

FACULTY BY-LAWS

of

NORTHWEST BIBLE COLLEGE



NORTHWEST BIBLE COLLEGE  
FACULTY BY-LAWS

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## PREFACE

"And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ."

--Ephesians 4:11-13.

The following By-Laws of Northwest Bible College represent an effort to set<sup>S</sup> forth clearly the basic duties of the various officers and staff members of NBC, as well as to delineate some of the school policies which relate specifically to faculty and staff members.

<sup>THESE</sup> Such By-Laws are offered in the spirit of Christian helpfulness, and ~~it is~~ believed that a general knowledge of such procedures will work toward a clarification of each person's place in the system of NBC, and result in staff harmony.

These By-Laws, ~~in the very nature of the case,~~ are not static, ~~but~~ are subject to change<sup>S</sup> as new conditions may arise. They are valuable only <sup>AS</sup> so long as they serve to assist ~~all of us~~ in reaching the over-all objectives of NBC. To this end it is hoped that every member of the staff will feel free to offer any suggestions which ~~he~~ ~~feels~~ will work toward the improvement of these By-Laws, and the resulting benefit to ~~all of us who labor~~ at Northwest Bible College.



## OBJECTIVES OF NORTHWEST BIBLE COLLEGE

Northwest Bible College believes that it is possible to combine sound scholarship and vital Christian living. Therefore, its entire curriculum has as its objective the realization of this purpose.

The specific aims of the College are:

- (1) To offer a thorough course of instruction in God's Word to all students so that by ~~the time of his graduation~~ each one will have studied ~~every book of the Bible.~~  
*THE BIBLE*
- (2) To organize the curriculum of study in such a way that each student may have an introduction to the basic fields of learning, such as language, literature, history, and science, as well as courses of a more specialized nature.
- (3) To help students form wholesome intellectual, social, and spiritual attitudes that they may be better prepared for college life, for citizenship in a democracy and for effective Christian service.
- (4) To train students to become pastors and evangelists by giving them suitable courses of instruction and opportunity for actual ministry.
- (5) To foster missionary interest and to help missionary candidates prepare for their fields of calling.
- (6) To provide training in Christian education for young men and women in order that they may be properly qualified either to engage **full time in** Sunday school and youth work, or to return to their home churches and become active and efficient lay workers.
- (7) To provide a complete course of instruction and adequate practical experience for those who desire to develop their musical talents or to devote their lives to the ministry of sacred music.
- (8) To provide basic training for those desiring a Christian education background for every type of occupation and service.
- (9) To encourage all students to be filled with the Holy Spirit, to live consistent Christian lives, and to lead others to Christ.
- (10) To regulate the academic and spiritual life of the school in such a way that the Northwest Bible College will make a distinctive contribution to education and to the cause of Christ.



Part I: Duties of Officers, Faculty Members and  
Standing Committees

General Policies:

1. Religious and Social Life

- (1) In order to insure the perpetuation of Pentecostal ideals at NBC, every member of the staff shall be baptized in the Holy Spirit in accordance with the Biblical pattern as taught and preached by the General Council of the Assemblies of God.
- (2) Members of the Faculty and Staff are to be in sympathy with and conformity to the Statement of Fundamental Truths of the Assemblies of God.
- (3) Members are expected to attend regularly all chapel services.
- (4) All members of the faculty and staff are to be members of an Assemblies of God church, and are to attend church services regularly at some Assemblies of God church.
- (5) Members are to maintain a life of Christian devotion, and always live above reproach in every way.
- (6) Members are expected to be in attendance at all school and faculty social gatherings.

2. Academic Life

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- (1) Teachers are to be competent in their teaching field, and skilled in the art of teaching.
  - (2) All members are to put forth every reasonable effort to increase their skill and competence in whatever field or area of study they excell.
  - (3) Members are expected to be in attendance at all faculty meetings, or other meetings called for by the president.

I. Duties of the President.

1. The president shall administer the policies of the Board, be responsible for the general management of the school, and have the general oversight of all phases of school life and activity.
2. Further duties of the president related to the welfare of the school shall be: Direction of public relations and publicity; solicitation of funds; representation of the college at conventions and educational meetings; and, promotion of the spiritual life of the school.



3. The president shall represent the faculty, the staff and the student body on the Board. He shall submit to the Board progress reports, budgets, faculty nominations, and other pertinent information and facts.
4. He shall determine all internal policies of the school not otherwise decided by the Board.
5. The president is head of all school personnel. As such, he recommends faculty appointments to the Board of Directors, and supervises the employment of all other staff members.
6. The president is responsible for calling faculty meetings and for acting as chairman of such meetings. In the president's absence, the dean shall serve as chairman.
7. The president is ex officio member of all committees. Copy of minutes of proceedings in all committee meetings shall be submitted to the president.

## II. Duties of the Dean.

1. The dean is the executive administrator of academic matters, and shall give leadership to the entire educational training program in relation to (1) the curriculum, (2) the faculty, and (3) the students.
2. It is the function of the dean constantly to coordinate the duties and activities of the various departments under his jurisdiction.
3. It is the duty of the dean to give professional guidance to teachers.
4. It is the dean's duty to supervise the curriculum.
5. It is the dean's duty to counsel with the president relative to the selection and promotion of teachers.
6. It is the function of the dean to bring to the attention of the president major academic problems, and to make periodic reports.

## III. Duties of the Registrar

1. He shall direct the registration of all students.
2. He shall keep student records.
3. It is his duty to carry on correspondence with prospective students and to handle applications and correspondence in connection therewith.



4. He shall advise students as to their academic standings and credits.
5. He shall evaluate transcripts of all students transferring to N.B.C., and he shall issue transcripts of credit to students desiring to pursue additional studies in other institutions.
6. It is his duty to handle the schedule of classes. SCHOOL COLLEGES
7. He prepares various academic reports for the faculty, the Dean and the President.

IV. Duties of the Dean of Men.

1. The Dean of Men shall have the general supervision of all men students in the school in matters other than academic.
2. He shall assist in the supervision of student social functions.

V. Duties of the Dean of Women.

1. The Dean of Women shall have the general supervision of all women students in the school in matters other than academic.
2. She shall have charge of the housing responsibilities of all students.
3. She shall conduct a student employment service for the benefit of all students.
4. She shall assist in the supervision of student social functions.

VI. Duties of the Faculty.

1. It shall be the duty of each instructor to teach the subjects assigned and to meet with the number of classes per week as stipulated in the contract.
2. ~~He shall~~ <sup>TO</sup> be expected to be in the service of the school at least 40 hours per week and during such hours make himself available to the school administration and students.
3. ~~He shall~~ <sup>TO</sup> maintain such records as shall be required by the Registrar.
4. ~~He shall~~ <sup>TO</sup> assist in the school counseling program, if requested, and maintain such records as shall be required by such a program.
5. ~~He shall~~ <sup>TO</sup> cooperate in all matters of academic procedure as may be suggested by the administration and/or adopted by the faculty.



6. ~~He shall~~ serve on such committees to which the administration may appoint him.
7. ~~He shall~~ assume personal interest in the problems and needs of all students who come under his observation.

VII. Duties of the Librarian.

1. It shall be the duty of the Librarian to maintain the library in every reasonable manner to enhance its service and usefulness.
2. It shall be her duty to assist students in every way in the use of the library facilities.
3. She shall give professional guidance to teachers in bibliographical and related matters.
4. She shall publish monthly lists to the faculty of new additions to the library and other bulletins as may be of interest to the faculty and staff.

VIII. Duties of the Office Manager.

1. He shall keep the financial records of the school.
2. ~~He shall~~ conduct such business matters of the school as would normally be performed by such an officer.

IX. Duties of Committees.

1. Admissions Committee.

This committee shall be responsible for handling all applications for admission to N.B.C., for making proper disposition of such applications, and for setting in general, the requirements for admission to the College.

X 2. Catalog and Curriculum Committee.

It shall be the duty of this committee to prepare and publish the catalog annually and to review the curriculum at such times as shall be deemed necessary.

3. Christian Service Committee.

It shall be the duty of this committee to establish an active program of Christian Service and to be responsible for its implementation.

X 4. Library Committee

It shall be the duty of this committee to establish library policy, to draw up rules and regulations governing the use of the library, to make recommendations concerning the pur-



chasing of new books, and in general, to be responsible for the maintenance of the library to the maximum use of all students and faculty members.

5. Student Life and Discipline Committee.

It shall be the duty of this committee (1) to establish policy concerning life on the school campus as well as in all places of student residence; (2) to draw up rules and regulations governing the discipline of all students and (3) in general to be responsible for the personal welfare of all students in N.B.C.

6. Counseling Committee.

It shall be the duty of this committee to establish policies concerning the counseling program of the school and be responsible for its implementation.

7. Chapel Committee.

It shall be the duty of this committee to be responsible for all arrangements pertaining to our school chapel services.

8. Social Committee.

It shall be the duty of this committee to set up policies concerning the social life of the school, to provide ample activities and in general to provide for the social welfare of the entire student body and faculty.

9. Publications Committee.

It shall be the duty of this committee to exercise immediate oversight of all student publications.

X 10. Academic Affairs Committee.

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It is the duty of this committee (1) to establish policies pertaining to the academic life of the school (2) to draw up all rules and regulations necessary for the implementation of academic affairs (3) and in general to be responsible for the academic welfare of all students.



## Part II. Academic Procedures.

### I. The Classroom.

1. Proper classroom order and conduct <sup>MVST</sup> should be maintained at all times.
2. Absentees should be noted faithfully and such report of them made as shall be specified by the administration.
  - (1) There are to be no excused absences. A student will be allowed the number of absences as corresponds with the number of hours that the class meets per week. Any absence beyond this amount, unless concession be made through the proper channels, will result in the student's automatic dismissal from the course with a consequent forfeiture of credit.
  - (2) Three tardinesses constitute an absence. A tardiness beyond ten minutes shall be counted as an absence.
  - (3) Any student who absents himself for six consecutive school days without notice ~~will~~ be automatically dropped from school. X
  - (4) Double cuts will apply to absences immediately before and after school holiday periods. MAY
3. Good order and discipline should be required in all classes.
4. The classroom should be left in good order: chairs in line, board erased, lights out, etc.

### II. The keeping of records.

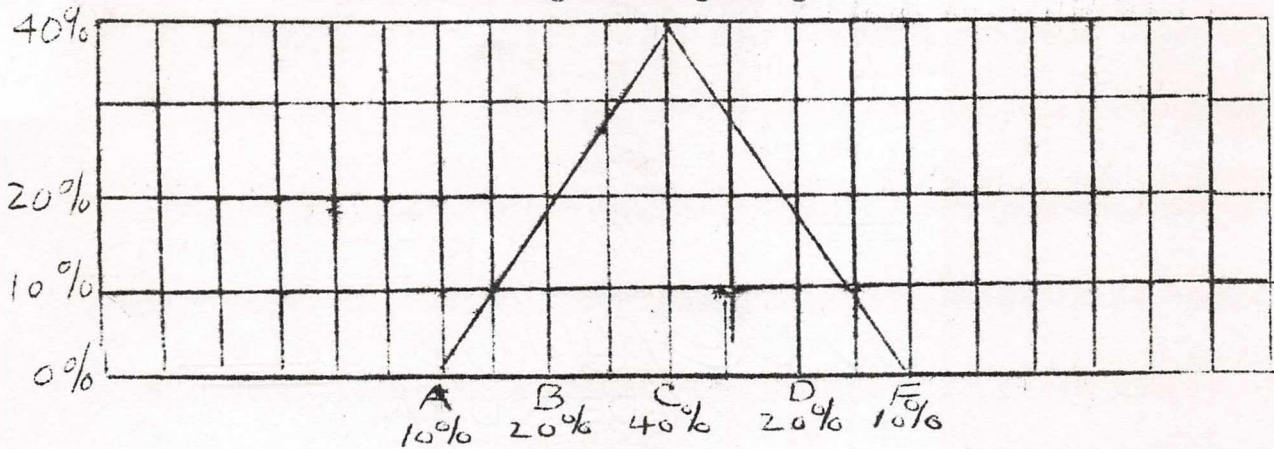
1. The roll and grade books are to be kept uniformly, as specified by the Registrar's office.
2. List class names alphabetically. Write the last name first followed by the first name and middle initial, or at least by both initials.
3. Use letter grades, A. B. C. D. F.
4. Such records are to be turned in promptly at the close of each quarter's work, as announced by the Registrar's office.

### III. Grading.

1. The distribution of grades should be observed carefully. If the scope of the course is correct, and the testing adequate, the grades should follow fairly closely the bell curve. A diagnosis of the grade distribution for each teacher is made periodically and a report issued.



2. The bell curve for distribution of grades is as follows. This should by no means be used mechanically nor arbitrarily, but rather as a guide in grading.



3. Qualitative interpretation of letter grades and other academic symbols.

A means superior work, work of an exceptional character, and merits 4 grade points.

B means work above average, work of good, substantial character, and merits 3 grade points.

C means average work, work of an approved and acceptable character, and merits 2 grade points.

D means passing, but careless, indifferent or poor work, and merits 1 grade point

F means failing, work of an unacceptable character for college credit, and consequently merits 0 grade point.

I stands for incomplete work. 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.

W stands for withdrawal.

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.



If a student wishes to withdraw from school, he must first secure the proper withdrawal form from the Registrar, complete it, and then consult with the Dean after which he is to return the signed withdrawal slip to the Registrar's office. If this is impossible because of illness or an emergency, then the student must notify the Registrar within one week after leaving school. If the above procedure is not followed, the student will be given "F" in each course for which he is enrolled.

- 4. Student Honors: Students who have maintained an average of 3.5 for the three or four years will be placed on the Honor Roll. Students who have maintained a 3.8 average or over for four years will have the 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." Students who have maintained an average of 3.8 or over for the four years will be given a special honor certificate as well as a special honor award—a gold key for the men and a gold pin for the women. Students transferring from other schools will be eligible for membership in the Honor Society provided that their averages in the schools where they formerly attended are 3.8 or more and that their average in NBC is 3.8 or better.

IV. Academic Load.

- 1. The normal academic load for a quarter's work is 15 hours.
- 2. Permission from the Academic Affairs Committee is required for a student to carry an academic load or more than 18 credits.
- 3. A student's academic load is subject to reduction if his working schedule outside of school is too heavy. Such reductions will be made according to the following schedule.

Working 20 hours or less per week: Students may carry a full load.  
 Twenty-five hours or less per week " " " 13-15 crs.  
 Thirty or less hours per week: " " " 10-12 crs.  
 More than thirty hours per week: A maximum load of 12 credits.

V. Examinations.

- 1. Adequate testing is required.
- 2. Mid-term examinations are encouraged, and mid-term poor work slips submitted according to specifications of the administration.
- 3. Final examinations are to be given at the times specified by the administrations.



4. Make up examinations may be taken 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.
5. Examinations should be written in ink. Legibly.

#### VI. Dean's List.

At each report period the Dean's list is posted. This will contain the names of honor students according to four classifications: Students Receiving All A's; Students Having a GPA of 3.8 or better; Students Having a GPA of Between 3.5 and 3.8; and Students Having a GPA of 3.0 - 3.5.

#### VII. General.

1. The president and dean ~~reserve the right to visit any class at any time. This will be done only in the interest of co-operation, goodwill, and helpfulness.~~ OR ANY MEMBER OF FACULTY MAY
2. ~~The faculty are encouraged to visit classes if they so desire.~~
3. Do not drop a student from a class, nor add a student to a class, without the proper authorization from the offices of the dean and registrar.
4. ~~New teachers~~ are urged to acquaint themselves with the school catalog, school rules and regulations, and other published material of NBC.
5. Do not enroll any student in a class unless he or she presents the registration card obtained from the Registrar.
6. Students may audit courses for which they register as auditors, and pay the auditor's fees. For such students, no attendance record is kept, no examinations given, and no credit earned. They should have the same social privileges which other students have, but should not participate in class discussions unless permitted to do so by the instructor.
7. Begin classes promptly, and dismiss ~~them~~ promptly according to the bells.
8. No change in classroom should be made without permission from the administration.
9. A Syllabus for each course taught should be submitted to the dean's office, according to specifications of the administration.



Part III. Counseling Procedures (Adapted to suit our needs  
from parts of Counselor's Manual of Wheaton College).

I. What a Good Counselor Can Do.

1. Be a friend and establish a positive contact with the student before problems are manifested.
2. Help the new student get acquainted and feel at home.
3. Confer with students at ~~stated~~ intervals concerning progress and problems.
4. Praise whenever honestly possible, and avoid ~~the~~ prediction of failure.
5. Study test results, autobiographies, and other data relative to a student, in an attempt to discover the underlying problems of the unsuccessful pupil.
6. Refer students to those who can help them with special problems, or refer them to helpful books.
7. Make a study of all available data relative to the counselee and be ready to help the student work out his own solution to vocational, educational, personal, and spiritual decisions.
8. Summarize each interview and record for future reference and for reporting.
9. Make follow-up appointments with the counselees who need help and make it easy for all counselees to ask for other interview.
10. Make recommendations through reports or special letters to the dean or to the Academic Affairs Committee concerning counselees who are failing or who are facing special problems.

II. What a Counselor Cannot Do for Students.

1. A counselor cannot make decisions for a counselee, but he can be a sympathetic listener, and even offer various possible solutions to the student's problem. Good counseling involves making adequate decisions possible, not making them.
2. A counselor cannot increase the native ability of his counselee, but he can encourage the maximum use of the ability he knows they have.
3. A counselor should not attempt to solve serious maladjustments involving physical or mental disorders, but refer such cases to proper professional agencies.
4. A counselor cannot reduce the academic or employment load of a floundering counselee, but he can make recommendations that such adjustments be made.



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5. A counselor should not criticise a fellow-teacher to a student, but ~~he can make a friendly approach to any teacher if that teacher is involved in the student's problem.~~
6. A counselor should not tell a student his I.Q. and psychological scores, but he can indicate areas in which he seems weak or strong.
7. A counselor ~~cannot be a good counselor and betray~~ <sup>MUST NOT</sup> ~~a student's~~ <sup>THE</sup> confidence on matters of a confidential nature.

### III. Who should Counsel on Special Problems.

Problems involving social and personal adjustments or disciplinary measures: Deans.

Reading difficulties: Miss Williams.

Change of Load: Dean and Registrar.

Health Problems: Miss Johnson.

Special Testing Service: Mr. Despain.

Employment Opportunities: Mrs. Perks.

Student Aid: Mr. Spradley.

Attendance Irregularities: The deans.

Housing Problems: Mrs. Perks.

### IV. Counseling Reports.

#### First Quarter.

No. 1 The Friday of the fourth week.

No. 2 The Friday of the ninth week.

#### Second Quarter.

No. 1 The Friday of the third week (just before Christmas holiday)

No. 2 The Friday of the Seventh week

#### Third Quarter.

No. 1 The Friday of the second week.

No. 2 The Friday of the sixth week.



PART IV.

PERSONNEL LIST

BOARD OF DIRECTORS

Alfred R. Anderson, Hamilton, Montana

G. A. Anderson, Kalispell, Montana

Mr. Frank Bentley, Tacoma, Washington

Rev. Eugene A. Born, Missoula, Montana

\*Rev. C. E. Butterfield, Seattle, Washington

Mr. Harold F. Gray, Tacoma, Washington

\*Rev. Charles M. Jackson, Great Falls, Montana (Vice Chairman)

\*Rev. D. H. McLaughlin, Seattle, Washington (Chairman)

Rev. Maynard S. Oss, Everett, Washington

\*Rev. R. M. Phillips, Seattle, Washington (Treasurer)

\*Rev. Lyle B. Spradley, Seattle, Washington (Secretary)

Rev. P. G. Trulin, Sunnyside, Washington

Mr. Ben Wirkkala, Naselle, Washington

\* Indicates member of Executive Committee

Addresses of Seattle members:

Rev. C.E. Butterfield, 8620 Corliss Ave., Phone: VE-8841.  
Office, VE-4100

Rev. D. McLaughlin, 19828 Fremont Ave., Phone: Richmond  
Beach 2765, Office: VE-3000

Rev. R.M. Phillips, 12014 - 20th Ave. N.E., Phone GL-5418  
Office, VE-3000.

Rev. Lyle B. Spradley, 6817 8th Ave. N.E., Phone VE-4100



FACULTY AND STAFF

1953-54

<u>NAME</u>	<u>SEATTLE ADDRESS</u>	<u>ZONE</u>	<u>TELEPHONE</u>
C. E. Butterfield) Edith Butterfield)	8620 Corliss Ave.	3	VE 8841
D. L. Aasen	11041 Fremont Ave.	33	
Mollie J. Perks	1020 East 67th	5	VE 9743
Yvonne Altura	3760 University Way	5	ME 0103
Richard W. Bishop	2009 W. 61st	7	HE 0144
Helen Coleman	6905 8th Ave. N.E.	5	PL 6773
Hazle Davis	635 E. 70th	5	KE 9540
Phyllis Crane			
S. Leland Despain	628 E. 70th	5	FI 5421
Stanley H. Durst	1006 East 72nd	5	VE 1271
Donald H. Fee	7337 Ravenna St.	5	FI 1705
Doris L. Johnson	3827 Stone Way	3	EV 0033
Amos D. Millard	311 East 55th St.	5	FI 0365
Erika Munger) Allan Munger)	1605 E. 73rd	5	KE 5434
Robert E. Sistig	2509 North 43rd	3	ME 4652
Lyle B. Spradley	6817 8th Ave. N.E.	5	VE 4100
Jean L. Shah	6839 Oswego Place	5	FI 5481
Robert B. Tangen	4402 Graham St.	8	RA 3421
Maxine Williams	7805 Fremont	3	SU 5465

Student Staff Members:

Custodian

Assistant Librarian

Secretary to President

Faculty Secretary (Miss D. Thompson)



FACULTY COMMITTEES

ADMISSIONS:

C. E. Butterfield  
D. L. Aasen  
A. D. Millard

CATALOG AND CURRICULUM:

D. L. Aasen  
Y. Altura X  
S. L. Despain  
A. D. Millard  
D. Munger  
M. Williams

CHRISTIAN SERVICE:

R. B. Tangen  
D. Johnson  
D. H. Fee  
E. Munger

LIBRARY:

M. Williams X  
Y. Altura X  
R. W. Bishop  
P. Crane

STUDENT LIFE AND DISCIPLINE:

D. L. Aasen  
S. L. Despain  
D. H. Fee  
M. Perks

COUNSELING:

C. E. Butterfield  
D. L. Aasen  
S. L. Despain  
D. H. Fee  
M. Perks

CHAPEL:

C. E. Butterfield  
D. L. Aasen  
D. H. Fee  
E. Munger

SOCIAL:

D. Johnson  
P. Crane  
E. Munger  
M. Perks  
M. Williams

PUBLICATIONS:

A. Munger  
D. Johnson  
A. Millard

ACADEMIC AFFAIRS:

D. L. Aasen  
Y. Altura X  
S. L. Despain  
A. Millard  
M. Williams



NORTHWEST BIBLE COLLEGE  
RULES AND REGULATIONS  
1953-1954

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 minitor 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, 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 now 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. 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 18.
- B. Withdrawals: (1) From a class: Page 18.  
(2) From school: Page 18.
- C. Incompletes: Page 19.
- D. Student Classification: Page 19.
- E. Academic Load Limits: Page 19.
- F. Grading System: Page 19
- G. Graduation Requirements: Page 20
- 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.