



GATHER 4 HIM

CHRISTIAN COLLEGE

Catalog

2016-2017

Our Mission

The mission of Gather 4 Him is to motivate and equip college students for Christ-centered service in the church and community.

3021 W. Clearwater Ave. Kennewick, WA 99336

college.gather4him.net

Notes about use of catalog

This catalog is provided for guidance in course selection and program planning. While every effort is made to ensure the accuracy of the information in this catalog, in no sense is it to be considered a binding contract and it may be changed by action of appropriate bodies with the college.

Courses listed in this catalog are subject to change through normal academic process. New courses and changes in existing course work are initiated by the appropriate department and approved by the Faculty Council or other bodies as needed.

ACADEMIC CALENDAR

Fall Semester	2016
Tuition Due	Aug 1 st (M)
Student Orientation (Mandatory)	Aug 22-23 (M-T)
Instruction begins	Aug 24 (W)
Close of course registration	Sept 2 (F)
Last day to add courses to any class schedule	Sept 2 (F)
Last day to drop courses without a fee	Sept 2 (F)
Labor Day (no classes)	Sept 5 (M)
Columbus Day (no classes)	Oct 10 (M)
Early scheduling for Spring Semester	Oct 31 – Dec 9
Last day to drop any course	Nov 4 (F)
Veterans' Day (no classes)	Nov 11 (F)
Thanksgiving vacation	Nov 23 – 25
Classes resume	Nov 28 (M)
Last day of instruction	Dec 2 (F)
Final exams	Dec 5-8
Spring Semester	2017
Tuition Due	Jan 2 nd (M)
Registration for all new students	Jan 9 (M)
Orientation for new students	Jan 10 (T)
Instruction begins	Jan 11 (W)
Martin Luther King Day (no classes)	Jan 16 (M)
Close of course registration	Jan 20 (F)
Last day to add courses to any class schedule	Jan 20 (F)
Last day to drop courses without a fee	Jan 20 (F)
Leadership Conference	Feb 2 – 4 (Th-S)
President's Day (no classes)	Feb 20 (M)
Last day to drop any course	Mar 17 (F)

Spring break	Mar 27-31
Classes resume	Apr 3 (M)
Registration for summer courses	April 10
Early scheduling for Fall Semester	April 10 – May 5
Last day of instruction	April 28 (F)
Final exams	May 1 - 4
Commencement	May 12 (F)
Summer Term	2017
Summer Session I begins	May 15 (M)
Close of course registration for Summer Session	May 15 (M)
Last day to drop summer course w/o financial penalty	May 25 (Th)
Summer Session ends	July 12 (F)

All calendar dates are subject to change

Gather 4 Him Christian College (G4HCC) is the first two-year Christian Liberal of Arts College in the Lower Mid-Columbia Region. It is the only college where students can finish their general university requirements, receive an in-depth knowledge of the Bible and discover God's call on their lives. Our professors are experts in their fields not only in academics, but also in their professions. Our class sizes are small, giving each student the opportunity to increase their depth of learning.

The mission of Gather 4 Him Christian College is to reach the community for Christ by motivating and equipping students through their college education, seeking God, and living what they have learned through practical application.

Gather 4 Him Christian College is an outgrowth of Gather 4 Him Ministries, which was created in 2005 through a youth outreach event called, "*The Gathering.*" Through this event, we developed a relationship with Corban University which eventually led to starting G4HCC in 2008. G4HCC followed all the Washington State requirements for starting a college through the Washington Student Achievement Council (WSAC). G4HCC has been approved as an educational services provider by the Veteran's Benefits Administration for eligible military and uniformed services veterans. Currently, we are pursuing a national accreditation with Transnational Association of Christian Colleges and Schools (TRACS).

The actual G4HCC degree is an Associate of Arts degree in Biblical Studies. The foundational courses for the degree generally parallel those found at all other colleges in the first two years of study and include coursework in communications, quantitative skills, human performance, humanities, social sciences and mathematics/science. Our electives are in Biblical Education. The degree requires 68 semester hours which for most colleges it is one-half the number of credits required for a baccalaureate degree.

American society is changing so rapidly that the most forward-thinking approach to the future needs is to focus on students who are seeking more out of a college than just an academic environment. While academics are one of our top priorities at G4HCC, we believe there is also a vital spiritual component that emphasizes moral and ethical responsibilities during the students' overall college experience. With the focus being on Jesus as Lord, this will instill in students a sense of self-confidence, obedience, perseverance and knowledge necessary to lead their generation and generations to come.

In Christ,

Robert B. Nash
President

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COLLEGE PROFILE

WASHINGTON STUDENT ACHIEVEMENT COUNCIL (WSAC)

Gather 4 Him Christian College is authorized by the Washington Student Achievement Council (WSAC) to offer the Associate of Arts Degree in Biblical Studies and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act (RCW 28B.85). This authorization is subject to periodic review and authorizes Gather 4 Him Christian College to advertise and recruit for the following degree program: Associate of Arts Degree in Biblical Studies. Authorization by the WSAC does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the

Washington Student Achievement Council (WSAC)

P.O. Box 43430, Olympia, WA 98504-3430

www.wsac.wa.gov

ACCREDITATION

Gather 4 Him Christian College is in the accreditation process with Transnational Association of Christian Colleges and Schools (TRACS). TRACS is recognized by both the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education.

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road, Forest, VA 24551

(434) 525-9539 info@tracs.org

STATEMENT OF PURPOSE

GATHER 4 HIM CHRISTIAN COLLEGE MISSION STATEMENT

The mission of Gather 4 Him is to motivate and equip college students for Christ-centered service in the church and community.

STUDENT LIFE CHARGE

As instruments of God, we exist to develop servant leaders who will exemplify wisdom and integrity,

express truth and compassion, and embrace life-long learning.

STUDENT LIFE PURPOSE

The purpose of Student Life at Gather 4 Him Christian College (G4HCC) is to provide students with services, training, support, and activities that uphold the academic mission of the College, support student learning and development, and nurture the whole person in and out of the classroom.

STATEMENT OF FAITH

The Nicene Creed (Adopted by the First Council of Nicaea, 325 CE)

We believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

And in one Lord Jesus Christ, the only Son of God, begotten from the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made; of the same essence as the Father. Through him all things were made.

For us and for our salvation he came down from heaven; he became incarnate by the Holy Spirit and the virgin Mary, and was made human.

He was crucified for us under Pontius Pilate; he suffered and was buried. The third day he rose again, according to the Scriptures. He ascended to heaven and is seated at the right hand of the Father. He will come again with glory to judge the living and the dead. His kingdom will never end.

And we believe in the Holy Spirit, the Lord, the giver of life. He proceeds from the Father and the Son, and with the Father and the Son is worshiped and glorified. He spoke through the prophets.

We believe in one holy catholic and apostolic church.

We affirm one baptism for the forgiveness of sins.

We look forward to the resurrection of the dead, and to life in the world to come. Amen.

GATHER 4 HIM CORE VALUES

- We are committed to God and His Relevant Word (Matthew 22:37-39).
- We believe we were created by God to live in a loving relationship with Him, ourselves, and others. (Colossians 1:16).
- We believe the great commission of bringing people to Christ and discipling them through a spiritual formation process (Matthew 28:19).
- We believe He (Christ) is the one who gave these gifts to the church... (and therefore)...their responsibility is to equip God's people to do His work and build up the body of Christ. The local Body of Christ is God's multiplication agent (Ephesians 4:11-13, 15).
- We are accountable servants that work as a team (Romans 12:5, I Cor. 12:25-26).
- We believe "since we are all one body in Christ", we belong to each other, and each of us needs all the others (I Cor. 12:12).

PHILOSOPHY OF EDUCATION

Gather 4 Him Christian College is dedicated to the following Philosophy of Education:

To excellence in scholarship and teaching:

We maintain a high priority on excellence in teaching within the context of exemplary scholarship and research. Guided by our faith in Jesus Christ, who is "the way, the truth, and the life" (John 14:6), we believe in the unity of God's truth, whether supernaturally revealed or humanly discovered; we value the search for knowledge and understanding in all areas of life. Thus we desire to foster an environment in which:

- Students develop intellectual curiosity, passion, and academic agility, valuing the life of the mind and life-long learning;
- Students develop their critical thinking, reflection, analysis, and communication skills;
- Students develop knowledge and competencies in the arts, sciences, and professions;
- Faculty are supported in and recognized for scholarship of discovery, integration, application, and teaching.

To the whole Gospel for the whole world through whole persons:

We recognize the Bible, composed of the Old and New Testaments, as inspired of God and as the supreme and final authority in faith and life. We submit ourselves to carrying out our mission under its authority and seek to apply biblical principles to all facets of human aspiration and action, including the centrality of personal transformation. We affirm the importance of calling all persons everywhere to personal faith and faithful discipleship in following Jesus Christ as Savior and Lord, including living out the whole Gospel in a needy and lost world. Thus we seek:

- To enable students to develop a Christian worldview, grounded in the Scriptures;
- To enable students to discern the ethical consequences of decisions and actions;
- To foster an environment in which all members of the campus community desire and participate in their own Christian formation;
- To develop a campus community where all give witness to a Christian worldview, through action and voice, motivated to explore faithfulness to Christ through Christ-centered study, work, and living.

To justice, reconciliation, and transformation:

In our commitment to sharing the whole Gospel to the whole world, we acknowledge with sorrow the brokenness of the world at personal, national, and international levels. Thus we seek to work for Christian transformation, justice, and reconciliation, in all areas of life as these are grounded in our understanding of Christ's calling to us. We particularly seek to work with and for the poor, oppressed, and suffering persons as part of our Christian discipleship. Thus we seek:

- To provide educational opportunities and financial aid as best we can for those with few or no financial resources to attend a private Christian college;
- To motivate students to assume responsibility for justice and to show a transformative influence — especially regarding social, political, and economic justice;
- To enable all members of the campus community to participate in opportunities for meaningful service, demonstrating love for God and neighbors and working towards justice.

To responsible leadership and stewardship:

We believe that our complex society needs leadership in all institutions that is intelligent, informed, insightful, ethical, strategic, and just. We are dedicated to graduating students whose wisdom, Christian values, and skills enable them to lead and manage such institutions, including those that are the most influential. Similarly, we commit to excellence in the leadership of the College and in the stewardship of College resources. Further, we believe that we are to care not only for people throughout the world, but also for creation itself as responsible stewards of the environment and other physical resources. Thus we seek:

- To prepare students to live in an interdependent world, aware of societal and global problems and committed to engage in solving them;
- To engender the wisdom and character necessary for sound Christian leadership;
- To inspire all members of the campus community to care for creation as responsible stewards and to model that care in the use of College facilities and resources.

To Christian community:

Our commitments lead us to work towards shaping a campus community that embodies values of Christian witness, caring and compassion, justice and integrity, competence and affirmation. We wish to

treat each member of the campus community with fairness, dignity, and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission. Thus we seek:

- To foster genuine community, where individuals show compassion and friendship towards others in the spirit of Christian love;
- To help students increase in self-awareness and in their sensitivity towards others and others' needs and situations;
- To foster an environment where diversity is appreciated and reconciliation is practiced;
- To equip all members of the campus community to live well with one another, honoring, supporting, and affirming one another.

Educational Values:

We are Christ-centered in all of our programs. We are committed to high quality in all areas, whether academic, spiritual or service oriented. In particular, we look for creative ways to be effective in the classroom, embracing innovative methodology as an important adjunct to traditional pedagogy.

We are student-centered—the primary focus of our work is the intellectual, spiritual and psychological development of students. We care about the whole person, seeking to provide a variety of student services, learning experiences and service opportunities that support emotional, spiritual, professional and physical development.

We are committed to a discipleship model of education. Faculty give themselves to students—life on life—resulting in a deep impact. We want our education to be life transforming and incarnational, acquired through relationships as well as information. Unlike much in the culture around us, we will not divorce competence from conscience. We have a passionate desire that the Kingdom of God be experienced and embraced by people who live out their faith in their lives.

We seek to educate and develop men and women of intellectual ability, strong character and deep Christian commitment. We seek students who are serious, teachable and invested in their educational experience, so that we can have maximum impact on their intellectual and spiritual formation.

Within the unity of our faith, we seek to be an inclusive Christian community. Held together by our passionate commitment to Jesus Christ as Savior and Lord of all, we are enriched by persons of different ethnicities, ages, academic programs, nationalities, gender, economic backgrounds, political views and ways of understanding the Christian's place in the world.

ADMINISTRATION, FACULTY, AND BOARD OF DIRECTORS

ADMINISTRATION

Bob Nash, **President, Chief Executive Officer (CEO)** bob@gather4him.net
MEd Counseling/Psychology, Washington State University, WA
BS Physical Education, Minor in Health & Coaching Washington State University, WA
2008 - Present

Alexis Stalberger, **Director of Admissions and Student Life** alexis@gather4him.net
BA Psychology, Minor HR Management, Washington State University, WA
AA Columbia Basin College, WA
2012 – Present

Johan Curtiss, **Registrar** registrar@gather4him.net
MA Business Administration, Saint Leo University, FL
BA Business Administration-Management, Saint Leo University, FL
2012 – Present

Alice Christenson, **Office Administrator/Financial Services** alice@gather4him.net
AA, Minor in Missions, Northwest University, WA
2010 – Present

Dr. Darrell Puls, **Dean of Academic Affairs** Dean@gather4him.net
Doctor of Religious Studies, Trinity Theological Seminary, IN
MA Educational Leadership, Western Michigan University, MI
BA Music Education, Western Michigan University, MI
2011 – Present

Dr. Diana Petty, **Head of Faculty** dpetty@gather4him.net
Doctor of Atmospheric Sciences, Nagoya University, Japan
MS Physics, Major Meteorology, Sofia University, Sofia, Bulgaria
BS Physics, Sofia University, Sofia, Bulgaria
2012 - Present

ADJUNCT FACULTY

Bender, Laurie, **Instructor** – *Communication Skills*
MEd English as a Second Language, Texas Wesleyan University, TX
BA Secondary English Education, Oklahoma Baptist University, OK
2014 - Present

Curtiss, Johan, **Registrar/Instructor** - *Social Science*
MA Business Administration, Saint Leo University, FL
BA Business Administration-Management, Saint Leo University, FL
2011 – Present

Frankovic, Jennifer, **Instructor** – *Communication Skills*
MA English Literature, Central Washington University, WA
BA English, Whitworth University, WA

*BA Theatre, Whitworth University, WA
2015 - Present*

French, Larry, **Instructor** – *Humanities*
MEd, Oregon State University, OR
BS Science, Western Oregon University, OR
2015 - Present

Morris, Jacob, **Instructor** – *Biblical Education*
ThM Theology, Dallas Theological Seminary, TX
BS Biblical Studies, Moody Bible Institute, WA
2014 - Present

Najera, Lilia, **Instructor** - *Ministry Practicum*
BA Accounting, Washington State University, WA
2016 – Present

Olson, BJ, **Instructor** – *Social Science*
MS Counseling Psychology, Central Washington University, WA
BA Psychology, Minor in Mathematics, Central Washington University, WA
2015 – Present

Petty, Diana, **Professor/Instructor** – *Science, Mathematics*
Doctor of Atmospheric Sciences, Nagoya University, Japan
MS Physics, Major Meteorology, Sofia University, Sofia, Bulgaria
BS Physics, Sofia University, Sofia, Bulgaria
2012 - Present

Puls, Darrell **Dean of Academic Affairs/Professor** – *Biblical Education, Humanities*
Doctor of Religious Studies, Trinity Theological Seminary, IN
MA Educational Leadership, Western Michigan University, MI
BA Music Education, Western Michigan University, MI
2011 – Present

Schmidt, Brian, **Instructor** - *Online Macro Economics Corban University*
MM, Corban University, OR
BS, Willamette University, OR
2014 - Present

Spurgeon, Jennifer – **Instructor** – *Communication Skills*
MA Teaching English as a Second Language, West Chester University, PA
BA German, Teaching English as a Second Language, Indiana University, IN
2015 - Present

Taylor, Mark, **Head of Biblical Studies/Instructor** - *Biblical Studies, Humanities*
MA Biblical Studies with a New Testament Emphasis, Denver Seminary, CO
BS Biblical Studies, Western Baptist College (Corban University), OR
2014 - Present

BOARD OF DIRECTORS

Hilda Chavallo, Kennewick, WA

Travis Cram, Richland, WA

Peter Dufault, Mattawa, WA

Susan Dufault, Mattawa, WA

Pete Firth, Richland, WA

Doug Guy, Kennewick, WA

Jerry Johnson, Richland, WA

Penny Johnson, Richland, WA

Bob Nash, Richland, WA

Michael Patterson, Salem, OR

Jamei Perez, Richland, WA

ACADEMIC INFORMATION AND POLICIES

DEGREE PROGRAM DESCRIPTION

G4HCC offers a two-year Associate of Arts Degree in Biblical Studies. The core degree courses consist of the same general academic requirements in the humanities and sciences found at other colleges, but from a Biblical Worldview perspective. Numerous electives are available in biblical studies as well as practicum opportunities for our students to earn credit while working in the community. Whether or not the student intends to go into ministry, G4HCC offers a solid academic background coupled with Biblical Worldview perspectives in each area of study.

GENERAL EDUCATION OUTCOMES

TRANSFORMATIVE LEARNING

G4HCC is committed to creating a transformative learning culture where teaching from a Biblical Worldview perspective is incorporated across the curriculum. To do this effectively, G4HCC's curriculum builds on the foundation for biblical and theological training including general university requirements as students are educated and prepared to impact the world for Christ. Foundational principles provide students with a depth of knowledge that allows them to identify, examine, and evaluate their circumstances to make wise and informative decisions.

COMPREHENSIVE DEVELOPMENT

G4HCC is committed to creating a community that promotes leadership, outreach, worship, events and activities that reflect God's character. The overall development of a person is essential to enabling students to fully express themselves as people created in the image of God. A comprehensive approach encourages physical and emotional health as well as a well-developed spiritual life and positive social relationships.

CHRISTIAN STEWARDSHIP

G4HCC promotes a life of stewardship and service toward God, humanity and creation throughout its programs. Christian Stewardship equips students to discover God's call in their life. Discovering their call gives students a purpose driven life of leadership in action. Following the biblical priority of stewardship, students are given opportunities to develop organization skills, manage time and to use their gifts, talents and abilities to effect positive change in our community. Using resources and personal talents to serve others demonstrates a life of integrity and service.

PROGRAM POLICIES

ACADEMIC ADVISING

The Student Advising Center (SAC) will be available to discuss student's academic progress. The SAC will be able to handle any questions or concerns regarding academic programs and graduation requirements. All students should meet with the SAC throughout the year when scheduling classes or when formulating plans for changes in educational goals.

ACADEMIC GOOD STANDING

For the purpose of retention, academic good standing for degree-seeking students is defined as a minimum cumulative GPA of 2.00. This standard is in effect for all students, regardless of catalog year.

A student who does not maintain the minimum GPA standard is placed on academic probation or is disqualified. A student on academic probation is in conditional good standing and is permitted to enroll.

ACADEMIC PROBATION

Any student whose semester grade point average (GPA) falls below 2.00 is placed on academic probation. Students on academic probation are limited to an academic load of 12 or 13 hours a semester and may be required to limit extracurricular activities and/or obtain private tutoring services. Students are encouraged to speak with their Academic Advisor for assistance. If a student is on academic probation for two consecutive semesters, they may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar. If the appeal is granted, the student must establish a learning contract with the Registrar.

If a student on a learning contract fails to achieve a semester GPA of 2.00, the result may be dismissal from school.

A student who has completed 36 credit hours at G4HCC, and has two consecutive semesters of academic probation along with a cumulative GPA below 2.00 may be dismissed.

Students accepted provisionally have two semesters to establish a minimum cumulative 2.00 GPA. Failure to establish this minimum GPA may result in dismissal from the college.

Students dismissed because of scholarship deficiency must apply for readmission and will not be considered for readmission until one full semester (summer session excluded) has intervened. It is highly recommended that students on academic probation take advantage of the services offered in the Student Advising Center (SAC). Questions may be directed to the SAC.

ACADEMIC STANDARDS

A "D" grade in a course required for a major or minor will not count toward Gather 4 Him graduation requirements. A minimum cumulative grade point average of 2.00 (C) is necessary to graduate; however, some programs may require a higher GPA for the major. A grade of C- is counted as passing but cred-

it for the course may not be accepted by other institutions, depending on the policies of the receiving institution.

PLAGIARISM STRICTLY PROHIBITED

Plagiarism is the use of words and ideas of another as if they were one's own and without acknowledgment of their source. Plagiarism is stealing, and constitutes a serious offense against any ethical code, be it scholastic, artistic, or professional. Plagiarism can be committed intentionally, or it can happen inadvertently, due to careless note-taking, or to a lack of knowledge of the conventions by which sources are credited, or even because of a misunderstanding on what constitutes original thinking.

Plagiarism is unethical and dishonest in any context, and especially so in college, where the development of personal integrity and original thinking are the primary goals. Gather 4 Him Christian College is no exception. Indeed, the G4HCC specialized nature as a distinctly Christian college makes the issue of plagiarism more critical, and more complex, than it might be elsewhere. In all areas, the accurate and honest communication of ideas is fundamental.

The submission of materials which are purchased from various "term paper" companies or from another student is considered by the College to be a blatant disregard of the regulations involving plagiarism, and is strictly prohibited. The attempt of any student to present as his or her own work, the work of another, or any work which he or she has not honestly performed, or to pass an examination by improper means, renders the offender liable to immediate suspension and expulsion from the College.

A lack of awareness of the regulations governing plagiarism and cheating on the part of the student does not exempt a student from the responsibility to abide by the College's regulations governing the matter.

SEMESTER CREDIT HOUR DEFINITION

One semester credit is a quantitative measure representing a class meeting once a week for 15 weeks for 50 minutes together with out-of-class preparation of approximately two hours per credit, per week, or the equivalent.

GATHER 4 HIM CHRISTIAN COLLEGE GRADUATION REQUIREMENT

G4HCC requires 68 semester credit hours for an Associate of Arts Degree in Biblical studies.

Communication Skills (9 credits)

Quantitative / Symbolic Reasoning Skills (3 credits)

Human Performance (2 credits)

Humanities (12 credits)

Social Sciences (12 credits)

Math/Science (11 credits)

Biblical Education Electives (20 credits)

Minimum GPA standard is 2.0.

GRADUATION REQUIREMENTS AND COMMENCEMENT

All candidates for graduation must apply for their degree. The application for graduation is due in the Student Advising Center in the spring semester of your graduating year. Applications are available in the Student Advising Center. All official transcripts from other institutions must be received in the Registrar's Office by April 1.

HONORS AT GRADUATION

Candidates may graduate with honors on the basis of their collegiate record at G4HCC. In order to graduate with honors, the student must earn at least 60 graded semester hours through G4HCC. This includes transfer credits approved by G4HCC. Pass/fail courses do not meet residence requirements.

3.90 GPA Summa cum laude

3.75 GPA Magna cum laude

3.60 GPA Cum laude

PARTICIPATION IN COMMENCEMENT

It is expected that all graduating students will be present at commencement except in cases of extreme emergency or circumstances beyond their control. Notice to graduate in absentia must be given to the registrar well in advance. In order to participate in commencement exercises, a student must have completed all degree requirements.

LIBRARY RESOURCES

In addition to 1,500 titles in our growing library, G4HCC will provide access to the resources of the Mid-Columbia Libraries. Students also have access to Washington State University Tri-Cities Library resources.

CLASSIFICATION OF STUDENTS

DEGREE-SEEKING FULL-TIME students are those who have met the requirements for admission, are enrolled in a degree program and are registered for 12 or more semester hours in a given semester.

DEGREE-SEEKING PART-TIME students are those taking less than 12 semester hours in a given semester.

AUDITING STUDENTS are those who do not receive college credit for attending classes.

NON-DEGREE SEEKING STUDENT are those who take courses for college credit.

WITHDRAWING FROM THE COLLEGE

A Cancellation/Withdrawal Request Form needs filled out and turned into the office. In order to withdraw from the college and receive a full refund the request form must be submitted and approved by the second week of the semester as outlined in the academic calendar. Students must consult with Academic Advisor prior to withdrawal.

DROPPING A COURSE

During the registration period, which is published in the academic calendar, students may drop a course by completing the Course Change Form, signed by the advisor, professor, and filing this form with the Registrar. This class will not appear on the student transcript and no fee is charged for the changes. If a student drops courses during this period and the class load is less than 12 semester hours, financial aid awards may be reduced. See the Financial Aid Office for more information.

Changes made after the close of registration will not receive a refund of tuition, the course change fee applies, and a "W" will appear on the transcript for that course. No course may be dropped after the 10th week of class.

Students who discontinue attendance without official withdrawal will receive an F grade for the course.

Course changes are not complete until the Office of the Registrar receives the completed Course Change Form. The effective date of the course change is the date when the completed form is received in the Office of the Registrar.

ADDING A COURSE

During the registration period, which is published in the academic calendar, students may add a course to their schedule by completing the Course Change Form available in the office of the registrar. The form must be signed by the academic advisor and filed with the registrar.

Students are required to make up any course work missed due to late enrollment.

No course may be added after the end of the first calendar week without approval of the faculty member teaching the course and Academic Advisor.

AUDITING A COURSE

Subject to instructor approval, students may audit courses from which they wish to derive benefit without fulfilling credit requirements. Class attendance standards must be met. This must be established with the Registrar at the time of registration. Students may not challenge or test out of a course that has been audited.

INDEPENDENT STUDY/ONLINE INSTRUCTION

G4HCC feels student learning is best accomplished in a classroom setting; we will make every attempt to fulfill the standard mode of learning. However, in the event of a schedule conflict, an independent study course with G4HCC faculty may be made available.

For independent study courses, the student will be given a course syllabus and in order to receive course credit they will have to fulfill all the requirements within the syllabus. The course will be offered as an independent study and the student will be assigned to a professor. The professor will act as an advisor to the student overseeing their progress and grading all required work. All independent study courses will need to meet pre-requisites. However, the classroom setting will be preferred.

The credits earned through independent study will be transcribed and treated the same as classroom instruction. The independent study program is designed to meet on a weekly basis reviewing assignments, papers, and tests.

Online instruction may be offered to students as well, depending on the course needed.

COURSE CANCELLATIONS

In the event of a course cancellation, students will be notified and offered another course.

STUDENT ACADEMIC COMPLAINTS

Direct all complaints to the Dean of Academic Affairs, Dr. Darrell Puls, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: dean@gather4him.net.

ACADEMIC APPEALS PROCESS

If you experience a conflict regarding an academic issue, you must initiate the appeals process:

- Meet with the professor or advisor and document in writing your effort to resolve the conflict.
- If there is no resolution, a written appeal must be presented within 10 days to the Dean of Academic Affairs who will attempt to resolve the dispute.
- If the decision is appealed by any party, it is done by writing a petition.
- This petition may be filed only after each of the above steps has been completed. The petition must be signed by the student, instructor or advisor, and submitted to the Dean of Academic

Affairs. Some circumstances the decision can be appealed to the President.

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as noted above, and feels the issue is not resolved, may contact the accrediting agency:

Transnational Association of Christian Colleges & Schools (TRACS)

15935 Forest Road, Forest, Virginia 24551

Phone: 434-525-9539 FAX: 434-525-9538

E-Mail: info@tracs.org Website: www.tracs.org

OR may make a complaint to the State of Washington by contacting:

Washington Student Achievement Council (WSAC)

P.O. Box 43430, Olympia, WA 98504-3430 www.wsac.wa.gov

INSTRUCTOR REQUIREMENTS AND POLICIES

It is required that all instructors have a master's degree—or the equivalent—in the disciplines they teach. Exceptions may be made for those who possess a baccalaureate degree in the field of being taught and who are actively enrolled in a Master's degree program from an accredited college or university and shall at all times work under the supervision of a fully-qualified instructor. In all cases, approval of program instructors is consistent with the selection process employed by G4HCC.

GRADE SUBMISSION

At the end of the semester, G4HCC faculties are required to finalize grades on Populi. Course grades are due no later than one week after the final day of classes. Grades are to be submitted via Populi.

POPULI

Populi college management system is available for administration, faculty and students for academics, admissions, billing, scheduling, and communications. Log in information to be provided during enrollment. Populi can be accessed at <http://college.gather4him.net/>.

COURSE SYLLABUS

Instructors must provide a syllabus for each course. This syllabus must serve as the foundation of the course. The course outcomes, course description, and course assessments must be clearly defined before each course. All syllabi must be submitted to the G4HCC Dean of Academic Affairs no later than one (1) month prior to the beginning of the semester. Once approved, an electronic copy of the syllabus is to be submitted to the Office of the Registrar.

GRADING PROCEDURES

1. The G4HCC grade for the course is determined in accordance with grading criteria established by G4HCC Admin Team.
2. G4HCC gives plusses and minuses, however, no A+'s are given.
3. Grades appear on the G4HCC transcript once the instructor submits them to the Office of the Registrar.
4. Information on transcripts is found in the Student Handbook and the College catalog.
5. If a student is turning in a paper electronically, it must be turned in no later than midnight the day the paper is due, or as specifically instructed on the syllabus.

GRADING SCALE

The quality of student work is measured by the following scale, with grades and grade points used to determine grade point averages (GPA). The GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of graded credits attempted as defined by the institution.

Grade	Quality	Value	
A	100-94	Superior	4.0
A-	93-90		3.7
B+	89-87		3.3
B	86-84	Above Average	3.0
B-	83-80		2.7
C+	79-77		2.3
C	76-74		2.0
C-	73-70		1.7
D +	69-67		1.3
D	66-62	Below Average	1.0
D-	63-60		0.7
F		Fail	0.0

Grade Quality

P Pass

I	Incomplete
X	Work Continuing (<i>practicums and student teaching only</i>)
AU	Audit
CE	Credit by Exam
CR	Course Repeated
W	Withdrawal
IP	In Process

P, I, X, AU, CE, CR, W, and IP grades for a course earned, or attempted, are not utilized in GPA computations.

Practicums are graded Pass/Fail only. A Pass grade is the equivalent of a C or higher.

Students are allowed to re-enroll for a course to raise a previous grade of D or F. The transcript will reflect the grade as a repeated course (R). The GPA is based on the repeated course grade.

An incomplete grade (I) is a temporary grade given when students are unable to complete the work for a course on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause.

To be considered for an incomplete grade, students must be passing the coursework submitted to date. Unless there are extraordinary circumstances the student should have completed the majority of the course work. The instructor will assign a contingency grade, which will become the final grade if the incomplete work has not been received by the due date stated in the contract.

Students who find it necessary to ask for an incomplete grade must submit an application for the grade and establish a contract with the instructor, which includes an appropriate completion date. This date may be extended to the end of the term subsequent to the term the incomplete was issued. Applications are available in the Office of the Registrar.

Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term (see Academic Load).

TRANSCRIPT REQUEST

All tuition and fees must be paid in full before a student transcript request is processed or diploma is issued. A Transcript Request Form must be filled out and turned in along with the fee. The Transcript Request Form is available on the G4HCC website. Allow five business days for processing time.

FINAL EXAMINATIONS

The last week of each semester is devoted to final examinations. Students are expected to take the exams at the scheduled time.

Rescheduling: Exams cannot be rescheduled unless circumstances beyond the control of the student (such as hospitalization, death in the family, etc.) which prevent the student from taking the examination as scheduled. The student is responsible to obtain permission from the instructor, and the Dean of Academic Affairs. Please do not attempt to reschedule an exam because it may be more convenient to take it at a different time than scheduled. If a student is requesting to reschedule a final exam due to a ministry trip, or missions trip they must take their final before they leave, even if that requires taking the final exams earlier than scheduled on the syllabus.

COURSE LISTING / GENERAL EDUCATION REQUIREMENTS

Communication Skills (9)

- EN 123 College Writing 1 (3)
- EN 132 College Writing 2 (3)
- CO 102 Fundamentals of Speech (3)

Quantitative Skills (3)

- MA 107 Math in Society (3)

Human Performance (2)

- HP 121FC Fitness and Conditioning (1)
- HP 131TS Team Sports (1)

Humanities (12)

- ID 114 American Thought & Culture 1 (3)
- ID 124 American Thought & Culture 2 (3)
- ID 214 World Thought and Culture 1 (3)
- ID 224 World Thought & Culture 2 (3)

Social Science (12) select 4 of 5 disciplines

- PS 203 General Psychology (3)
- SO 203 General Sociology (3)
- GH 203 Understanding Church History (3)
- EC 213 Macro Economics (3)
- IS 202 Global Perspectives (3)

Math/Science (11) select 1 of 2 math classes, and 2 of 3 science classes

- MA 146 Intro to Stats (3)
- MA 113 College Algebra (3)
- SC 133 Scientific Inquiry: Physical Sciences (3)
- SC 133L Scientific Inquiry Physical Sciences Lab (1)
- SC 143 Scientific Inquiry: Life Science (3)
- SC 143L Scientific Inquiry: Life Science Lab (1)
- SC 120 Environmental Science (3)
- SC 120L Environmental Science Lab (1)

Electives – Biblical Education (Choose from the following for a total of 20 credits)

- BI 113 Survey of Biblical Lit 1 (3)
- BI 123 Survey of Biblical Lit 2 (3)
- BI 383 Life of Christ (3)
- TH 205 Christian Theology 1 (3)
- TH 215 Christian Theology 2 (3)
- MU 202 Introduction to Worship Arts (3)
- BI 202 Bible Study Methods (3)
- BI 203 Teaching the Bible (3)
- BA 221 Servant Leadership (3)
- SS 101 Student Success Seminar (1)
- CM 201 Ministry Practicum 1 (2)
- CM 202 Ministry Practicum 2 (3)

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

COURSE DESCRIPTIONS

Communication Skills (9)

CO 102 Fundamentals of Speech (3)

Emphasizes the content, organization and delivery of informative and persuasive speeches. Students receive the instructor's input on each step in the process of writing and delivering four-types of speeches. Biblical ethos is emphasized.

EN 123, 132 College Writing 1,2 (3,3)

College writing is a year-long required course designed to prepare students to think and write clearly, and to perform undergraduate level research. EN123 is a prerequisite for EN132 and must be taken in sequence.

Quantitative Skills (3)**MA 107 Math in Society (3)**

This class is designed for students who have successfully completed intermediate algebra or who have tested into college level algebra. This course will attempt to make mathematics enjoyable, practical, understandable, and informative using a variety of real-life applications. Topics include: linear, quadratic, exponential, and logarithmic models, geometry, tessellations, fractals, logic, interest, annuities, loans, probability, and statistics.

Humanities (12)**ID 114, 124 American Thought and Culture 1,2 (3)**

An introductory study of significant developments in American history, literature, religion, philosophy, art, and music. Special attention is given to important people and movements that both shaped and were shaped by intellectual and cultural forces in America's past. The first semester will cover events up to the Civil War era (1875); the second semester from the post-Civil War era to the present.

ID 214, 224 World Thought and Culture 1, 2 (3)

This comprehensive year-long course provides a framework for understanding Western civilization, its intellectual and cultural lineage, weaknesses as well as strengths. Its roots are broader than often supposed including ancient Hebrew and Mesopotamian civilizations. The first semester will cover people, events, religion, art, philosophy and literature from Ancient Mesopotamia, with a strong emphasis on Ancient Greece as the beginning of the Western heritage, to the Enlightenment era. Second semester will cover developments from the Enlightenment to the present.

Social Science (12) select 4 of 5 courses**PS 203 General Psychology (3)**

This course presents a broad survey of basic concepts, issues, theories, classic experiments and new discoveries in the field of psychology, which is the science concerned with behavior and mental processes. Psychology studies the environmental, biological, social, and individual forces that help to describe, explain, predict, and control behavior. This course examines the history of psychology, the brain, the senses, human development, language, thinking (including critical thinking), learning, motivation, emotion, social psychology, personality, and human diversity, including psychological problems such as anxiety, schizophrenia, paranoia, depression, bipolar disorder, and suicide.

SO 203 General Sociology (3)

This course is an introduction to the scientific study of human behavior in groups and the social forces that shape society and to the social construction of reality. Special attention is given to the application

of sociological ideas and analysis. Topics include, but are not limited to, methods of research, major sociological theory, culture, socialization, group dynamics and interaction, deviance and crime; social stratification; race, ethnicity, and gender; the family; social institutions; population and environment; and social change.

GH 203 Understanding Church History (3)

The course traces the course of Christianity from its beginnings to the present day. Topics includes the early controversies and the development of various creeds, the growth of the Roman Catholic Church, early missionary efforts, the development of church hierarchies. Church splits, The Great Reformation and Counter Reformation, the interactions between Christianity and the Islamic world, and the development of various Protestant theological divisions. In addition, the course will examine the decline of Christianity in the West, coupled with the rapid growth of evangelical and Pentecostal Christianity in the Southern and Eastern Hemispheres, particularly China and southern Africa.

EC 213 Macro Economics (3)

This course provides an overview of macroeconomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed. Important policy debates such as, the sub-prime crisis, social security, the public debt, and international economic issues are critically explored. The course introduces basic models of macroeconomics and illustrates principles with the experience of the U.S. and foreign economies.

IS 202 Global Perspectives (3)

A survey of the biblical basis for missions. Special emphasis is given to cultural barriers in the communication process. Lessons are taken from the history of missions to develop contemporary strategies of present-day missions.

Math/Science (11)

MA 113 College Algebra (3)

An algebra course with emphasis on practical applications. However, to get to these applications, certain branches of algebraic theory must first be conquered. These areas include properties of the real numbers, linear equations and their solutions, functions, and graphs, polynomial and exponential functions, and conic sections.

OR-

MA 146 Intro to Stats (3)

An introductory statistics course designed for students of average mathematical ability. The collection of data and its representation are studied through sampling techniques and graphs, while the analysis of the data is done through measures of central tendency, measures of variability, correlation, and hypothesis testing.

SC 133 Scientific Inquiry: Physical Sciences (3)

Scientific Inquiry: This course focuses on the nature and practices of science. The course also presents the history and context for the development of understanding of astronomy, physics, and chemistry through studies of selected topics. Energy is a unifying theme of these topics. Concurrent enrollment in SC133L is required.

SC 133L Scientific Inquiry: Physical Sciences Lab (1)

Students will complete 12 laboratory experiments investigating the physical sciences. The experiments will emphasize the application of the scientific method. Concurrent enrollment in SC133 is required. Lab fee: \$50.

SC 143 Scientific Inquiry: Life Sciences (3)

Scientific Inquiry: Life Sciences students will apply scientific methodology and problem solving in the study of biological concepts. This course examines the origin of life, the classification of life, the characteristics of life, cellular processes, body systems, genetics and the omnipotence of God, the Creator. Concurrent enrollment in SC143L is required.

SC 143L Scientific Inquiry: Life Sciences Lab (1)

Students will conduct laboratory investigations and activities utilizing scientific methodology. Concurrent enrollment in SC143 is required. Lab fee: \$50.

SC 120 Environmental Science (3)

This course focuses on the study of the Earth as an interconnected living system. This course provides basic scientific knowledge and understanding of how our world works from an environmental perspective. It will explore the causes, consequences and possible solutions to both local and global environmental issues. Students will learn to address and interpret major environmental issues of our time in light of scripture. Topics covered include, but are not limited to general issues on the environment, human population growth, water resources and management, water pollution, hazardous chemicals, air pollution and climate change, energy resources, and sustainability. Concurrent enrollment in SC 120L is required. There are no prerequisites.

SC 120L Environmental Science Lab (1)

Students will conduct laboratory investigations utilizing scientific methodology. There will be also virtual Lab activities as well as three major field trips.

Concurrent enrollment in SC 120 is required. Lab fee: \$50.

Human Performance (2)

HP 121FC Fitness and Conditioning (1)

A variety of fitness-orientated activities taught for student's physiological, educational, social, and recreational values. Daily physical activity is performed and exercise physiology concepts are taught. This fulfills the fitness-oriented activity credit for graduation. Courses may be repeated for credit.

HP 131 TS Team Sports (1)

A variety of skill-orientated activities taught for physiological, educational, social, and recreational value. Daily physical activity is required which will include skill development and game situations. The conceptual understanding of the game will include rules, strategies, terminology, and history. Courses may be repeated for credit.

Biblical Education (15 minimum).**BI 113, 123 Survey Biblical Lit 1, 2 (3)**

This survey is an overview of the Old Testament and New Testament books with an emphasis upon orienting the student to the general content, themes and style of each book and how they relate to the major people, places and events of the Testaments. Integration into our contemporary scene and personal application are stressed.

TH 205, 215 Christian Theology 1, 2 (3)

An introduction to the study of Christian doctrine which gives students an overall system of theology. It is a study of bibliology, theology proper, Christology, pneumatology, anthropology, hamartiology, soteriology, angelology, ecclesiology, and eschatology.

BI 283 Life of Christ (3)

Life of Christ includes a harmony of the Gospels and a careful study of the incarnate life of Christ as recorded in the Gospels. The course also sets the historic and geographic stage for the advent of Christ and familiarizes students with the political and religious atmosphere in which He lived.

Optional Education Electives (15)**BI 202 Bible Study Methods (3)**

An introduction to the principles of the inductive method approach to studying the Bible, the development of techniques, utilization of tools, and the employment of various methods such as synthesis and analysis. The principles of interpreting Scripture are presented.

BI 203 Teaching the Bible (3)

A study of the principles underlying successful contemporary Bible teaching. Methods of learning, teaching techniques, preparation of lesson plans, and application of lessons to various age groups are considered.

MU 202 Intro to Worship Arts (3)

This is a study of biblical, historical and cultural aspects of worship, enabling students to develop a broader understanding of the meaningful worship experience and how that is expressed culturally and between generations. The psychology of worship, healing, and praise are explored as an interwoven story of the supernatural interacting with the natural world expressed through music, art, dance, and

the five senses. Different church worship traditions and philosophies and how they have developed historically are explored and brought into contemporary models.

BA 221 Servant Leadership (3)

The Servant Leadership class will examine a leadership style equivalent to how Christ would lead and will compare that to the traditional model of top-down, unilateral decision-making, hierarchical leadership based on power, wealth and status.

SS 101 Student Success (1)

The objective of this course is to give an early introduction to the expectations and challenges of college life and to the academic, social, and procedural system of the higher education system.

CM 201 Ministry Practicum 1 (2)

The objective of this practicum is to allow the student a more active leadership role in a local church and/or community. Prerequisite: SS 101.

CM 202 Ministry Practicum 2 (3)

In this final practicum the student should be well established in a church or community organization. This experience will provide an opportunity for the student to develop a specific area of interest expressed in a final paper while involved in the practicum. Prerequisite: CM 201.

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

COURSE SEQUENCE

SEMESTER	COURSE	SEMESTER	COURSE
TRACK 1			
FALL	ID 214 World Thought & Culture 1 (3)	SPRING	ID 224 World Thought & Culture 2 (3)
	EN 123 College Writing 1 (3)		EN 132 College Writing 2 (3)
	MA 107 Math in Society (3)		MA 146 Intro to Stats (3)
	GH 203 Understanding Church History (3)		BI 123 Survey of Biblical Literature 2 (3)
	BI 113 Survey of Biblical Literature 1 (3)		PS 203 General Psychology (3)
	SO 203 General Sociology (3)		SC 143/143L Scientific Inquiry: Life Sciences w/Lab (4)
	SS 101 Student Success (1)		CM 201 Ministry Practicum 1 (2)
TRACK 2			
FALL	ID 114 American Thought & Culture 1 (3)	SPRING	ID 124 American Thought & Culture 2 (3)
	TH 205 Christian Theology 1 (3)		TH 215 Christian Theology 2 (3)
	MA 113 College Algebra (3)		
	BI 202 Bible Study Methods (3)		BI 283 Life of Christ (3)
	HP 121 FC Fitness & Conditioning (1)		HP 131 TS Team Sports (1)
	SC 120/120L Environmental Science w/Lab (4)		EC 213 Macro Economics (3)
	CM 202 Ministry Practicum 2 (3)		CO 102 Fundamentals of Speech (3)
	MU 202 Intro to Worship Arts (3)		MU 202 Intro to Worship Arts (3)
Optional Courses		Remedial Courses	
	BA 221 Servant Leadership (3)		Introductory Algebra
	IS 202 Global Perspectives (3)		Intermediate Algebra
	BI 202 Teaching the Bible (3)		Remedial College Writing
	MU 202 Intro to Worship Arts (3)		Pre-Introductory Algebra
	SC 133/133L Scientific Inquiry: Physical Sciences w/Lab (4)		

STUDENT POLICIES

Because a major purpose of the College is to promote personal growth, G4HCC seeks to provide the instruction and atmosphere essential to the development of spiritual maturity.

It is our hope that the motivating force of all our actions is the love of God, rather than the desire to please people or the fear of punishment (Colossians 3:23). Thus motivated, you will express the highest standards of conduct in all your relationships. Your love for truth will lead you to avoid all forms of lying, deceitfulness and cheating. You will respect the law and authority in general as well as the government and its officials. You will obey them when consistent with Scripture and perform the duties of a good citizen. You should manifest allegiance to the Body of Christ by faithful attendance at the services of a local church and by participation in its ministries. Your respect for the property of others will restrain you from stealing and from careless or reckless use of others' possessions. A sense of dignity for human life will prevent you not only from willfully or carelessly causing harm to another, but also from destroying the reputation of another through malicious gossip. You will observe the Scriptural injunctions of love, obedience, and fidelity at all times. You will show proper respect for your body, which is the temple of the Holy Spirit, by abstaining from immorality and practices harmful to the body. This respect will extend to your attitude toward the treatment of other persons.

In questions of doubtful activities, certain broad scriptural principles are useful for guiding conduct. First of all, as a Christian you will consider that the rights of others are more important than your own; you will realize that inner righteousness surpasses any external law or constraint and that your scale of values emphasizes the positive good rather than a mere abstinence from evil; and you will govern your actions and do what leads to peace, what edifies others, and what glorifies God (Romans 14:19).

In light of scriptural principles, G4HCC expects its faculty, staff and student body to refrain from certain practices in contemporary culture which are offensive to the Christian conscience. The College also expects that in matters of entertainment its faculty, staff and students will exercise discretion and restraint in all choices.

DRESS AND APPEARANCE

All students will dress in modest and socially appropriate in dress and appearance. How one dresses is an expression of oneself, but also projects an image that can and will be interpreted as a reflection on the student, the college, and any organizations the student may be seen as representing. The College desires an image that is conservative, committed to excellence, and the College expects students to dress in a way that projects that image. The image desired can include casual dress, but casual attire need not be sloppy, tasteless, or provocative. A clean and neat appearance is expected of all students.

DRUGS, ALCOHOL, AND TOBACCO

Since Scripture admonishes us to refrain from harmful practices, G4HCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana-

na or illegal drugs while associated with the College (I Corinthians 6:19-20, 10:31, Proverbs 20:1). The College will review applicants on a case-by-case basis who have had difficulties in the past with these areas. In addition, students who exhibit such problems or who are suspected of using illegal drugs or abusing the use of medicinal drugs will be asked to submit to testing, counseling, and/or disciplinary action. G4HCC is in compliance with federal drug-free campus and workplace legislation.

DATING

The development of wholesome friendships, good dating habits, and acceptable social manners are a vital part of Christian student growth. It is important that students conduct themselves at all times and in all places in ways that exemplify the highest in Cristian values so as not to offend others, contradict or nullify one's personal testimony, or become involved in inappropriate activity. All students are required to refrain from moral impurity. All sexual relationships shall be within the context of a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

CONDUCT GUIDELINES

G4HCC recognizes that Scripture does not speak directly to every social practice or circumstance, but we believe the scriptures provide us with principles so that whatever we do will bring glory to God.

In establishing the following guidelines, the College is aware of two things:

1. Rules and regulations alone will never develop one's character or cause spiritual maturity (only the work of Christ and submission to His truth will do that) and,
2. We would not be able to write enough rules to cover every circumstance. Keep in mind that our goal is not to put anyone into a "social straight jacket," but rather to help you our students make wise, constructive choices in order to experience the joy of a Christ-centered life.

CAREER ADVISEMENT SERVICES

A Career Counselor (CC) is available to work with students. The CC will be able to handle any questions or concerns regarding career planning, personal concerns, and referrals. All students should meet with the CC throughout the year when formulating plans for changes in educational goals. Student Success class will provide information on being successful in college and practicum opportunities may be available in specific interest areas, i.e. children's or youth ministries, worship team, graphic design, fitness, etc.

STUDENT ACADEMIC RESPONSIBILITIES

It is the responsibility of each student to be aware of and to meet the catalog requirements for graduation and to adhere to all other deadlines, policies, and regulations published in this catalog and The Student Handbook.

Students are governed by the catalog in effect when they enroll for the first time at Gather 4 Him Christian College. If a student finds it necessary to withdraw and seek readmission, the catalog at the time of readmission becomes the governing catalog.

Continuously enrolled students may meet the graduation requirements of any subsequent catalog published during their enrollment, particularly if a new program of study has been added since the initial enrollment. A particular catalog's requirements must be adopted in whole; that is, mixing of requirements between catalogs is not permitted.

While academic advisors or college officials assist students in interpreting policies and requirements and making plans, the final responsibility for meeting requirements and adhering to policies belongs to each student.

CLASS ATTENDANCE

The privilege of being a student at Gather 4 Him Christian College is the result of the sacrifice of many people. Gather 4 Him Christian College expects its students to be responsible members of a scholarly community. An essential component of scholarly (and spiritual) discipline is the development of a strong work ethic that includes dependability, timeliness, and initiative. Students who miss class develop habits that are not tolerated in the professional workplace. Consequently, each student is expected to attend all classes, with certain limited exceptions as stated in this Policy.

The following Policy applies to all classes and students:

There are no class "cuts". Students are expected to attend every class session, to arrive on time, and to leave when the class is dismissed. The student is tardy when not present when the class begins. Three "tardies" will be counted as one unexcused absence.

To discourage students from extending vacations into class time, two absences will be counted for each session that a student misses immediately preceding or following Thanksgiving Break, Christmas Break, or Spring Break, unless arrangements are made with the professor and the College prior to the break period.

Excused Absences

A student is only excused from classes for college-related absences. Such absences result from participation in officially sponsored College activities (such as intercollegiate athletics, approved class field trips, ministry conferences, or outreach trips on behalf of the college). Professors should be informed in advance of excused absences in order to coordinate make-up work.

Personal Absences

Personal absences include those resulting from sickness, personal/family emergencies, or other family obligations (e.g., weddings, funerals, etc.) A student may miss the equivalent of one week per course each semester for personal absence reasons without penalty to his or her grade. Late work for a person-

al absence is only accepted with the permission of the instructor according to the late work policy listed in the syllabus. Prior approval for personal absences is not necessary; however, a considerate student will inform the instructor in advance when an absence is planned.

Excessive Absences

Excessive absences are not permitted. The student’s grade will be penalized according to the formula below.

A student who misses over 3 weeks (equivalent to 40% of classes) of the scheduled class sessions for personal absences will fail the course. If this limit is reached by the midterm grade report, the student will be dropped from the class and receive a grade of FW (“failure due to excessive absences and withdrawn”), unless the student has already dropped. If the limit is reached after the midterm, students receive a final grade of F unless they drop the course before the deadline.

The following chart details the penalties to the student's overall term grade that apply for excessive absences:

	No Penalty	5% Penalty	10% Penalty	Failed
Class Frequency	Up to 1 week	Up to 2 weeks	Up to 3 weeks	>3 weeks
1 class per week	0-1	2	3	> 3
2 classes per week	0-2	3-4	5-6	> 6
3 classes per week	0-3	4-6	7-9	> 9
4 classes per week	0-4	5-8	9-12	> 12

Excessive Absences (Online Students)

Online students are free to complete their class work at any time of the day or night, but assignments are intended to be completed and submitted according to the schedule set in the syllabus. Student work that is submitted electronically will not be accepted if date stamped after the deadline set in the course syllabus. Class work must be completed in a timely fashion to meet attendance standards. A student who does not complete any assignment within the first five days of class will be automatically dropped from the course. Within the first four weeks of class, a student who becomes two weeks behind on assignments may be dropped from the course and receive a grade of F (“failure due to excessive absences”).

If a student is receiving a G4HCC Commitment Scholarship and receives more than six days of unexcused absences, the scholarship may be revoked and the student may be responsible for the full tuition.

All students are required to attend chapel services. Chapel is an important part of your college experience and spiritual growth at G4HCC.

Suspension: In some cases, a serious breach of college standards may result in a temporary suspension from the campus and classroom. During the suspension period, the student may not attend class, may not be on campus, and may not take advantage of campus facilities or activities. All absences from class during the suspension period will be unexcused. Acceptance of coursework and rescheduling of exams is at the discretion of the faculty.

CLASSROOM CONDUCT

Classroom behavior should reflect the college Standard of Conduct. Punctuality, attention, and thoughtfulness are expected and appreciated. All electronic devices (cell phones, etc.) must be turned off in the classroom unless instructor approval has been given. Students should always seek instructor approval before planning to eat meals in the classroom. Instructors will inform students of additional expectations (dress, food, participation, etc.) for each class in the course syllabus. Expectations may vary from instructor to instructor, and students are expected to know and conform to the expectations of the instructors.

DISABILITIES POLICY

In compliance with and implementation of the American with Disabilities Act of 1990 (ADA) it is the policy of the college to work with students and offer reasonable accommodation for any type of disability.

It is the responsibility of the student to seek reasonable accommodation for disabilities by going directly to the affected instructor(s). G4HCC offers a variety of supportive services that facilitate access to educational opportunities for students with disabilities. Documentation of an existing disability is required.

The affected instructor(s) and the requesting student may seek assistance in providing reasonable accommodations to meet identified student disability needs.

EQUAL OPPORTUNITY AND NON-HARASSMENT POLICY

It is the policy of G4HCC to provide equal opportunity to all applicants, employees and students. The college does not discriminate on the basis of sex, gender identity, disability, race, color, national origin, or age in admission, and access to, or treatment in employment, educational programs or activities. However, the College specifically reserves the right to make hiring and personnel decisions based on biblical imperatives and prohibitions, and also based on compatibility of the applicant's religious beliefs and practices with those of the College.

It is the policy of the college that employees and students have the right to work and study in an environment free of harassment on the basis of any of the factors listed above. Harassment may take many forms and determination of what constitutes harassment will vary according to the particular circumstances. Sexual harassment, intimidation or exploitation means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature if: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or (b) is a basis for employment or educational decisions affecting such individuals; or (c) such conduct has the

purpose or effect of unreasonably interfering with an individual's work or academic performance; or (d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment as defined by Federal and State laws.

Questions or complaints may be directed to:

Director of Human Resource Services/Office Administrator, G4HCC Office, 3021 W. Clearwater Ave.,
Kennewick, WA 99336.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

G4HCC complies with the amended federal Family Educational Rights and Privacy Act of 1974 (FERPA) in the maintenance of records. Educational records of students maintained by the college will be made available only to G4HCC staff that have a legitimate professional need for the material. FERPA, as amended, is designed to protect the privacy of student records. Students have the right to review all of their educational records and to challenge the content of a record they believe to be inaccurate or misleading.

Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The names and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4695.

Copies of G4HCC's Information Policy are available in the Office of the Registrar. Students are advised that the college considers the following information to be directory information: the student's name, photograph, campus and home address, class standing, telephone number, date and place of birth, major field (s) of study, class schedule, academic honors, participation in the college activities and sports, degrees and awards/honors received, previous schools attended, dates of attendance, denominational / religious preference, and parents' names and addresses. Directory information may be released to third parties, such as in news releases. Students may request that directory information not be released to third parties. To make such as request, send a signed, dated statement to the Office of the Registrar.

Non-directory information, such as grade reports, is released to third parties only when the student has submitted a written request. The custodial parent(s) of dependent students do have access to the student's records.

ADMISSIONS

Students interested in enrolling in G4HCC must do the following in order to be admitted:

1. Complete an Application for Enrollment online or return the completed Application for Enrollment packet with the required non-refundable application fee before the semester deadlines. The application fee is \$35.00. The application for admission includes a brief autobiographical essay and

statement regarding the applicant's relationship to Jesus Christ.

2. Request a copy of your high school transcript to be sent to G4HCC. Students who are applying to the College before they have graduated from high school may send a transcript showing work completed to date. **The final official transcript will be required after graduation which will contain dates of graduation, grade point average, and class standing.** A cumulative 2.30 grade point average is required. Home-school students will be reviewed on a case-by-case basis. If transferring in from another institution, submit an official college transcript as well.
3. Have your Scholastic Aptitude Test (SAT) or American College Test (ACT) scores sent to the College. G4HCC recommends a 900 score on the SAT critical readings and math or a 19 on the ACT. At this time, the College does not require the writing section of the SAT or ACT for acceptance decisions. An applicant who has graduated from high school ten years or more may be exempt from submitting these test scores.
4. Take a Math and Writing Placement Test at G4HCC.
5. Submit a personal Christian Character reference from a pastor or church leader and one Professional Character reference. Reference forms are included with the application or online.
6. A personal interview is required for all new applicants. An interview appointment will be scheduled only when the application is complete and the college has received all required forms as indicated in these application procedures.

ADDITIONAL COLLEGE REQUIREMENTS

Entrance requirements into undergraduate programs will vary according to each college and university. Each institution is slightly different. It is highly advisable to maintain above a 3.00 cumulative GPA or admission to other colleges and universities could be in question.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

An evaluation of transcripts to determine transfer credit is done only when an Application for Admission has been formally accepted. This evaluation will be based only on the official transcript submitted directly to the College. Students are responsible to submit either a college catalog or course syllabus should one be needed. G4HCC will only accept credits that are applicable to the degree offered. A maximum of 30 semester hours may be transferred from another college. No course lower than a "C-" will transfer from another institution.

Transfer students coming from institutions which are not accredited will be evaluated on a case-by-case basis. After completing a successful year at G4HCC (30 semester hours), course work completed at institutions not accredited will be reviewed to determine what credit, if any, can be given.

Military, technical/vocational and Corporation transfer credit will all be determined on a case-by-case basis.

ADVANCED PLACEMENT (AP)

At the time of admission, first-year students may submit scores from an Advanced Placement (AP) Examination, administered by the College Board. In order to be granted credit toward an associate's degree in comparable college courses, a minimum score of three (3) is required.

NONACADEMIC EXPERIENTIAL LEARNING

Students are highly encouraged to complete a two-part ministry practicum as a part of their elective credits. These nonacademic learning experiences allow students the opportunities to explore different areas of interest. All first year students can fulfill the Ministry Practicum CM 201 requirements as listed in the CM 201 Course Syllabus. Second year students can then fulfill their Ministry Practicum CM 202 requirements at any church or organization of their choosing with approval from the Career Counselor. Five credits are the maximum amount available for nonacademic learning.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Acceptance of transfer credit is solely at the discretion of the receiving institution. However, see the Registrar regarding transfer of credits to schools with which G4HCC has established an articulation agreement. We have articulation agreements with Corban University, Eastern Washington University, Western Oregon University, and Northwest Nazarene University.

ACADEMIC / OFFICE OF THE REGISTRAR

The Registrar oversees registration and withdrawal from courses, maintains academic transcripts, verifies enrollment and academic standing, processes application and audit requirements for graduation, and sets the academic calendar.

ACADEMIC / OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

The Dean of Academic Affairs oversees faculty, establishes academic standards, and monitors curriculum.

STUDENT FINANCIAL SERVICES / OFFICE ADMINISTRATOR

The Student Financial Office will receive tuition payments, Veterans Official and assist President, Faculty and students as needed.

FINANCIAL INFORMATION

G4HCC strives to keep costs as affordable as possible for a Christian education. Student tuition and fees only cover a portion of the total operating costs of the college. The college receives support from individuals, churches, corporations, and foundations who share in providing this quality education.

Program costs are subject to change and are established by the President of G4HCC and the Board of Directors.

Tuition for the 2016/2017 school year is \$7,500. In the event of a mission’s trip or leadership conference, the student will be responsible for raising their own funding in order to participate. Gather 4 Him is a 501(c) 3 nonprofit organization and will handle all student tuition, transcription of credit and program oversight.

Once a student has registered and made a commitment to attend G4HCC, a tuition payment plan will be made in writing and signed. Tuition is due **August 1st Fall Semester / January 2nd Spring Semester** along with the tuition deposit. **Students will not be allowed to take classes until their accounts are paid in full or they have a payment plan in place on which they are current.** A student may be removed from the program if a payment cannot be made within 30 days.

Any student that has a delinquent account must follow the financial agreement policy.

Late registration is considered a registration completed less than one month or four weeks prior to the first day of the course. Such registration will be granted as room allows.

TUITION AND FEES – UNDERGRADUATE PROGRAM

TUITION	Semester	Per Year
Full-time (12 or more semester credits)	\$3,750	\$7,500
Part-time (less than 12 credits)	\$312 per credit	
Audit Tuition	\$85 per credit	

ADDITIONAL FEES AND COSTS

Application Fee (one time):	\$35
Library/Student Activity Fee (per year):	\$100
Technology Fee (per semester):	\$35
Science Lab Fee:	\$50
Human Performance Fee:	\$100
Textbooks (estimated cost):	\$300-\$400 per semester
Transcript Fee:	\$5
Course Change Fee:	\$10 (After registration period)

Graduation Fee (non-refundable):	\$100
Tuition Deposit:	See Financial Agreement

OTHER EXPENSES

The student is responsible for and should remember additional expenses when budgeting educational costs.

1. Required books for each course.
2. Labs and other fees for certain courses as indicated.
3. Transportation, accommodations and meal costs for Leadership Conferences and Mission trips.
4. Personal graduation expenses in addition to the graduation fee.

PURPOSE OF FINANCIAL AID SCHOLARSHIPS

Financial aid at G4HCC is provided to help bridge the gap between what students and their families can reasonably afford and the actual cost of a college education. Many types of financial aid are based on need as determined through the completed FAFSA Estimated Family Contribution.

Students should complete the FAFSA. There are certain types of aid that are distributed on a first come first serve basis. Therefore, a completed FAFSA Estimated Family Contribution must be received by the established semester deadline to receive priority consideration. If a student elects not to complete a FAFSA, they should notify the Financial Aid Office of that decision by the established semester deadline. If a FAFSA is not completed, the student will not qualify for need based aid.

Students are required to maintain Satisfactory Academic Progress (SAP) in order to receive financial aid. A copy of the SAP policy of the College is included in this catalog. Failure to maintain SAP could result in a termination of aid.

Additional information concerning the purpose or offers of financial aid may be obtained by calling the Financial Aid Office.

FINANCIAL AID & SCHOLARSHIPS OFFERED

Visit Scholarship: Receive \$100 towards your G4HCC tuition for visiting a class session or chapel session.

Friend Referral Scholarship: Receive \$100 towards your G4HCC tuition for a referred friend who attends. Deduction from tuition will be made on the following semester's Financial Agreement.

Christian School Scholarship: Receive \$300 towards your G4HCC tuition for transcript from Christian High School.

Gather 4 Him Commitment Scholarship [Due with Application & updated each year]

1. Fill out FAFSA. Go to <https://fafsa.ed.gov/> and click on Start a New FAFSA - if you've never filled one out before. If you have, then log in. Fill all of this information out. When it asks for a college or university, put the university you are interested in attending after G4HCC. If undecided, put in Corban University.
2. Print off the last page titled Estimated Family Contribution (EFC) and turn that in with Scholarship Application.

When applying or reapplying for a scholarship through G4HCC each student must submit:

- Two Essays:
 - The first essay should be at least 1 page in length and include the following: brief background, what are your degree/career goals, what is your educational plan (will you transfer to a University after G4HCC?) community outreach performed within the last 5 years, church membership, ministry involvement, your interests, what makes you a good recipient.
 - The second personal essay should describe how Jesus Christ became personal to you, how someone becomes a Christian, and what it means to be a Christian. Please use scripture references in your response.

Qualifications:

Recipient is to-

- Submit Scholarship Application
- Submit 2 essays (career goal and educational plan must be stated clearly in first essay)
- Submit Tuition Assistance Application
- Maintain a cumulative GPA of 2.0 each semester and follow scholarship attendance policy

Maintaining G4HCC Commitment Scholarship Eligibility (SAP)

Any student receiving partial or full scholarships must maintain 2.5 GPA, abide by the attendance policy, keep current on tuition, and commit to fulfill a two-year degree at G4HCC.

The student will be responsible for reimbursing Gather 4 Him Christian College for the full awarded amount if they do not fulfill their two-year commitment.

Brown Family Foundation

www.thebrownfamilyfoundation.org

3.0 gpa required

Matching Church Funds: G4HCC will match church funds up to \$500 per semester. [Due by the established semester deadline.]

Business Scholarships (Subject to change without notice)

Gatherer Family Foundation Scholarship: Check for availability.

Meyers Auto Tech Scholarship: Check for availability.

Monteith Insurance Scholarship: Check for availability.

Pasco Machine Company Scholarship: Check for availability.

REFUND POLICY FOR COURSE CHANGES

No tuition refunds will be granted for individual classes dropped after the close of registration or after the second full week of the semester. However, courses changed or canceled by G4HCC that affect tuition and course-related fees will be fully refunded.

REFUND POLICY FOR WITHDRAWAL

Students who find it necessary to withdraw from G4HCC after registration may be entitled to a tuition refund. A withdrawal form is available in the Office of the Registrar. Students are responsible to initiate the withdrawal, obtain the necessary signatures on their withdrawal form, and return it to the registrar. The date it is returned is the effective date of withdrawal. Refund of tuition (including summer) is prorated up to 60%.

These adjustments are calculated in the following manner:

Withdrawal	Refund	Applicable to
First Week	100 percent	Tuition & Fees
Second Week	90 percent	Tuition & Fees
Third Week	80 percent	Tuition, no fees
Fourth & Fifth Week	70 percent	Tuition, no fees
Sixth & Seventh Week	60 percent	Tuition, no fees
Eighth Week	0 percent	Tuition, no fees

Exceptions to the refund schedule may be petitioned to the Administrative Team. Petition forms are available in the Student Financial Services Office. Complete the form, including the reason for requesting an exception and send the completed form to the President in the Main Office who will submit it to the Administrative Team.

RETAKING A COURSE

A student may retake a course to raise a grade only if a D or F grade was issued. Generally, credits for the same class may be earned only one time. Exceptions are included in the Course Descriptions. When a student repeats a course in which he/she has received a D or an F grade, only the second grade is counted when computing the cumulative grade point average.

SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL AID

Federal Financial Aid regulations require that all financial aid recipients progress at a reasonable rate toward achieving a degree or certificate. G4HCC uses the same policy in regard to institutional aid. Progress is measured by: (1) the student's cumulative grade point average, (2) pace of progression (the number of cumulative credits earned in relation to those cumulatively attempted), and (3) the maximum time frame allowed to complete the academic program. These requirements apply to all semesters regardless of whether or not the student received financial aid. Progress is reviewed at the end of each semester. However, G4HCC's separate **Academic Probation policy**, administered by the Registrar's Office, reviews the semester GPA instead of the cumulative. For this reason, the Financial Aid Office also reviews the semester GPA in addition to the cumulative.

Cumulative and/or Semester Grade Point Average: Undergraduate students who drop below a 2.00 cumulative and/or have a semester GPA less than 2.00 will be placed on **Financial Aid Warning**.

Pace of Progression: Students who fail to complete the **required 67%** of credits attempted will be placed on **Financial Aid Warning**. This is a cumulative calculation not per semester.

Maximum Time Frame: Students must complete their degree within the 150% of the published length of the program. Exceptions will be considered on a case-by-case basis. Students are no longer eligible to receive financial aid if it becomes mathematically impossible to complete their degree within 150% of the published length of their program. This is not based on a calendar progression but is rather based on the number of credits required for the degree or certificate.

Students who do not meet the standards of Satisfactory Academic Progress (SAP) at the end of a semester will automatically be placed on **Financial Aid Warning** for the following semester. Financial aid may still be received during the warning semester. At the end of the warning semester the student must have achieved satisfactory academic progress as outlined above or they will be placed on **Financial Aid Termination** status. Students placed on Termination status may appeal and if the appeal is granted they may be put on **Financial Aid Probation** and receive aid for another semester. Please see more information about these statuses below. Notification of status changes will be communicated to the student by mail or email.

Financial Aid Warning: Students may receive financial aid for the semester they are on warning. If they fail to meet the necessary SAP requirements at the end of their warning semester, their financial aid will

be terminated until they have regained satisfactory progress status. When a student has been placed on financial aid warning for a semester and has regained SAP at the completion of that semester, that student will be removed from financial aid warning and will be eligible to receive financial aid.

Financial Aid Termination: Financial aid termination will result in the loss of eligibility for all institutional aid, including scholarships. If a student successfully completes a semester without receiving financial aid and meets the SAP requirements, the student will then regain financial aid eligibility.

Appeal of Financial Aid Termination: Students who fail to meet Financial Aid Satisfactory Academic Progress standards and lose financial aid eligibility can appeal this decision. The appeal must be made in writing and should be accompanied by appropriate supporting documentation. Appeals must be submitted to the Financial Aid Office within 7 calendar days of the date on the notification letter or email. Appeals must explain why the student failed to make satisfactory academic progress, and what has changed to resolve the issue(s) that prevented the student from demonstrating satisfactory academic progress. Acceptable reasons for appeal may include injury or illness of the student, illness or death of an immediate relative of the student, or other extenuating circumstances beyond the student's control.

Financial Aid Probation: If the student's appeal is approved they would be eligible to receive financial aid during the following semester. The student would be on financial aid probation status during this semester. The student may be subject to course and/or credit limitations.

Academic Plan: If it is not possible for a student to meet the SAP standards in one semester, a student who appeals may be given an academic plan as an alternative to probation. This plan would specify a point in time at which the student will be able to meet G4HCC's SAP standards.

Academic Honors Undergraduate Program

Students enrolled full-time and who have achieved a semester grade point average of 3.60 or higher are eligible to be placed on the Academic Dean's List. Transcripts bear the honor for that semester. Incomplete grades disqualify students from this honor.

Additional Information:

Repeated Courses: Courses in which the student received a grade of "F" may be repeated and may be eligible for financial aid. Other courses in which the student received a passing grade may be repeated once and may be eligible for financial aid. When a course with a passing grade has been repeated, subsequent repeats of the course will not be included in the total number of credits for the semester when determining financial aid eligibility. Credits attempted in repeated courses will be included in the cumulative credits attempted and GPA.

Withdrawn Courses: Withdrawn courses count towards the cumulative credits attempted. Students may retake courses from which they have withdrawn. When retaken, these courses will be included in the total number of credits for the semester and will be included in the cumulative GPA.

Incomplete Courses: Courses assigned an incomplete grade are included in the cumulative credits attempted and in the maximum timeframe. These credits cannot be counted as earned credits until a satisfactory grade is assigned. At that time they will also be included in the GPA calculation.

Audit Courses: Audit courses receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

Remedial Courses: Remedial courses will be included in the total number of credits for the semester when determining financial aid eligibility.

Pass/Fail Courses: Pass/Fail courses are not calculated in the cumulative GPA but will be included in credits attempted.

Transfer Students: Transfer credits are calculated into the credits attempted, but are not factored into the cumulative GPA. Any transfer credits accepted into a student's educational program will count as both attempted and completed credits when determining a student's pace of progression.

Summer Semester: Students attending in the summer semester will have SAP evaluated again at the end of the semester.

Readmitted Students: If a student is placed on financial aid warning or termination status and does not return the following semester, they will be given the same status if they return at a later date. When a student withdraws or is dismissed from G4HCC and is later readmitted, the semester in which they withdrew or were dismissed is included when the student's satisfactory academic progress status is evaluated.

VA STUDENT POLICIES

Veteran Education Benefits

G4HCC is approved to be an institution of higher education for veteran training by the Washington Student Achievement Council (WSAC) and the Veteran's Benefits Administration. The college's academic program of study is open for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. G4HCC is committed to upholding and complying with the intent of Veterans Administration regulations.

G4HCC is approved for enrollment of veterans and their families eligible to receive education benefits provided by the U.S. Department of Veterans Affairs. The college currently enrolls a number of students receiving VA educational benefits. Educational support programs available through the VA include:

- Post 9/11 GI Bill[®] or "Yellow Ribbon"
- Montgomery GI Bill[®]
- Survivors & Dependents Assistance
- Veterans Educational Assistance (VEAP)

- Vocational Rehabilitation & Employment Program
- Reserve Educational Assistance Program (REAP)
- Military Tuition Assistance (TA)

Please contact the VA directly at 888.442.4551 for more information about your specific benefit options. Veterans and their families may also use the VA's online Ask Us a GI Bill[®] Question to see answers to specific questions that others have asked about benefits or to ask your own questions. Information about education benefits with the VA is available by going online to www.gibill.va.gov and clicking on "Apply for Benefits."

The Washington State Department of Veterans Affairs has also published a helpful ***Guide for Veterans Attending College*** as a resource on starting the education benefits process.

CERTIFICATION

When your schedule is **set**, notify your G4HCC VA certifying official via e-mail registrar@gather4him.net six weeks before the beginning of the term for which you are requesting certification. Additionally, if your schedule changes unforeseeably, or if you decide to leave G4HCC, please notify your VA official immediately. NOTE: ONLY CLASSES THAT ARE APPLICABLE TO YOUR PROGRAMS OF STUDY CAN BE CERTIFIED BY THE VA OFFICIAL. ALL COURSES THAT DO NOT APPLY TOWARD YOUR PROGRAM OF STUDY ARE TAKEN AT YOUR OWN EXPENSE.

Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 202 as part of their degree program.

TRANSCRIPTS

All prior official transcripts at any and all higher education schools or military transcripts should be sent to G4HCC. We are required to evaluate any prior credit including any military credit as part of the certification process. To order military transcripts from Joint Services Transcript (JST), please click <http://www.jointservicestranscript.com/> and submit an online transcript request as the method of delivery.

MAJOR DECLARATION

According to VA certification rules, if you have not declared a major by the end of sophomore year, courses cannot be certified for payment. Due to G4HCC policies, access to class registration will be denied, if you have not declared a major at the appropriate time. The declaration deadline policies apply as follows:

- Students with AA/AS degrees and transfers— Second semester of attending G4HCC
- Freshmen – By end of spring semester of their sophomore year

SELF-VERIFY (ONLY CHAPTER 30, 1606 AND 1607)

Each month, verify your attendance for payment to be issued. Go to Web Automated Verification of En-

rollment (WAVE) at www.gibill.va.gov/wave/index.do and verify your enrollment. Or call 877 VA-ECERT (877-823-2378) to verify by telephone. NOTE: IF YOU ARE USING CHAPTERS 31, 33, AND 35 BENEFITS YOU DO NOT NEED TO SELF-VERIFY.

VETERANS RE-ADMISSION POLICY

Any student whose absence from G4HCC is necessitated by reason of service in the uniformed services shall be entitled to readmission to G4HCC if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to a G4HCC Official
- The cumulative length of the absence and of all previous absences from G4HCC by reason of service in the uniformed services does not exceed five years, and except as otherwise provided in this section, the student submits a notification of intent to reenroll at G4HCC

Exceptions include:

1. No notice is required if giving of such notice is precluded by military necessity, such as: Mission, operation, exercise, or requirement that is classified
2. A pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge.

Any student who did not give advance written or verbal notice of service to the appropriate G4HCC Official may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to G4HCC that they performed service in the uniformed services that necessitated the student's absence from G4HCC.

A student who is readmitted to G4HCC under this section, shall be readmitted with the same academic status as such student had when such student last attended G4HCC.

Exception from readmission eligibility: Upon the occurrence of the following events, a student's eligibility may be terminated:

1. Separation of such person from the Armed Forces (including the National Guard and Reserves) with dishonorable or bad-conduct discharge;
2. A dismissal of such person permitted under section 1161(a) of Title 10, United States Code
3. An elimination of such person from the rolls pursuant to section 1161(b) of Title 10, United States Code.

REMEMBER! NOTIFY YOUR VA OFFICIAL OF CHANGES IN YOUR CREDIT, ADDRESS, PROGRAM OF STUDY, AND/OR ATTENDANCE.

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