecting the values and goals of the College and will, therefore, seek to conduct ourselves in a manner that will bring only credit to the gospel and to Northwest College. Since we are also part of the larger society, and in order to "let our light shine out" we will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

This affirmation provides a positive and constructive framework to aid one's personal development and for ongoing relationships with all other members of this community. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.



Candid photos from a class in Tacoma.



# Application Checklist

## 1. Application for Admission

\_\_a. Complete the Application for Admission.

\_\_b. Include your writing sample/essay. Two-page essay (typed, double spaced) on the following subjects:

1. Describe how you relate your life goals and vocational interests to the mission of Northwest College.
2. What is motivating you to complete your undergraduate studies in the LEAP Program?

Please submit your completed essay with your *Application for Admission*, or e-mail to: [leap@ncag.edu](mailto:leap@ncag.edu).

## 2. Financial Aid

\_\_a. Fill out a **Free Application for Federal Student Aid (FAFSA)**. This form is a requirement for any loans, grants, or scholarships. You can do this online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to print, sign and mail the signature page at the end. (The code for Northwest College is #003783.)

\_\_b. Fill out a **Northwest College LEAP Financial Aid Application**. If you have any questions, please call our Financial Aid Office at 425.889.5335.

\_\_c. If you are a veteran, please contact our VA Coordinator at 425.889.5340.

## 3. Transcripts

\_\_a. Request Official Academic Transcripts from all colleges previously attended, and have them sent to the LEAP address at the bottom of this page. (These are required to be accepted into the Northwest College LEAP Program.)

\_\_b<sup>1</sup>. If you are a veteran of the U.S. Army, please request AARTS transcripts from your Army Education Center Counselor, and submit a copy of your DD214.

\_\_b<sup>2</sup>. If you are a veteran of the U.S. Air Force, please order official transcripts from the Community College of the Air Force, and submit a copy of your DD214. For more information, call 425.889.5340.

## 4. Personal Reference Form

Have a **Personal Reference Form** completed and sent to the LEAP office.

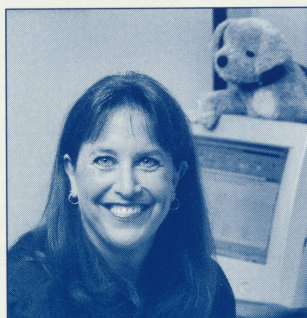
## 5. Student Accounts

Contact the Student Account Office for payment plan policies. Call 425.889.5335.

## 6. Registration

Registration night is important. It provides an opportunity to finalize your plans, have questions answered, and meet other students. A light buffet supper will be served.

When you call,  
there's a good chance  
you'll speak with our  
Office Coordinator,  
**Beth Hover.**



**LEAP/Northwest College**

**P.O. Box 579 • Kirkland, WA 98083-0579**

Phone: **425.889.7799** • Fax: **425.889.7830**

Toll-Free Phone: **877.453.5327** • Toll-Free Fax: **866.329.5327**

E-mail: **leap@ncag.edu** • Web: **www.nwcollege.edu/leap**





# Application for Admission

FOR LEAP OFFICE USE ONLY Date \_\_\_\_\_ NC # \_\_\_\_\_

## Class Information

Month of Start \_\_\_\_\_ Location \_\_\_\_\_

Choose Program:

- Bachelor of Arts Degree in Organizational Management
  - Choose Concentration:  Organizational Dynamics  Computer Systems Engineer
- Bachelor of Arts Degree in Ministry Leadership
- Associate of Arts Degree
- Certificate in Christian Faith and Practice

## Student Information

Name \_\_\_\_\_  Female  Male  
LAST FIRST MIDDLE MAIDEN NAME

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

## Statistical Information (Optional)

Northwest does not discriminate on the basis of race, color, sex, age, national/ethnic origin, nor disability in its admissions policies. Therefore, any questions so related may be considered optional.

Marital Status  Married  Single Citizenship  U.S.  Other \_\_\_\_\_ Are you a veteran?  Yes  No

Demographic  Caucasian, non-Hispanic  Native American/Alaskan Native  Asian/Pacific Islander  
 Hispanic  Black, non-Hispanic  Other \_\_\_\_\_

Denominational Preference \_\_\_\_\_

## Educational Information

List below all colleges (or other post-high school institutions) attended. An official transcript from each school must be provided.

COLLEGE	CITY & STATE	WHEN ATTENDED	MAJOR	CREDITS/DEGREE

(Continued on reverse side)



## References

Please have at least one co-worker, friend or someone acquainted with your character and scholastic readiness for the LEAP Program complete the **Personal Reference Form** included in this packet. Ask them to mail or fax the reference form directly to the LEAP Office.

Are you presently on parole or charged in a felony violent crime?

No  Yes (If yes, please write an explanation and attach to this form.)

## Writing Sample

The mission of Northwest College is to provide, in a distinctly evangelical Christian environment, quality education to prepare students for service and leadership. In light of this mission, the LEAP Program will seek to integrate biblical truths and principles through the curriculum.

Due to the extensive writing required by students enrolled in the LEAP program, your application must include a writing sample to assess your preparedness for program entry. Please compose a two-page essay (typed, double spaced) on the following subjects:

1. Describe how you relate your life goals and vocational interests to the mission of Northwest College.
2. What is motivating you to complete your undergraduate studies in the LEAP Program?

Please submit your completed essay with this *Application for Admission*.

If you prefer, you may e-mail your essay to: [leap@ncag.edu](mailto:leap@ncag.edu)

## Applicant Signature

The Northwest College campus is a smoke-, alcohol-, and drug-free environment. Students are expected to respect this setting and the principles of the Northwest College **Community Affirmation Statement** included in this application packet. By signing below, I indicate that I have read the Community Affirmation Statement.

In applying for admission to the LEAP Program at Northwest College, I affirm that I will respect its standards of conduct as stated in the Northwest College LEAP Student Handbook.

I also realize that admission to the LEAP Program does not necessarily also indicate acceptance into other academic programs of the College, since they may have other admission criteria.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit your *Application for Admission* and a two-page *Writing Sample*:

**LEAP Degree Program**  
**Northwest College**  
**P.O. Box 579**  
**Kirkland, WA 98083-0579**

Congratulations on taking this step! If we can help in any way, please contact the LEAP Office:

Phone: 425.889.7799

Toll-Free Phone: 877.453.5327

Fax: 425.889.7830

Toll-Free Fax: 866.329.5327

E-mail: [leap@ncag.edu](mailto:leap@ncag.edu)



# 2002-2003 Tuition & Fees

## Fees

Application Fee .....	waived
Add/Drop Fee .....	5
Graduation Fee .....	60
Books and Materials (per semester, estimated) .....	300 - 600
MCSE Fee (per semester) .....	75
Technology Fee (per semester) .....	.50
Depending on concentration and semester	

## Tuition Per Semester

Tuition Package per semester (12-17 credits) .....	\$6,275
Tuition per credit hour over 17 credits .....	370
Tuition per credit hour under 12 credits .....	525
Monthly Finance Charge .....	1%
Late Fee (per month) .....	50

Tuition is guaranteed to remain constant as long as the student maintains a full-time status.

Visa, MasterCard, Discover Cards, personal checks, and cash are acceptable forms of payment of tuition and fees.

## Tuition Package

The Tuition Package allows students to register for 12 to 17 credits for the same fee during each semester. *Those who do not take advantage of all 17 credits during each semester may not transfer the unused credits to any future semesters.*

## Books and Materials

The books and materials may be purchased during each Semester registration at the Bookstore.



# "Bring a Buddy" Referral Form

If you have friends, colleagues, neighbors, or relatives who could benefit from the LEAP program, please give us their names and addresses so that we may send them more information.

Name \_\_\_\_\_  Female  Male  
LAST FIRST MIDDLE (MAIDEN NAME)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Referred by (Your Name) \_\_\_\_\_

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Name \_\_\_\_\_  Female  Male  
LAST FIRST MIDDLE (MAIDEN NAME)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Referred by (Your Name) \_\_\_\_\_

-----  
Name \_\_\_\_\_  Female  Male  
LAST FIRST MIDDLE (MAIDEN NAME)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Referred by (Your Name) \_\_\_\_\_



# Request for Official Academic Transcript

Applicant: Mail this form directly to the college you previously attended.  
(If you do not have a college's address, refer to this web site: [www.universities.com](http://www.universities.com))

**To: Registrar**

College \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I was a student from \_\_\_\_\_ (month/year) to \_\_\_\_\_ (month/year)

I was registered under the following name(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar: Please send an official transcript to:

**LEAP Degree Program  
Northwest College  
P.O. Box 579  
Kirkland, WA 98083-0579**



# Personal Reference Form

*This form is to be completed by a co-worker, pastor, friend, or someone else acquainted with the applicant's character and scholastic readiness for the LEAP Degree Program at Northwest College.*

## To be Completed by Applicant

Applicant's Name \_\_\_\_\_

Please Choose One:

- Open-file: the applicant CAN read and have access to all references in his/her file.
- Confidential Option: the applicant CANNOT read or have access to any references in his/her file.

Applicant's Signature \_\_\_\_\_

## To Be Completed By Personal Reference

The above-named applicant is applying for admission to the LEAP Degree Program at Northwest College. We would appreciate your candid evaluation of the applicant's ability as it relates to his/her pursuit of a Bachelor's Degree.

How long have you known the applicant? \_\_\_\_\_

Capacity in which you know the applicant \_\_\_\_\_

<b>How would you rate the applicant in terms of:</b>	<b>No Basis for Evaluation</b>	<b>Minimal</b>	<b>Adequate</b>	<b>Strong</b>	<b>Exceptional</b>
<b>Integrity:</b> Demonstrates honesty, responsibility, character					
<b>Intellectual Ability:</b> Uses critical thinking, is objective, engages actively with new knowledge					
<b>Communication Skills: Writing</b> Clear, organized, college level					
<b>Communication Skills: Oral</b> Can articulate ideas effectively					
<b>Interpersonal Skills:</b> Demonstrates empathy, respect, tolerance					

(Continued on reverse side)



## Additional Comments

Please provide any additional information you think would be helpful to us in evaluating the applicant's ability to succeed in the LEAP Degree Program at Northwest College.

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Name (Please print) \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Northwest College does not discriminate in its educational program or activities on the basis of race, color, national or ethnic origin, gender, age or physical disability.*

Thank you for taking the time and effort to complete this **Personal Reference Form**. Please send it to:

**LEAP Degree Program  
Northwest College  
P.O. Box 579  
Kirkland, WA 98083-0579**

If you prefer, you may submit this form by fax, or (in the form of a pdf) e-mail:

Fax: 425.889.7830      Toll-Free Fax: 866.329.5327  
E-mail: [leap@ncag.edu](mailto:leap@ncag.edu)

