



# CATALOG

2024-2025 ACADEMIC YEAR

**OUR MISSION:**

To reach, motivate, and equip college students for Christ-centered service in the church and community.

3021 W. Clearwater Ave.  
Kennewick, WA 99336  
509.420.4545

**[pnwcc.edu](http://pnwcc.edu)**

### **Notes about the Use of this 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 within 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 Academic Committee or other bodies as needed.

Pacific Northwest Christian College  
3021 West Clearwater Avenue  
Kennewick, WA 99336  
[www.pnwcc.edu](http://www.pnwcc.edu)  
[dean@pnwcc.edu](mailto:dean@pnwcc.edu)  
509.420.4545



3021 W. Clearwater Ave. Kennewick, WA 99336

## LETTER FROM THE PRESIDENT

Pacific Northwest Christian College (PNWCC) is the first two-year Christian Liberal Arts College in the lower Mid-Columbia region. It is the only college where students can finish their general university requirements, receive 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, allowing each student to increase their depth of learning.

The mission of Pacific Northwest 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.

Pacific Northwest Christian College was started in 2008 with the name Gather 4 Him Christian College. The Washington State requirements for starting a college were followed, and we were authorized to award the Associate of Arts degree in Biblical Studies by the Washington Student Achievement Council (WSAC). We were then approved as an educational services provider by the Veteran's Benefits Administration for eligible military and uniformed services veterans. The college name was changed in 2021 when regular accreditation was achieved on April 12, 2021. Pacific Northwest Christian College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org]. Accredited status is effective for five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Recently, PNWCC was granted permission to offer an Associate of Arts in General Studies by both WSAC and TRACS.

The foundational courses for the AA 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. For our AA in Biblical Studies, all fifteen electives are in Biblical Studies. The degree requires 60 semester hours which for most colleges 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 PNWCC, 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

## 2024–2025 PNWCC ACADEMIC CALENDAR

*All calendar dates are subject to change.*

<b>Fall Semester 2024</b>	
Tuition Due	Aug 1 (Th)
Student Orientation (Select One)	Aug 12 (M), 13 (T), 19 (M), or 20 (T)
Instruction Begins	Aug 21 (W)
Close of Course Registration	Aug 30 (F)
Last Day to Add Courses	Aug 30 (F)
Last Day to Drop Courses without a Fee	Aug 30 (F)
Labor Day (no classes)	Sept 2 (M)
Last Day to Withdraw from College (50% Tuition Refund)	Sept 6 (F)
Last Day to Withdraw from College (No Tuition Refund)	Sept 13 (F)
Last Day to Drop Any Course with a W Grade	Oct 11 (F)
Scheduling for Spring Semester Starts	Oct 21 (M)
Veterans' Day (no classes)	Nov 11 (M)
Last Day of Instruction	Nov 26 (T)
Thanksgiving Break (no classes)	Nov 27–29 (W–F)
Final Exams	Dec 2–6 (M–F)

<b>Spring Semester 2025</b>	
Tuition Due	Jan 1 (W)
New Student Orientation (Select One)	Jan 13 (M) or 14 (T)
Instruction Begins	Jan 15 (W)
Martin Luther King Day (no classes)	Jan 20 (M)
Close of Course Registration	Jan 24 (F)
Last Day to Add Courses	Jan 24 (F)
Last Day to Drop Courses without a Fee	Jan 24 (F)
Last Day to Withdraw from College (50% Tuition Refund)	Jan 31 (F)
Last Day to Withdraw from College (No Tuition Refund)	Feb 7 (F)
President's Day (no classes)	Feb 17 (M)
Last Day to Drop Any Course with a W Grade	Mar 7 (F)
Spring Break (no classes)	Mar 31 – Apr 4 (M–F)
Classes Resume	Apr 7 (M)
Registration for Summer Courses	Apr 7 (M)
Scheduling for Fall Semester Starts	Apr 14 (M)
Last Day of Instruction	May 2 (F)
Final Exams	May 5–9 (M–F)
Commencement	May 17 (Sa)

<b>Summer Term 2025</b>	
Instruction Begins	May 12 (M)
Close of Course Registration	May 12 (M)
Last Day to Drop without a Fee (No Tuition Refund)	May 16 (F)
Last Day to Withdraw	May 23 (F)
Last Day of Instruction	Jun 13 (F)

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## COLLEGE PROFILE

### DEGREE AUTHORIZATION

Pacific Northwest Christian College is authorized by the Washington Student Achievement Council (WSAC) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Pacific Northwest Christian College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council 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 Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <https://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

### ACCREDITATION

Pacific Northwest Christian College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Candidate Status as a Category I institution by the TRACS Commission on October 30, 2018, and Accredited status on April 12, 2021. This status is effective for five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The transferability of credits earned at Pacific Northwest Christian College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to another institution should not assume that credits earned in any program of study at PNWCC will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at PNWCC to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Pacific Northwest Christian College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

## STATEMENT OF PURPOSE

### PACIFIC NORTHWEST CHRISTIAN COLLEGE MISSION STATEMENT

The mission of Pacific Northwest Christian College is to reach, motivate, and equip college students for Christ-centered service in the church and community.

### STUDENT LIFE PURPOSE

The purpose of Student Affairs at Pacific Northwest Christian College (PNWCC) 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

To the Reader: The Nicene Creed is one of the oldest statements of faith in all of Christianity. It must be noted that certain word meanings have changed over the ensuing 1700 years.

1. Baptism does not save. Baptism is the symbol on the believer's death, burial, and resurrection in Christ.
2. The term "catholic" means universal and not the Roman Catholic Church.

### **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.

## CORE VALUES

Pacific Northwest Christian College distinctly fulfills their mission through:

- Courageous Faith (Matthew 17:20, 21:21-22; Luke 17:5-6)
- Genuine Care (Mark 12:31; John 13:34-35, 15:11-12)
- Sacrificial Generosity (Matthew 25:44-45; Luke 6:35-38, 21:1-4)
- Foundational Integrity (Matthew 5:33-36; John 14:15, 15:14)

## PHILOSOPHY OF EDUCATION

Pacific Northwest 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. 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.

## INSTITUTIONAL STUDENT LEARNING OBJECTIVES

Graduating students will have a comprehensive Christian values-based education in the general core requirements for the first two years of higher education, along with the electives aligned with their program, measured by the following institutional-level learning objectives:

1. **Effective Communication:** Students connect with others through writing and speaking.
2. **Critical Reasoning:** Students integrate information logically and ethically.
3. **Cultural Competency:** Students analyze cultural and societal issues while respecting diversity and promoting justice.
4. **Technology and Information Literacy:** Students find and evaluate information while using technology proficiently.
5. **Personal Agency:** Students explore and steward academic opportunities with excellence and self-awareness.
6. **Program Mastery:** Students achieve program-specific learning objectives.

## BIBLICAL STUDIES PROGRAM LEARNING OBJECTIVES

The Associate of Arts in Biblical Studies (AABS) program aims to cultivate a comprehensive Christian values-based education, emphasizing effective communication, critical reasoning, cultural competency, technology and information literacy, personal agency, and program-specific expertise while completing the general core requirements for the first two years of higher education along with AABS electives. Specifically, students will demonstrate:

1. **Effective Communication in Biblical Studies:**
  - a. Articulate a Christ-centered worldview in various contexts through written and oral communication.
  - b. Convey biblical understanding to diverse audiences.
2. **Critical Reasoning in Biblical Interpretation:**
  - a. Analyze and interpret biblical texts with logical and ethical thinking.
  - b. Evaluate biblical interpretations from multiple perspectives.
3. **Cultural Competency in Biblical Engagement:**
  - a. Address cultural, social, and economic issues from a biblical viewpoint.
  - b. Recognize and address biases in interpreting sensitive topics from a biblical worldview.
4. **Technology and Information Literacy in Biblical Application:**
  - a. Use technology to access and evaluate resources for enhanced learning.
  - b. Critically assess the accuracy and relevance of accessed content.
5. **Personal Agency and Spiritual Formation:**
  - a. Take ownership of spiritual and academic growth through self-reflection and learning.
  - b. Cultivate self-efficacy, goal orientation, responsibility, resilience, and proactivity from a biblical worldview.
6. **Program Mastery in Biblical Studies:**
  - a. Achieve proficiency in course-specific learning objectives.

## GENERAL STUDIES PROGRAM LEARNING OBJECTIVES

The Associate of Arts in General Studies (AAGS) program aims to cultivate a comprehensive Christian values-based education, emphasizing effective communication, critical reasoning, cultural competency, technology and information literacy, personal agency, and program-specific expertise while completing the general core requirements for the first two years of higher education. Specifically, students will demonstrate:

1. Effective Communication:
  - a. Articulate a Christ-centered worldview in various contexts through written and oral communication.
  - b. Convey understanding to diverse audiences.
2. Critical Reasoning:
  - a. Analyze and interpret complex and diverse problems with logical and ethical thinking.
  - b. Evaluate issues from multiple perspectives.
3. Cultural Competency:
  - a. Address cultural, social, and economic issues from a biblical viewpoint.
  - b. Recognize and address biases in interpreting sensitive topics from a biblical worldview.
4. Technology and Information Literacy:
  - a. Use technology to access and evaluate resources for enhanced learning.
  - b. Critically assess the accuracy and relevance of accessed content.
5. Personal Agency:
  - a. Take ownership of spiritual and academic growth through self-reflection and learning.
  - b. Cultivate self-efficacy, goal orientation, responsibility, resilience, and proactivity from a biblical worldview.
6. Program Mastery in General Studies:
  - a. Achieve proficiency in course-specific learning objectives.

## ADMINISTRATION, FACULTY, AND BOARD OF DIRECTORS

### ADMINISTRATION

**Bob Nash | President, Chief Executive Officer**

**bob.nash@pnwcc.edu**

Doctor of Education, Grand Canyon University (in progress)  
MEd Counseling/Psychology, Washington State University  
BS Physical Education, Minor in Health & Coaching, Washington State University  
2008 – Present

**Kelli Templeton | Dean of Academic Affairs/Registrar**

**kelli.templeton@pnwcc.edu**

Doctor of Education, Grand Canyon University (in progress)  
MS Environmental Science, Washington State University  
MA Specialized Ministry, Western Seminary  
BS Biology, Phi Beta Kappa, Washington State University  
2020 – Present

**Kyle Nash | Financial Controller**

**kyle.nash@pnwcc.edu**

Master in Business Administration, Western Governors University  
BA Industrial Psychology, Corban University  
2019 – Present

**Robbie Fiocchi | Director of Admissions & Student Life**

**robbie.fiocchi@pnwcc.edu**

MA Christian Leadership, Grand Canyon University  
BA Christian Studies, Grand Canyon University  
AA Biblical Studies, Pacific Northwest Christian College  
2021 – Present

**Hannah Fiocchi | Assistant Registrar/Athletic Compliance**

**hannah.fiocchi@pnwcc.edu**

BA Business Management, Grand Canyon University  
AA Biblical Studies, Pacific Northwest Christian College  
2020-Present

**Faith Cole | Financial Aid Officer**

**financialaid@pnwcc.edu**

BA Business Administration, Grand Canyon University (in progress)  
AA Biblical Studies, Pacific Northwest Christian College  
2024 – Present

### FACULTY

**Bennett, Jeff | Instructor – Biblical Studies**

2022 – Present

BA History & Religion, Whitworth University

**Franti, Nolan | Instructor – Communication Skills**

2021 – Present

MA English Literature, Southern New Hampshire University  
BA English Literature, Washington State University

**Schatz, Jordan | Instructor – Mathematics**

2024 – Present

MA Sports Leadership, Concordia University  
BS Secondary Education in Mathematics, Western Governor's University  
BA Political Science, George Fox University

**Svoboda, Joe | Head of Biblical Studies / Instructor – Humanities/Biblical Studies**

2023 – Present

MA Intercultural Studies, Golden Gate Baptist Theological Seminary  
Master's Certificate in International Studies, John Hopkins University –  
Nanjing University Center for Chinese and American Studies  
BA in Asian Studies, minor in Mandarin/Chinese, Oklahoma City University

## ADJUNCT FACULTY

<b>Coppock, Karel   Instructor – Biblical Studies</b> MDiv, Trinity Seminary and Divinity School BA English, University of Washington	2020 – Present
<b>French, Larry   Instructor – Humanities</b> MEd, Oregon State University BS Science, Western Oregon University	2015 – Present
<b>Gray, Andrew   Instructor – Social Sciences</b> MA Marriage and Family Therapy, Pacific Lutheran University BA Psychology, Pacific Lutheran University	2024 – Present
<b>Hoover, Katherine   Instructor – Communication Skills</b> MA Writing, Spalding University BA English, Washington State University	2023 – Present
<b>Hudson, Geramy   Instructor – Social Sciences</b> MA Counseling Psychology, City University of Seattle BA Philosophy, Central Washington University	2024 – Present
<b>Patterson, Dr. Michael   Instructor – Social Sciences, Biblical Studies</b> PhD Biblical Counseling, Trinity Theological Seminary MA Counseling, Liberty University BS Theology, Western Baptist College (Corban University)	2022 – Present
<b>Puls, Dr. Darrell   Instructor – Biblical Studies, Humanities</b> DRS, Trinity Theological Seminary Doctoral studies, Employment Law, University of Michigan MA Educational Leadership, Western Michigan University BA Music Education, Western Michigan University	2011 – Present
<b>Sexton, Dr. Thomas   Instructor – Natural Sciences</b> PhD, Plant Biology, Washington State University BS, Biology, Washington State University	2024 – Present
<b>Stevens, Ann   Consulting Librarian</b> MLS, California State University BA Art, California State University	2015 – Present
<b>Templeton, Atticus   Instructor – Mathematics</b> MBA, Whitworth University BS Computer Science and Mathematics, Whitworth University	2024 – Present
<b>Templeton, Bill   Instructor – Human Performance</b> MA Secondary Education, Washington State University BA History & Secondary Education, Montana State University	2022 – Present
<b>Trefry, Micaela   Instructor – Natural Sciences</b> MS Athletic Training, Whitworth University BA Kinesiology, Whitworth University	2024 – Present
<b>Walsh, Drew   Instructor – Biblical Studies</b> MA Pastoral Studies, Azusa Pacific University BA Music, Azusa Pacific University	2024 – Present
<b>Williams, Greg   Instructor – Biblical Studies</b> MA Theological Studies, Regent College MS Public Administration, Carnegie-Mellon University BA Economics, University of Washington	2024 – Present



## ATHLETIC DEPARTMENT

<b>Bennett, Jeff   Head Men's Soccer Coach</b> BA History & Religion, Whitworth University	2022 – Present
<b>Fiocchi, Hannah   Head Women's Soccer Coach / Athletic Compliance</b> BA Business Management, Grand Canyon University (in progress) AA Biblical Studies, Pacific Northwest Christian College	2020 – Present
<b>Schatz, Jordan   Assistant Athletic Director</b> MA Sports Leadership, Concordia University BS Secondary Education in Mathematics, Western Governor's University BA Political Science, George Fox University	2024 – Present
<b>Templeton, William   Head Football Coach</b> MA Secondary Education, Washington State University BA History & Secondary Education, Montana State University	2022 – Present
<b>Trefry, Micaela   Athletic Trainer</b> MS Athletic Training, Whitworth University BA Kinesiology, Whitworth University	2024 – Present

## BOARD OF DIRECTORS

Pete Firth, Richland, WA  
Marilyn French, Kennewick, WA  
Doug Guy, Kennewick, WA  
Dennis Higgins, Richland, WA  
Derek Higgins, Kennewick, WA  
Jason Jarrett, Richland, WA  
Kim Klippert, Kennewick, WA  
Michael Patterson, Hermiston, OR  
Brian Talbot, Mattawa, WA  
Lee Williams, Richland, WA

## GENERAL INFORMATION

### TRANSFORMATIVE LEARNING

PNWCC is committed to creating a transformative learning culture where teaching from a biblical perspective is incorporated across the curriculum. To do this effectively, PNWCC'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

PNWCC 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

PNWCC 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.

### TRANSFERRING TO OTHER INSTITUTIONS

PNWCC has established transfer agreements with Corban University (Salem, OR), Eastern Washington University (Cheney, WA), Heritage University (Toppenish and Pasco, WA), Northwest University (Kirkland, WA), Northwest Nazarene University (Nampa, ID), Lewis & Clark State College (ID), Eastern Oregon University (LaGrande, OR), and Grand Canyon University (Phoenix, AZ). These articulation agreements provide PNWCC students that their AA degree credits will meet the institutions freshman and sophomore general education credits.

Entrance requirements into other institutions undergraduate programs will vary according to each college and university. PNWCC students are encouraged to work with the Student Advising Center to evaluate transfer options. It is highly advisable to maintain the highest possible GPA to remain competitive in admission to the institution of their choice.

The transferability of credits earned at Pacific Northwest Christian College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Pacific Northwest Christian College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Pacific Northwest Christian College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Pacific Northwest Christian College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned. Many colleges will not allow credits transfer with a grade of C- or lower.

## ADMISSIONS

The policy of PNWCC is to provide equal opportunity to all applicants 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 educational programs. PNWCC provides admission to graduates from high schools accredited by a regional accrediting association or have a GED® certificate. Applicants receiving diploma through a private education program or home schooling are required to submit proof of Washington State Standards Certificate of Compliance (WAC 180-90-130) or out of state equivalent.

### ADMISSIONS REQUIREMENTS

Applicants will be considered on their academic record and other supporting documents. Students interested in enrolling in PNWCC must do the following to be considered for admission:

1. Complete an Application for Enrollment online free of charge.
2. Submit a copy of their high school transcript or GED showing graduation dates to PNWCC. Students who are applying to the College before they have graduated from high school may send a transcript showing work completed to date but must submit a final transcript showing the date of graduation before attending classes. PNWCC requires a minimum 2.0 GPA from your high school experience; however, for students with a cumulative GPA lower than 2.0, conditional acceptance may be granted. Conditional acceptance requires enrollment in on-campus courses, participation in student services, and enrollment in no more than 12-semester credits.
3. The Scholastic Aptitude Test (SAT) or American College Test (ACT) are not required but it is highly recommended that the scores be submitted with the application. At this time, the College does not require the writing section of the SAT or ACT for acceptance decisions.
4. Where it is determined appropriate, complete the ACCUPLACER or ALEKs Math, Reading and Writing Placement Test at PNWCC.
5. Applicants without a high school diploma or GED are required to take the ACCUPLACER Ability to Benefit test and earn scores within the defined acceptable score range to be admitted and to be eligible for Federal Financial Assistance. See the Ability to Benefit Test Policy for details.

### ADMISSIONS PROCESS

Applicants from all backgrounds are encouraged to apply for admission. Applicants will be considered on their academic record and other supporting documents. Students interested in enrolling in PNWCC must do the following in order to be considered for admission:

1. Complete an Application for Enrollment online free of charge.
2. Submit a copy of their high school transcript showing graduation dates or GED to PNWCC. Students who are applying to the College before they have graduated from high school may send a transcript showing work completed to date.
  - a. The final official transcript containing dates of graduation, grade point average, and class standing is required prior to enrolling in classes. This official transcript must be sent directly to the College by the issuing institution at [transcripts@pnwcc.edu](mailto:transcripts@pnwcc.edu).
  - b. Students with less than a 3.0 GPA will be required to complete ACCUPLACER or ALEKs testing in reading, writing and mathematics for placement purposes.
  - c. Students with a GPA of 3.0 or higher will be admitted. However, we reserve the right to require placement testing as some courses are offered on multiple levels and it is important that students be placed at the most appropriate level.
3. Submit your Scholastic Aptitude Test (SAT) or American College Test (ACT) to the College if you completed these tests.

4. Where it is determined appropriate, complete a Math, Reading, and Writing Placement Test at PNWCC.
  - a. Some students may be encouraged to take a Math Bridge Intensive Workshop. This workshop is for incoming students who place below College Level in Math based on ALEKS assessment. The workshop is designed to help students to refresh their math skills and transition from high school to college. Students work with an instructor and the web based ALEKS program to assess and build math skills in preparation for a college math course prior to the start of the semester.
5. Send official college transcripts (if applicable) to transcripts@pnwcc.edu if you have taken any college courses while in high school.

## **HOMESCHOOL ADMISSION REQUIREMENTS**

Pacific Northwest Christian College welcomes students with a homeschool education. If you are looking for a school with academic strength, a Christian community, and a solid biblical foundation, PNWCC is a great fit for you!

It's easy to apply. Admission requirements are the same for all traditional undergraduate applicants, including homeschool students.

- Complete the application.
- Submit your official college entrance exam scores. PNWCC does not require the SAT or ACT for admissions.
- Submit your high school transcript (see instructions below).
- Also send official transcripts from any college courses taken so we can evaluate how they may transfer to PNWCC.

### **Homeschool Transcripts**

PNWCC gladly accepts homeschool transcripts as an official record of your high school academic achievements. Your transcript must include:

1. Name of homeschool (if any) and address (typically your home address)
2. List of classes taken each year, along with the letter grade for each class (A, B, C, etc.)
3. GPA (grade point average) for each year
4. Total cumulative GPA
5. Signature of the home school registrar (typically your parent) and date signed
6. Your graduation date

### **How to calculate your GPA:**

1. Multiply the credits for each course by the grade points associated with the grade earned (A=4, B=3, C=2, D=1, F=0)
2. Total the points earned for all courses.
3. Divide the total points by the total number of graded credits attempted.

### **Recommended Classes**

PNWCC recommends homeschool students complete the following high school classes:

- English – 4 years
- Math – 3 years
- Social Studies – 3 years Science – 2 years
- Foreign Language – 2 years

If you choose to take the GED, please send us an official copy of your score. We will accept a GED with a minimum score of 150 in each area and a total score of at least 600 in place of a high school transcript, but we do not require homeschool students to take the GED.

## **TRANSFER ADMISSION REQUIREMENTS**

Acceptance of transfer credit is solely at the discretion of PNWCC. Transfer credits will be evaluated according to the criteria set forth below in Transfer Credit Evaluation. Transfer applicants will be considered on their academic record and other supporting documents.

1. Complete an Application for Enrollment online free of charge.
2. Applicants that have earned greater than 30 semester credits are required to submit transcripts from each academic institution(s) where credits were earned.
3. Applicants that have less than 30 semester credits are required to submit transcripts from high school or GED, each academic institution(s) where credits were earned, and SAT or ACT scores if you have them.
4. May be required to take a Math and Writing Placement Test at PNWCC.

*The final official transcript containing dates of graduation, grade point average, and class standing is required prior to enrolling in classes. This transcript must be sent directly to the college from the issuing institution to transcripts@pnwcc.edu.*

## **TRANSFER CREDIT EVALUATION**

Prior to evaluating transfer credits, students must submit a completed Application for Admission. The evaluation will be completed when all official transcripts have been received by the Registrar's office. A transcript is official if it is sent directly from the sending institution to PNWCC. A transcript may be hand delivered to PNWCC only if it is sealed in an official envelope from the sending institution. Transcripts are evaluated based on the semester/year the student plans to start and the order in which they are received. All official transcripts from other colleges must be received by the end of the student's first semester here at PNWCC.

All credits are subject to approval by the Registrar's office based on credit equivalency, applicability to the degree or certificate, and the transfer institution's accreditation. The College reserves the right to accept or reject credits earned at other institutions. Applicants whose cumulative grade point average is lower than a 2.5 will have their academic record reviewed more comprehensively to determine admission eligibility.

In general, it is College policy to accept credits transferred from accredited institutions, provided the credit is essentially equivalent in academic level and content to courses offered at PNWCC. Credits earned at institutions during their candidacy for accreditation by a regional accrediting association are accepted if accreditation was granted three years after the candidacy. Transfer students coming from institutions which are not accredited will be evaluated on a case-by-case basis.

Transfer courses accepted by the Registrar are recorded in the Populi system but PNWCC's official transcript will show only the name of the transfer institution, credits earned, and GPA.

Transfer students must complete a majority of their coursework at PNWCC in order to be awarded the Associate of Arts degree. A maximum of 30 semester transfer credits may be counted towards degree completion. A maximum of 45 quarter credits (30 semester credits after conversion) may be counted towards degree completion.

Quarter credits and semester credits are not the same due to the shorter length of the quarter system. Quarter credits are converted to semester credits by dividing the number of quarter credits per course by 1.5. Example: 3 quarter credits  $\div$  1.5 = 2 semester credits; 5 quarter credits  $\div$  1.5 = 3.3 semester credits; 180 quarter credits are equal to 120 semester credits ( $180 \div 1.5 = 120$ ).

At Pacific Northwest Christian College, you can receive credit for your military experience and education, prior learning, workplace learning, professional courses and industry certifications, and vocational and technical courses. You can also receive credit by exam.

Our transfer credit options can help you save money and speed up your degree. Speak with an admissions advisor for a preliminary evaluation of your transfer credits before you even apply to PNWCC. After you apply, we'll do your official transfer credit evaluation. If you're an active-duty service member or veteran, you should request your military transcripts after applying to be sure you get the credit you deserve.

## RETURNING STUDENTS

Returning students who have been away for a semester or more (not including summer) must reapply for admission.

1. Complete an Application for Re-Enrollment free of charge.
2. Submit any transcripts of other institutions you attended between enrollments at PNWCC.
3. Students who were away for a semester or more and who earned below a 2.0 GPA in the last semester at PNWCC, or had a cumulative GPA below 2.0, must write a letter to the Academic Dean on what changes they have made to ensure academic success.
4. Members of the armed forces, including reserve and National Guard components, who are activated and must temporarily suspend enrollment shall be readmitted upon return from active duty.

## ADMISSIONS REQUIREMENTS FOR OTHER APPLICANTS

PNWCC recognizes applicants may not choose to enter college immediately after a high school education. Therefore, alternative admission requirements are used in consideration for admission applicants based on their academic record and other supporting documents.

### ADULT STUDENTS OVER AGE 24

1. Complete an Application for Enrollment online free of charge.
2. Submit a copy of your high school transcript or its equivalent to PNWCC. Transcripts must be mailed directly from the sending institution or emailed to [transcripts@pnwcc.edu](mailto:transcripts@pnwcc.edu)
3. Take a Math and Writing Placement Test at PNWCC.

### NON-MATRICULATED STUDENTS (NON-DEGREE SEEKING)

A student is considered a non-degree student for admission purposes if not intending to complete a degree at PNWCC but are taking coursework for personal enrichment or to transfer to another college. Non-degree students are not eligible for financial aid. Non-degree students desiring to pursue a degree at PNWCC must apply for regular admission status.

## PRIOR LEARNING ASSESSMENTS

Pacific Northwest Christian College is committed to fostering an educated and skilled workforce, which is essential for economic prosperity and meaningful work for its citizens. Increased enrollment in – and successful completion of – postsecondary learning programs is critical to achieving that goal.

Assessing and awarding academic credit for prior learning is appropriate for courses which are currently offered by PNWCC, and for courses which will contribute to the completion of the student's certificate or degree pathway. Academic credit for prior learning can help more students complete their training and degree programs sooner.

### Definitions

- *Prior Learning* as defined by the Washington State Legislature in RCW 28B.77.230, is the "knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions."
- *Prior Experiential Learning* includes the skills, knowledge and attitudes gained through non-formal (mainly work-based) and informal (life-experience) means.

- *Assessment of Prior Learning* is primarily accomplished through standardized tests, course challenge examinations, portfolio evaluation, and between work-based learning and college courses.

Award of Credit for Prior Learning occurs when a student's prior learning outcomes are assessed and determined to be the equivalent of the learning outcomes attained upon completion of a college course, and if the award of credit aligns with the student's education pathway.

## **ALTERNATIVE CREDITS**

### **DUAL CREDIT PROGRAMS (Running Start, College Within High School)**

Dual-enrollment credits are college credits that have been earned prior to graduation from high school, on the campus of either a college or a high school (in partnership with a sponsoring college or university). Running Start is an example of a dual-enrollment program, though similar programs have different names in many states. High school students with dual-enrollment credits are considered first-time freshmen as long as they attempt no college-level coursework after high school graduation.

Students with dual-enrollment credits must meet PNWCC application deadlines and admissions requirements, and qualified students will be eligible to receive a PNWCC academic scholarship. Dual-enrollment and Running Start credits are accepted as transfer credits based on receipt of official academic transcripts from the college attended or the college sponsoring the course. Courses in which a student has received a grade lower than "C," vocational/technical courses, non-college-level courses, and incomplete courses are not transferable. A maximum of 30 semester credits may be transferred from dual-enrollment credits.

### **ADVANCED PLACEMENT (AP)**

PNWCC is an active participant in the College Entrance Examination Board Advanced Placement program. A score of three or above on an AP test is accepted for credit in some disciplines at PNWCC. In many cases, this score will also satisfy a general graduation requirement and/or a requirement for an academic major.

### **INTERNATIONAL BACCALAUREATE (IB)**

PNWCC recognizes the international baccalaureate diploma and subject examinations; the college awards credit on a course-by-course basis for only high-level courses passed with a score of five or higher.

### **COLLEGE LEVEL EXAMINATION (CLEP)**

PNWCC grants academic credit for sufficiently high scores on CLEP general exams and selected CLEP subject examinations. Information regarding taking CLEP exams and cutoff scores may be found at <https://clep.collegeboard.org/>. Credit for general CLEP exams will be awarded only if the exam is taken within one year of matriculation. Credit for CLEP subject exams will be awarded only if the exam is taken before higher-level coursework in the same discipline is completed. Students must complete an application to take a CLEP exam and have it approved by the registrar's office prior to taking the exam. The College Board allows an exam to be taken only once every three months.

### **CHALLENGE EXAMINATIONS**

Matriculated students currently registered at PNWCC, with permission of their advisor or Dean of Academic Affairs and of the chairperson of the department offering the course, may take challenge examinations for college credit in courses in which they are not registered. Students may not take challenge examinations in courses which they have audited, or in which they have received a final grade. Students may not receive credit by challenge examination in any course prerequisite to a course in which they are enrolled or have received a final grade. The maximum alternative credit including challenge examinations is 30 semester credits. Consult the Registrar's Office for challenge exam fees. Credits by examination shall yield no grade points.

## **ACADEMIC CREDIT FOR PRIOR MILITARY EDUCATION AND TRAINING**

Military service provides opportunities for a learning in a wide range of areas of study. Credit may be granted for satisfactory completion of the following (or other means as described in the general policy):

1. Military service, including basic training, as determined through established crosswalks of learning outcomes comparison to specific college courses.
2. Military service schools and specific training as recommended by the American Council of Education (ACE). See ACE publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
3. United States Armed Forces Institute courses.
4. Community College of the Air Force
5. DANTES subject standard tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
6. Portfolio assessment.

The policy shall apply to any individual who is enrolled at Pacific Northwest Christian College and who has successfully completed a military training course or program as part of his or her military service that is:

- a. Recommended for credit by a national higher education association that provides credit recommendations for military training courses and programs;
- b. Included in the individual's military transcript issued by any branch of the armed services; or
- c. Other documented military training or experience.

Students wishing to gain credits for military training must submit official records showing the successful completion of the course(s).

## **MAXIMUM ALTERNATIVE CREDITS**

A maximum of 30 alternative semester credits may be counted toward graduation. Alternative credit includes Advanced Placement (AP), International Baccalaureate (IB) degree courses, College Level Examination Program (CLEP) credit, and DANTES credit, based on completion of course challenge examinations, advanced work, portfolios, and credit for military service and schools.

## **TRANSCRIPTS**

An official transcript is a record of a student's permanent academic work at Pacific Northwest Christian College. It bears the College seal and the Registrar's signature. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), a transcript of grades will be sent to a college, university, or other agency only upon the student's written request. Students may order an official transcript via the College's website at [www.pnwcc.edu](http://www.pnwcc.edu). Transcripts will not be released to a third party without written permission of the student. Unofficial transcripts are available at no cost on the college's website at [www.pnwcc.edu](http://www.pnwcc.edu). Holds on permanent records resulting from non-payment of financial obligations, or failure to return College equipment or material, must be cleared by the student before transcripts will be released. PNWCC does not release transcripts from high schools or other educational institutions. Transcripts submitted during the admissions process are part of the student's official file and will not be returned to the student.

**Course Completion Questions:** Registrar, Kelli Templeton, [kelli.templeton@pnwcc.edu](mailto:kelli.templeton@pnwcc.edu)

## **RECORD RETENTION**

Pacific Northwest Christian College academic records will be maintained according to State of Washington retention guidelines. For further information, contact the Registrar.



## **OFFICE OF THE REGISTRAR**

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

## **ACADEMIC ADVISING**

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

## **OFFICE OF THE DEAN OF ACADEMIC AFFAIRS**

The Dean of Academic Affairs oversees faculty, establishes academic standards, monitors curriculum, chairs the Academic Committee, and oversees the student disciplinary process.

## ACADEMIC INFORMATION AND POLICIES

### DEGREE PROGRAM DESCRIPTIONS

PNWCC offers a two-year Associate of Arts (AA) in Biblical Studies and a two-year Associate of Arts (AA) in General Studies. The only difference between the two programs is the electives. All elective credit hours are taken in the Biblical Studies course category for the AA in Biblical Studies program. The AA in General Studies allows you to take electives in various course categories. 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. Whether or not the student intends to enter ministry, PNWCC offers a solid academic background coupled with a biblical worldview in each study area.

**The minimum cumulative GPA is 2.0 for both programs.**

### GRADUATION REQUIREMENTS

PNWCC requires 60 semester credit hours for an **Associate of Arts (AA) in Biblical Studies**.

- Biblical Studies (15 credits)
- Communication Skills (9 credits)
- Human Development (3 credits)
- Human Performance (2 credits)
- Humanities (9 credits)
- Natural Sciences (10 credits)
- Quantitative Skills (3 credits)
- Social Sciences (9 credits)

PNWCC requires 60 semester credit hours for an **Associate of Arts (AA) in General Studies**.

- Biblical Studies (6 credits)
- Communication Skills (9 credits)
- Human Development (3 credits)
- Human Performance (2 credits)
- Humanities (9 credits)
- Natural Sciences (10 credits)
- Quantitative Skills (3 credits)
- Social Sciences (9 credits)
- Electives (9 credits)

### SEMESTER CREDIT HOUR DEFINITION

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

Laboratory classes meet 2 hours for laboratory instruction per week.

The minimum time commitment for independent study or Practicum is 3 hours per week of effort on approved project for each credit hour.

### LIBRARY RESOURCES

Students have access to a 3,500-volume library located on the first floor of the College. All books and periodicals are properly cataloged. Titles can be viewed in Populi and check-out is processed through Populi. The college has a qualified Librarian. The students and faculty have physical and digital access

to the complete resources of the Mid Columbia Libraries, including such academic search engines as ProQuest. Students and faculty also have access to the library of Washington State University Tri-Cities. Students also can access materials at libraries at other colleges and universities through OCLC World Share Library Services, which offers interlibrary loan services.

## **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 subject to academic probation or dismissal.

## **ACADEMIC PROBATION**

Any student whose current semester or cumulative grade point average (GPA) falls below 2.00 is subject to academic probation. Students on academic probation are typically required to take no more than 12-13 credits on campus. Academic counseling is also required as well as attendance at student success workshops.

A student on academic probation for two consecutive semesters who ends the second probation semester with a GPA of less than 2.00 may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Registrar. The decision to readmit or not readmit may be appealed to the Dean of Academic Affairs. The decision of the Dean shall be final.

A student on a learning contract who fails to achieve a semester GPA of 2.00 may be dismissed from the college.

A student who has completed less than 30 credit hours at PNWCC 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 by the College.

**PNWCC's Academic Counselor:** Dean of Academics, Kelli Templeton, dean@pnwcc.edu

## **ACADEMIC STANDARDS**

PNWCC follows the traditional grading policy of letter grades with A being the highest possible grade and standing for outstanding achievement; B indicates above average achievement; C indicates average achievement; D represents below average achievement, and F represents failure. While "D" grades will be counted towards the PNWCC degree, credits graded at C- or lower may not be accepted as transfer credit by a receiving college or university.

## **POLICY ON STUDENT ACADEMIC DISHONESTY**

### **Policy Statement**

It is important for students to understand that the College faculty and staff value student honesty and integrity as explained in this policy.

### **Purpose/Scope**

#### ***Policy on Student Academic Dishonesty***

Academic dishonesty, "cheating" and other forms of misrepresenting others' work as your own, such as plagiarism, are considered serious breaches of academic integrity and are major violations of the standards of ethical behavior that the College expects from all its students. When detected, as it often is, academic dishonesty can result in a range of disciplinary actions including failure on an

assignment, failure of a course, or even Conduct Dismissal from the College. Records of disciplinary actions for dishonesty are kept and conduct dismissals are noted on College transcripts. The best rule is to assume that instructors expect all work (exams, papers, projects, etc.) submitted for grading to be entirely your own, done without collaboration. If the instructor allows or desires collaboration, you should assume that the instructor will make that clear in the assignment. If the instructor has not explicitly stated that collaboration is permitted, all work submitted should be entirely your own.

#### DEFINITIONS OF ACADEMIC DISHONESTY

1. Violations of the Student Academic Dishonesty Policy refer to actions related to the standards of honesty required in submission and evaluation of coursework in any course bearing PNWCC credit. These violations include, but are not limited to the following:
2. Plagiarism — Presenting as one's own, the exact words of another, including AI-generated words, not properly indicated by quotation marks, paraphrased text too similar to the original, ideas, or creative products of another without providing an adequate standard form of documentation to identify the source — such as footnotes, endnotes, or bibliographic documentation. Students are advised to scrupulously acknowledge and properly cite all sources to give appropriate credit for borrowed materials.
3. Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.
4. Presenting someone else's examination results, paper, computer work, or other material as one's own work. This includes work done as part of group/team effort unless collaboration has been specifically approved by the instructor for any particular assignment. Students should always assume that any out-of-class assignments or take-home examinations are to be done individually and without help or collaboration unless the instructor specifically states otherwise. Students should not generalize from one assignment to another as instructors may permit collaboration on some assignments but not on others.
5. Representing one's own performance as another's or knowingly allowing such misrepresentation to occur, e.g., taking an exam for another student; writing or attempting to write an examination, paper, computer work, or other material for another student.
6. Buying and selling or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor's permission.
7. Using "cheat sheets," looking onto another's paper, talking to someone other than the instructor or proctor during an examination, or using any other method of communication (e.g. cell phones, text messaging) during an examination without the instructor's permission.
8. Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated in a written course syllabus.
9. Presenting work for a current course (e.g. papers, projects, research) that is substantially the same as a previous submission for another course without obtaining the current instructor's prior consent to do so. When the courses are taught in the same semester, informing and obtaining prior approval of both course instructors is required to avoid a possible dishonesty charge.

Charges brought against a student alleging violations of this policy will follow the procedures for Student Discipline proceedings.

## **GRADUATION REQUIREMENTS AND COMMENCEMENT**

All candidates for graduation must apply for their degree. Graduation is a three-step process consisting of submitting an Application for Graduation form, completing all academic requirements for your degree, and settling all financial obligations including library loans. The administrative process of degree conferral will indicate your official date of graduation. The application for graduation is due in the Student Advising Center in the spring semester of your graduating year. Applications for Graduation are available in Populi or in the Student Advising Center.

## HONORS AT GRADUATION

Candidates may graduate with honors on the basis of their collegiate record at PNWCC. To graduate with honors, the student must earn at least 60 graded semester hours through PNWCC. This includes transfer credits approved by PNWCC.

3.80 – 4.0	GPA	Summa cum laude
3.6 – 3.79	GPA	Magna cum laude
3.4 – 3.59	GPA	Cum laude

## PARTICIPATION IN COMMENCEMENT

Commencement refers to the ceremony, officiated by the President of PNWCC and a keynote address, where you share the excitement and importance of your academic accomplishments with peers, family, and friends. It is also a time for the PNWCC Board of Directors, senior administrators, and faculty to pay special tribute to you for the outstanding efforts you have shown in earning your degree. The school ceremonies feature remarks from the president and the calling of your name, upon which you will proceed across the stage and receive your certificate of participation.

Your actual diploma will be mailed to you approximately six weeks after your specified conferral date. Your degree becomes official when it is posted to your transcript and not by your participation in commencement exercises.

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. To participate in commencement exercises, a student must have approval from Academic Advisor and Registrar, complete the required Application for Graduation, and pay the graduation fee.

## CLASSIFICATION OF STUDENTS

Matriculated students are those who have met the requirements for admission and have registered for courses in their program of choice.

Non-Matriculated Students are those who do not wish to seek a degree, and who want to attend only specific courses, are classified as non-matriculated students. These students are not required to submit the credentials required for admission as a matriculated student.

The normal load for full-time undergraduate students is 12 to 15 semester credits for fall or spring semesters. Permission to enroll in more than 15 credits must be approved in writing by the advisor for any student whose cumulative grade point average is lower than 3.0, and by the advisor and/or registrar for any student who requests enrollment in more than 18 credits.

Students enrolled for fewer than 12 semester credits are considered part time for fall or spring semesters. The part-time-student classification can be on a credit or audit basis.

## WITHDRAWING FROM THE COLLEGE

A Cancellation/Withdrawal Request Form needs filled out and turned into the Registrar's Office. In order to withdraw from the college and receive a full tuition refund, the request form must be submitted and approved by Friday of the fourth week of the semester as outlined in the academic calendar. Forms are available on Populi or in the Registrar's Office. Students must consult with an Academic Advisor prior to withdrawal. Consult the Academic Calendar for the Summer Term withdrawal date. No tuition refunds will be issued for Summer Term after this date.

### Unofficial Withdrawal

If you stop attending your classes without officially withdrawing (a.k.a. an unofficial withdrawal), you are considered to be "walking away." Federal aid you received during the semester will be subject to the federal return calculation based on the effective date of withdrawal. The withdrawal date is your last documented date of attendance, as determined by instructors.

### **Post-Withdrawal Disbursement**

Some aid programs may be available to you after official withdrawal from the college. In some cases, a portion of Federal Pell Grants, Supplemental Educational Opportunity Grants (SEOG), and/or Federal Direct Loans may be available.

You may receive a letter from us requesting that you submit documents to our office to verify the information on your FAFSA. You will also be notified upon withdrawal if you are eligible for “post-withdrawal disbursement” of any aid funds. You may be required to confirm that you want to accept the disbursement.

### **Contact Upon Withdrawal**

When you withdraw, the grace period prior to repayment will begin (nine months for Perkins and College Loans, six months for Federal Direct Loans). If you re-enroll before your grace period ends, you will have a new grace period when you leave school. Otherwise, when you re-enroll, you will need to request an in-school deferment.

Federal Perkins or College Loan recipients: notify Student Financial Services. Also notify any other schools from which you borrowed, if applicable. If you decide to re-enroll, you will need to contact Student Financial Services (and/or other schools) again to move your loans back to an in-school deferment status.

Federal Direct Loan recipients: notify your federal loan servicer. You can obtain the contact information for your federal loan servicer on the National Student Loan Data System (NSLDS).

Federal Direct Loan recipients under the Federal Family Education Loan (FFEL) Program: notify the lender(s) of your FFEL loan(s). You can obtain the contact information for your FFEL lenders on the National Student Loan Data System (NSLDS).

### **Complete Loan Exit Counseling**

Students who withdraw from Pacific Northwest Christian College, even for just one semester, will be required to complete Loan Exit Counseling to comply with College policy and federal regulations. Students who do not complete the Loan Exit Counseling may have registration and transcript holds placed on their academic records.

### **Future Student Aid Eligibility**

If you withdraw from the College, your student aid for the following semester will be canceled. If you withdraw before 60% of the semester is completed and receive Pell Grants you will be required to repay the entire amount or a percentage of the grant. If you process a re-enrollment request for an upcoming semester, please contact the Office of Student Aid to request consideration for reinstatement of your aid.

Your student aid for the future academic year may be in jeopardy if you fall below the minimum credit expectation for Satisfactory Academic Progress (SAP), which affects your eligibility for most student aid programs. Academic progress is calculated using the number of credits you attempt and earn each semester. These credit requirements are completely separate from those determined by the College.

**STUDENTS FAILING TO SUBMIT THE WITHDRAWAL FORM IN A TIMELY MANNER WILL BE RESPONSIBLE FOR ALL TUITION AND FEES DUE FOR THE SEMESTER.**

## **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

8th week of class for the fall and spring semesters. See the Academic Calendar for the Summer Term drop/add dates. No tuition refunds will be issued for Summer Term after this date.

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

The WF grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The WF grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.

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 Registrar's Office and on Populi. 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 Friday of the second calendar week.

## **AUDITING A COURSE**

### **Matriculated Students**

An auditor is a student who is permitted on a space-available basis to observe class discussions but not take examinations or consume the instructor's time. Attendance in class as an auditor requires official approval and enrollment. Students may seek permission, after the start of classes, to audit a lecture course by securing the approval and signature of the class instructor on the Registrar's Enrollment Change Form.

Students wishing to audit must pay the appropriate fee and bring the signed Enrollment Change Form to the Registrar's Office by the end of the second week of instruction. Students wishing to change their enrollment status from credit to audit, or audit to credit, must submit the Enrollment Change Form by the end of the second week of instruction.

A maximum of one audit is allowed for any semester or term. A registration fee per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students.

No college credit will be allowed for auditing courses, nor may students apply for or take special examinations for college credit in courses which they have audited. Students may not take challenge examinations in courses they have audited. Audit enrollments will be recorded on the student's permanent record and the statement, "Audit Only -- No Credit Given."

### **Non-Matriculated**

A non-matriculated auditor is eligible to enroll starting with the third day of each semester, permitted on a space-available basis to observe class discussions and keep a notebook on class lectures but not take examinations or consume the instructor's time. Attendance in class as an auditor requires official approval and enrollment and payment of fees.

## **NON-CLASSROOM INSTRUCTION**

PNWCC believes 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 caused by PNWCC, an independent study course may be made available.

The student will be assigned to a professor for courses offered as non-classroom instruction. The professor will act as an advisor to the student overseeing their progress and grading all required work. The student will need to meet the prerequisites, if any, of the courses to enroll in the non-classroom courses. The students are required to fulfill all requirements of the syllabus to receive course credit.

A student needing a class but who cannot take it at the scheduled time may, with the approval of the Dean, take that class online at an accredited institution. The credits earned through an approved online course at another accredited institution or non-classroom course at PNWCC will be transcribed and treated the same as on campus classroom instruction. However, the classroom setting will be preferred.

Students wishing to use an online course from another institution for credit must submit a request petition to Academic Advisor and Dean. The petition must include accredited institution name, course, and reason for substituting it for classroom instruction.

## **COURSE CANCELLATIONS**

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

## **STUDENT ACADEMIC COMPLAINTS**

Direct all complaints regarding instruction or grading to the Dean of Academic Affairs, Kelli Templeton, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: dean@pnwcc.edu.

## **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. The Dean of Academics is:

Kelli Templeton, 509.420.4545, dean@pnwcc.edu. Her office is on the first floor.

- Some circumstances may allow the decision to 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](http://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  
Website: [www.wsac.wa.gov](http://www.wsac.wa.gov)

## **GENERAL INSTITUTIONAL COMPLAINTS**

Direct all general institutional complaints to the Kelli Templeton, Registrar, 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: kelli.templeton@pnwcc.edu.



## ONLINE INSTRUCTION

PNWCC has been approved to offer online instruction within the State of Washington. The full online program is in development, but current students under certain approved circumstances may choose to attend class in a hybrid environment. A hybrid environment is a class that is streamed live as it happens. Students not on campus are encouraged to log in to the class livestream and participate through Teams.

Streamed classes are also recorded for use for students who cannot engage in the livestream environment.

Online students in streamed classes are expected to follow the same assignment requirements and timelines as do in-person students, whether or not they engage with the instructor and class in real time.

Students who enroll under Distance Learner status and who are unable to attend on campus due to distance or other barriers, will be subject to the requirements found in the next section of this catalog.

## ONLINE LEARNING

Sometimes also referred to as “distance learning,” “distance education,” or “e-learning,” online learning is defined as education that involves teaching and learning which occurs outside the traditional classroom setting—teaching and learning that occurs where teacher and student are not in the same location, often not even at the same time. In the 21st Century, online learning typically involves taking classes by accessing course information and learning content via the Internet.

Instructors share course information and learning content to students through a Learning Management System (LMS)—at PNWCC, the LMS environment students use is called Populi.

### ONLINE STUDENT EXPECTATIONS

#### *What Should I Expect?*

Expect to work as hard, or even harder, than in your face-to-face classes. As in your traditional classes, your success in an online course will be dependent on the time and effort you invest in your coursework.

Also, to help ensure your success, plan to have access to the required technology and a reliable internet connection for the duration of the course.

### RULES ON ATTENDANCE IN PNWCC ONLINE COURSES

Attendance is recorded in multiple ways.

- Student logins to the course in Populi are automatically recorded and available to the instructor.
- Lecture videos may have questions embedded in them for students to answer and post to the discussion board. The only way to get the questions is to watch the video.
- Students must complete work as defined by the instructor. Consult your course syllabus, messages, and announcements.
- Online courses use the same grading system as used in in-person classes.
- Online courses follow the regular academic calendar. Check the syllabus.
- Add/Drop: Follows the same procedures and timelines as for in-person classes.

Note: Students who, though registered, never attended/participated in class, did not officially drop, and (if an online or hybrid class) have no gradable work, will be dropped from the course with a “Withdraw Fail” grade. Students who are failed in this manner will not be permitted to access other online or hybrid classes. After the “WF” mark has been submitted, a change of grade will not be accepted for the student.

## **SUCCESS SKILLS FOR ONLINE LEARNING**

Online courses are a different environment and require greater personal diligence for success. Certain skills are required:

- Effective time management. It is extremely easy to get behind due to interruptions in your normal life cycle.
- Determination: The single most important factor for success is your own determination to succeed and willingness to put off or postpone distractions.
- You are expected to put in two hours of work/study per credit per week. This is a universal college standard.
- Meet deadlines. Late papers and projects will not receive a passing grade.

### **Answer these important questions before enrolling as an online student:**

Do you understand the skills and technology necessary to become a successful online learner? You will need:

- A computer with a webcam and Internet capabilities.
- Reliable email.
- Reliable Internet access.
- Access to a printer.
- Able to write in Word or Google Docs.
- A private place in which to study.

### **Can you agree with these statements?**

#### *Self-Direction*

- I am motivated and easily able to set and accomplish goals for myself.
- I am really good at multitasking.
- I keep myself on track and on time by finishing the projects I start.
- I do not give up when things become challenging.

#### *Study Habits*

- I have a place where I can read, work, and study that is free of distractions.
- I can tailor my schedule to allow me to spend 10-20 hours every week on an online course.
- I am organized at keeping a record of assignments and specific due dates.
- I tend to plan my work in advance to avoid procrastination and to turn in all assignments on time.

#### *Computer Technology*

- I have access to a reliable computer with the supported browsers and technology.
- I have a fast, secure Internet connection and can download the latest version of a supported browser.
- I have virus protection software running on my computer.
- I have headphones, a webcam, and a microphone to use in case I need to participate in a virtual meeting or take a proctored assessment from home.

### Learning Preferences

- I absorb information quickly and learn fairly easily.
- I have developed several ways to solve problems on my own.
- I know where to go or who to contact if I need extra support or additional academic resources.
- I enjoy learning in a group, but I can learn on my own as well.

### Technology Skills

- I am confident in my computer usage skills and Internet searches.
- I am comfortable installing software or plugins, as well as modifying configuration settings.
- If I experience any computer or technology problems, I have a back-up plan or someone who can help me.
- I am comfortable using email, adding attachments, and uploading or downloading documents from a website.

### Online Student Services

Whether you are taking courses online or attending classes on campus, Pacific Northwest Christian College provides you the option of utilizing its services online or in person.

**IMPORTANT! READ THIS!** To comply with Federal financial and attendance requirements students MUST check in to the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the Federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.

### ONLINE LEARNING MYTH BUSTERS

Myth	Reality
Online classes are easier than face-to-face classes.	The courses are challenging since it requires you to use time management, organizational, and college-level reading and writing abilities to complete work.
You must login and complete coursework during specific times of the day.	Online courses are asynchronous – offering you the flexibility and convenience of completing assignments 24 by 7.
Online courses do not carry the same number of credits or course competencies as face-to-face classes.	Online and hybrid courses offer the same credits and competencies and are even taught by the same PNWCC instructors who teach face-to-face.
You can finish online courses during the semester at your own pace.	Online and hybrid courses are not self-paced. You must follow the same academic calendar and the official course dates.
Online students do not receive the same support or academic resources as other students.	Students enrolled in online courses can receive live, online tutoring for a low cost. You also have student services support available throughout the semester.

## INSTRUCTOR REQUIREMENTS AND POLICIES

The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit <http://www.wsac.wa.gov/student-complaints> for information regarding the WSAC complaint process.

It is required that all instructors have a master's degree or the equivalent in certain specialty areas (see Faculty Handbook) in the disciplines they teach. Exceptions may be made for those who possess a baccalaureate degree in the field being taught but do not meet the equivalency requirements, and who are actively enrolled in a master's degree program from an accredited college or university. These instructors shall work under the direct supervision of a fully qualified instructor. In all cases, approval of program instructors is consistent with the selection process employed by PNWCC.

### GRADE SUBMISSION

Faculty submit final grades through Populi. Student progress is monitored weekly by the Registrar for the purpose of intervention. Faculty are strongly encouraged to work with Academic Advising to determine additional resources available for at-risk students.

At the end of the semester, PNWCC faculty is 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.

### COLLEGE MANAGEMENT SYSTEM - POPULI

Populi college management system is available for administration, faculty and students for academics, admissions, billing, scheduling, library checkout and communications. Log in information to be provided during enrollment. Populi can be accessed at: <https://pnwcc.populiweb.com/>

### 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 PNWCC Dean of Academic Affairs by August 1st. Once approved, an electronic copy of the syllabus is to be submitted to the Office of the Registrar and uploaded to the course site on Populi.

### GRADING PROCEDURES

1. The PNWCC grade for the course is determined in accordance with grading criteria established by PNWCC Administrative Team.
2. PNWCC gives pluses and minuses, however, no A+'s are given.
3. Grades appear on the PNWCC 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 11:59 p.m. the day the paper is due, or as specifically instructed on the syllabus.
6. Students who find it necessary to ask for an incomplete grade must establish a contract with the instructor, which includes an appropriate completion date. 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 stated due date. This date may be extended to the end of the term after the term the incomplete was issued. Any incomplete grades outstanding at registration may result in a reduction of a student's academic load for the term.

## 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.

*NOTE: : Grades of F will not count towards PNWCC graduation requirements; remedial courses also do not count towards graduation requirements.*

*WARNING: Many colleges and universities will not accept a C- as a transfer credit.*

Grade	Quality	Value
A	100–94 Superior	4.0
A-	93–90	3.7
B+	89–87 Above Average	3.3
B	86–84	3.0
B-	83–80	2.7
C+	79–77	2.3
C	76–74 Average	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	< 60 Fail	0.0

*Wf The WF grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The WF grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.*

Grade	Quality
P	Pass
I	Incomplete
X	Work Continuing (practicum only)
AU	Audit
CE	Credit by Exam
CR	Course Repeated
W	Withdrawal
IP	In Process

I, X, AU, CE, CR, W, and IP grades for a course earned, or attempted, are not utilized in GPA computations. A P grade is utilized in the GPA computation except for developmental courses.

Students are allowed to re-enroll for a course to raise a previous grade of D or F or WF. 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.

### **TRANSCRIPT REQUEST**

All tuition and fees, including library loans, 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 can be submitted through Populi. 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 there are 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, they must take their final before they leave, even if that requires taking the final exams earlier than scheduled on the syllabus.

## GENERAL EDUCATION REQUIREMENTS

Pacific Northwest Christian College requires successful completion of a minimum of sixty (60) semester credits for an Associate of Arts in Biblical Studies or General Studies. Each course category provides the list of courses by course abbreviation, course title, and course credit in parenthesis. Courses denoted with a "DE" are offered online and on campus.

**Biblical Studies (15 for AABS; 6 for AAGS)** *Select five from the following if pursuing an AA in Biblical Studies; all other students take the two required courses (\*required for AAGS; \*\*required for AABS):*

BI 101 The Gospel and Christian Life (3) <sup>DE*</sup>	GH 203 Understanding Church History (3)
BI 113 Survey of Biblical Literature I (3)**	IS 202 Global Perspectives (3)
BI 123 Survey of Biblical Literature II (3)**	MU 202 Introduction to Worship Arts (3)
BI 201 Jesus in the Biblical Story (3) <sup>DE*</sup>	TH 201 Basic Christian Theology (3)
BI 202 Bible Study Methods (3)	TH 205 Christian Theology I (3)
BI 283 Life of Christ (3)	TH 215 Christian Theology II (3)

**Communication Skills (9)** *All three courses required:*

CO 102 Fundamentals of Speech (3)	EN 132 College Writing II (3) <sup>DE</sup>
EN 123 College Writing I (3) <sup>DE</sup>	

**Human Development (3)** *Select from the following:*

CM 201 Student Practicum (2) <sup>DE</sup>	HDEV 123 Career Explorations (1)
CM 210 Student Practicum (1) <sup>DE</sup>	SS 103 Student Success (2)

*Eligible persons using VA Education Benefits may not be certified for CM 201 or CM 210 as part of their degree program.*

**Human Performance (2)** *Select two from the following:*

HP 121FC Fitness and Conditioning (1)	HP 131FBF Varsity Men's Football Fundamentals (1)
HP 121VFC1 Varsity Fitness and Conditioning I (1)	HP 131MS1 Varsity Sports Men's Soccer I (1)
HP 121VFC2 Varsity Fitness and Conditioning II (1)	HP 131MS2 Varsity Sports Men's Soccer II (1)
HP 131CC1 Varsity Sports Cross Country I (1)	HP 131TS Team Sports (1)
HP 131CC2 Varsity Sport Cross Country II (1)	HP 131WC Varsity Sports Women Cheer (1)
HP 131FB1 Varsity Sports Men's Football I (1)	HP 131WS1 Varsity Sports Women's Soccer I (1)
HP 131FB2 Varsity Sports Men's Football II (1)	HP 131WS2 Varsity Sports Women's Soccer II (1)
HP 131FB3 Varsity Sports Men's Football III (1)	

**Humanities (9)** *Select three from the following:*

GH 203 Understanding Church History (3)	ID 224 World Thought & Culture II (3)
ID 114 American Thought & Culture I (3) <sup>DE</sup>	MU 201 Applied Worship Arts (3)
ID 124 American Thought & Culture II (3) <sup>DE</sup>	MU 202 Introduction to Worship Arts (3) <sup>DE</sup>
ID 214 World Thought and Culture I (3) <sup>DE</sup>	MU 203 Music Appreciation (3)

**Natural Sciences (10)** *Select one math course, two science courses, and one lab:*

ANAT 101 Human Anatomy and Physiology with lab (4)	MA 172 Math for Elementary Education II (3)
CS 102 Programming Fundamentals (3)	NUTR 110 Nutrition (3)
MA 107 Math in Society (3)	PHYS 110 Basic Physics with lab (4)
MA 110 Functions & Reasoning through Modeling (3)	SC 114 Biology (3)
MA 141 Precalculus I (3)	SC 114L Biology Lab (1)
MA 142 Precalculus II (3)	SC 120 Environmental Science (3)
MA 146 Introduction to Statistics (3)	SC 120L Environmental Science Lab (1)
MA 148 Business Calculus (3)	SC 133 Scientific Inquiry: Physical Sciences (3)
MA 151 Calculus I (3)	SC 133L Scientific Inquiry Physical Sciences Lab (1)
MA 152 Calculus II (3)	SC 143 Scientific Inquiry: Life Science (3)
MA 171 Math for Elementary Education I (3)	SC 143L Scientific Inquiry: Life Science Lab (1)

**Social Sciences (9)** *Select three from the following:*

EC 213 Macroeconomics (3)	IS 202 Global Perspectives (3)
EC 214 Microeconomics (3)	PS 203 General Psychology (3) <sup>DE</sup>
GH 203 Understanding Church History (3)	SO 203 General Sociology (3) <sup>DE</sup>

**Quantitative Skills (3)** *Select one from the following:*

CS 102 Programming Fundamentals (3)	MA 148 Business Calculus (3)
MA 107 Math in Society (3)	MA 151 Calculus I (3)
MA 110 Functions & Reasoning through Modeling (3)	MA 152 Calculus II (3)
MA 141 Precalculus I (3)	MA 171 Math for Elementary Education I (3)
MA 142 Precalculus II (3)	MA 172 Math for Elementary Education II (3)
MA 146 Introduction to Statistics (3)	

**Developmental Courses:** *The following courses do not count toward college credit but prepare the student for college courses:*

EN 123L College Writing Lab (0)	MA 065 Algebra Review for STEM (5)
MA 040 Foundations of Algebra (5)	MA Bridge Math Bridge (0)
MA 050 Math Literacy (5)	Math Lab Math Lab (0)

**If pursuing the AA in General Studies degree, select nine credits from any course category listed above in addition to those listed as required.**

**If pursuing the AA in Biblical Studies, 15 credits are required in the Biblical Studies course category in addition to the requirements for all other course categories.**



## COURSE DESCRIPTIONS

### BIBLICAL STUDIES

#### **BL 101 The Gospel and Christian Life (3)**

This course is required for every first-year student and is an introduction to the Christian faith. The core beliefs of the Christian faith will be covered, including the gospel of Jesus Christ. The meta-narrative of the Bible, key theological concepts, and fundamental Christian practices will also be addressed. This course is required for all students.

#### **BI 113, 123 Survey of Biblical Literature I, II (3, 3)**

This survey is an overview of the Old Testament and New Testament books with an emphasis on 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. These courses are required for students pursuing an AA in Biblical Studies.

#### **BI 201 Jesus in the Biblical Story (3)**

This course introduces the Story of the Bible, which finds its fulfillment in Jesus of Nazareth. The course falls into two sections. In the first, students discover how the Hebrew Bible (aka the Old Testament) tells one coherent story that leaves us longing for resolution. In the second, students encounter Jesus as the one who brings that epic story to a surprising ending. By Looking at the Gospel of Mark, students learn how Jesus' life, death, and resurrection resolve the great conflict of the biblical story. This course is required for all students pursuing an AA in General Studies.

#### **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 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 historical and geographic stage for the advent of Christ and familiarizes students with the political and religious atmosphere in which He lived.

#### **GH 203 Understanding Church History (3)**

The course traces the course of Christianity from its beginnings to the present day. Topics include 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.

#### **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 for missions.

#### **MU 202 Introduction 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.

### **TH 201 Basic Christian Theology (3)**

This course provides an overview of the Christian doctrines, which gives students an overall system of theology to be covered in one semester. Topics include bibliology, theology proper, Christology, pneumatology, anthropology, hamartiology, soteriology, angelology, ecclesiology, and eschatology.

### **TH 205, 215 Christian Theology I, II (3, 3)**

An in-depth study of Christian doctrine gives students an overall system of theology to be covered in two semesters and taken consecutively. Topics include bibliology, theology proper, Christology, pneumatology, anthropology, hamartiology, soteriology, angelology, ecclesiology, and eschatology.

## **COMMUNICATION SKILLS**

### **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 I, II (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.

## **HUMAN DEVELOPMENT**

### **CM 201 Student Practicum (2)**

The objective of this practicum is to allow the student to gain real-world experience in a field of their choosing in a local church and/or community organization. Prerequisite: SS 103. The course is offered each semester. Eligible persons using VA Education Benefits may not be able to use CM 201 as part of their degree program.

### **CM 210 Student Practicum (1)**

The objective of this practicum is to allow the student to gain real-world experience in a field of their choosing in a local church and/or community organization. Prerequisite: SS 103. The course is offered each semester. Eligible persons using VA Education Benefits may not be able to use CM 210 as part of their degree program.

### **HDEV 123 Career Explorations (1)**

This course helps students discover their strengths and connect academic goals with potential career pathways. Students will identify their professional and academic skills and interests through assessments, assignments, and in-class activities. The course includes lectures, in-class discussions, reading, and projects.

### **SS 103 Student Success (2)**

The objective of this course is to give an early introduction to the expectations and challenges of college life and the academic, social, and procedural system of the higher education system. This course is required for all first-year students.

## **HUMAN PERFORMANCE**

### **HP 121FC Fitness and Conditioning (1)**

Various fitness-orientated activities are taught for students' physiological, educational, social, and recreational values. Daily physical activity is performed, and exercise physiology concepts are introduced. This fulfills the fitness-oriented activity credit for graduation. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HP 121VFC1, HP121VFC2 Varsity Fitness and Conditioning I & II (1, 1)**

This course is restricted to varsity athletes and focuses on athletic development through weightlifting and agility. Max testing, vertical jump, broad jump, and shuttle run will be tested throughout the semester. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HP 131CC1, HP 131CC2 Varsity Sports Cross-Country I & II (1, 1)**

This course is restricted to varsity cross-country athletes who compete for the college. Student-athletes practice daily and compete during the season. This course offers athletic and character development for student-athletes interested in competing at the junior college level and beyond. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HP 131FBF Varsity Men's Football Fundamentals (1)**

This course is restricted to varsity football athletes who compete for the college. Student-athletes practice regularly, review films, study playbooks, and scrimmage while developing character. An additional fee may be charged.

**HP 131FB1, HP 131FB2, HP 131FB3 Varsity Sports Men's Football I, II, & III (1, 1, 1)**

This course is restricted to varsity football athletes who compete in men's football. Student-athletes practice daily during the season and compete weekly. This course offers athletic and character development for student-athletes interested in competing at the junior college level and beyond. Course may be repeated for credit; cumulative maximum hours 3. An additional fee may be charged.

**HP 131MS1, HP 131MS2 Varsity Sports Men's Soccer (1, 1)**

This course is restricted to varsity athletes who compete in soccer. Student-athletes practice daily during the season and compete weekly. This course offers athletic and character development for student-athletes interested in competing at the junior college level and beyond. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HP 131TS Team Sports (1)**

A variety of skill-orientated activities are taught for physiological, educational, social, and recreational value. Daily physical activity is required, including skill development and game situations. The conceptual understanding of the game will include rules, strategies, terminology, and history. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HP 131WC Varsity Sports Women's Cheer**

This course is restricted to varsity women cheer athletes who compete in women's cheer. Student-athletes practice daily during the season and compete regularly during the season. This course offers athletic and character development for student-athletes interested in competing at the junior college level and beyond. Course may be repeated for credit; cumulative maximum hours 2.

**HP 131WS1, HP 131WS2 Varsity Sports Women's Soccer (1, 1)**

This course is restricted to varsity athletes who compete in soccer. Student-athletes practice daily during the season and compete weekly. This course offers athletic and character development for student-athletes interested in competing at the junior college level and beyond. Course may be repeated for credit; cumulative maximum hours 2. An additional fee may be charged.

**HUMANITIES****GH 203 Understanding Church History (3)**

The course traces the course of Christianity from its beginnings to the present day. Topics include the early controversies and the development of various creeds, the growth of the Roman Catholic Church, early missionary efforts, and 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.

**ID 114, 124 American Thought and Culture I, II (3, 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) and the second semester from the post-Civil War era to the present.

**ID 214, 224 World Thought and Culture I, II (3, 3)**

This comprehensive year-long course provides a framework for understanding Western civilization, its intellectual and cultural lineage, weaknesses, and 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. The second semester will cover developments from the Enlightenment to the present.

**MU 201 Applied Worship Arts (3)**

This course is for students participating in providing music for chapel each week. This course plays an important role in accomplishing the mission of Pacific Northwest Christian College "to reach, motivate and equip college students for Christ-centered service in the Church and community" by training and teaching students in areas regarding corporate worship services. This course will challenge students to apply what they learn through reflection on their traditions, beliefs, and exposure to differing beliefs.

**MU 202 Introduction 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.

**MU 203 Music Appreciation (3)**

This course is designed to broaden the participant's experience, knowledge base, and discernment while igniting the imagination for what is possible. In this, we will explore the status and evolution of music from early forms through the Baroque and Renaissance periods and into contemporary modes in contemporary North American and European cultures. Students will understand the importance of the psychology of music, forms of music, and the various means and methodologies of emerging musical genres within the context of postmodernity.

**NATURAL SCIENCES****ANAT 101 Human Anatomy and Physiology with Lab (4)**

Human Anatomy and Physiology investigates the structure and function of the human body. Topics covered will include the basic organization of the body and major body systems, along with the impact of diseases on certain systems. Students will engage with each of the major systems of the body and will learn through reading, video lessons, case studies, collaborative group work, interactive notebook projects, and labs. One of the goals of this course is to prepare students with the skills necessary to be successful in future science classes in college and medical fields. This class includes a lab fee.

**CS 102 Programming Fundamentals (3)**

An introduction to programming using current technologies. It is designed for those with little or no programming experience. Topics include the program development cycle, fundamentals of programming and logic, decisions, repetitions, controls, functions, and procedures. Prerequisite: MA 050 or placement via entrance test score.

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

This course will introduce students to the applications of mathematics in a variety of disciplines to help them to see mathematics as a useful tool rather than just as a requirement for obtaining a college diploma. It will also investigate the spiritual dimensions of mathematics as the underlying code of creation. Topics include the history of mathematics, numeration and numerical systems, number theory, chaos, fractals, and finances. Prerequisite: MA 050 or placement via entrance test score.

**MA 110 Functions & Reasoning through Modeling (3)**

This course is designed to prepare students for college-level precalculus mathematics. It will provide the student with a strong foundation in functions and their behavior by using multiple representations and explicit covariational reasoning to investigate and explore quantities, their relationships, and how these relationships change. Additionally, this course provides the algebraic tools necessary to analyze various function types, including linear, quadratic, polynomial, power, exponential, and logarithmic functions. The material is presented through modeling real-world data in the context of business, science, politics, and many others. Group work on projects involving technology (Excel, Desmos) is an essential part of this course. The course is intended for students who plan on pursuing science, technology, engineering, and mathematics coursework that requires a thorough knowledge of functions and algebraic reasoning. Prerequisite: MA 065 or placement via entrance test score.

**MA 141 Precalculus I (3)**

Precalculus I is the first semester of the pre-calculus sequence designed to prepare students for entry into the calculus sequence. The topics include absolute value, complex numbers, linear and quadratic equations, rational, polynomial, exponential, and logarithmic functions, inverse functions, theory of equations, and sequences and series. Prerequisite: grade of 2.0 or better in MA 110 or satisfactory placement test score.

**MA 142 Precalculus II (3)**

Precalculus II is the second semester of the precalculus sequence, designed to prepare students for entry into the calculus sequence. Precalculus II focuses predominantly on trigonometry. The topics include trigonometric functions and their inverses, solving triangles, circular functions, identities, conditional equations, complex numbers in polar form, conic sections, parametric and polar equations, systems of equations, matrices and determinants, and vectors. Prerequisite: Grade of 2.0 or higher in MA 141 or satisfactory placement test.

**MA 146 Introduction to Statistics (3)**

This is an introductory course in statistics intended for students in a wide variety of areas of study. Topics discussed include displaying and describing data, the normal curve, regression, probability, statistical inference, confidence intervals, and hypothesis tests with applications in the real world. Students also have the opportunity to analyze data sets using technology. Prerequisite: MA 050 or placement via entrance test score.

**MA 148 Business Calculus (3)**

Designed for non-physical science majors such as business, management, behavioral science, and social science. Topics include relations, functions, exponential and logarithmic functions, derivatives and their applications, integrals and their applications, and functions of several variables. Prerequisite: Grade of 2.0 or higher in MA 141 or satisfactory placement test.

**MA 151 Calculus I (3)**

The first course in the sequence for students whose major field of study requires a full year of calculus. Topics include limits of algebraic and trigonometric expressions and exponential and logarithm functions; the derivatives of algebraic and trigonometric functions and their inverses; exponential and logarithm functions; hyperbolic functions and their inverses; applications of the derivative and introduction to antiderivatives and the definite and indefinite integral. Prerequisite: grade of 2.0 or higher in MA 142 or satisfactory placement test.

**MA 152 Calculus II (3)**

A continuation of MA 151. Topics include the fundamental theorem of calculus; techniques of integration; trigonometric integrals and substitution; applications of the definite integral including areas, average values, and volumes: improper integrals; and parametric equations, polar coordinates, arc length, and surface area with polar functions. Prerequisite: grade of 2.0 or higher in MA 151 or satisfactory placement test.

**MA 171 Math for Elementary Education I (3)**

The first of a two-semester course sequence designed for prospective elementary school teachers. Focus on problem-solving, set theory, numeration systems, whole number arithmetic, and fractions. Prerequisite: Grade of 2.0 or higher in MA 110 or satisfactory placement test.

**MA 172 Math for Elementary Education II (3)**

The second of a two-semester course sequence designed for prospective elementary school teachers. Focus on geometric shapes, measurement, triangle congruence and similarity, coordinate geometry, transformations, trigonometry, and geometric problem-solving. Prerequisite: Grade of 2.0 or higher in MA 171 or satisfactory placement test.

**NUTR 110 Nutrition (3)**

Principles of nutrition as they apply to macro-nutrients. Economic, cultural, and psychological influences are considered. The need for vitamins, minerals, and special nutritional requirements at different stages of the lifecycle and special topics of current concern are included.

**PHYS 110 Basic Physics with Lab (4)**

This is an introductory course in physics covering one-dimensional and two-dimensional linear motion and forces, vibrations and wave motion, the behavior of light, and electricity and magnetism. Laboratories emphasize real-world applications of the concepts and problem-solving skills taught in this course. Includes a lab and fee. Intended for general education students. Prerequisite: MA 065, MA110, or placement via entrance test score.

**SC 114 Biology (3)**

This is an introductory course that includes a survey of the kingdom Animalia and a range of topics, including the origin of life, cell structure, and function, the diversity of living forms, their ecology, evolution, and reproduction—intended for general education students.

**SC 114L Biology Lab (1)**

Students will conduct laboratory investigations utilizing scientific methodology and participate in several local field trips. Concurrent enrollment in SC 114 is required. A fee may be charged.

**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 local and global environmental issues. Students will learn to address and interpret major environmental issues considering Scripture. Topics covered include but are not limited to human population growth, food resources and production, water resources and management, water pollution, mineral resources, hazardous chemicals, air pollution and climate, energy resources, and sustainability. Prerequisite: MA 050, MA 065, or placement via entrance test score.

**SC 120L Environmental Science Lab (1)**

Students will conduct laboratory investigations utilizing scientific methodology and participate in several local field trips. Concurrent enrollment in SC120 is required. A fee may be charged.

**SC 133 Scientific Inquiry: Physical Sciences (3)**

This course introduces the general principles of Physics and Chemistry. Emphasis is put on understanding those principles about how our world works. An overview of the history of science

examines the current state of separation of science and religion. Prerequisite: MA 050, MA 065, or placement via entrance test score.

### **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. A fee may be charged.

### **SC 143 Scientific Inquiry: Life Sciences (3)**

Life Sciences students will apply the scientific methodology and problem-solving in studying 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. Prerequisite: MA 050, MA 065, or placement via entrance test score.

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

Students will conduct laboratory investigations and activities utilizing scientific methodology. Concurrent enrollment in SC143 is required. A fee may be charged.

## **SOCIAL SCIENCES**

### **EC 213 Macroeconomics (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, 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. Prerequisite: MA 040 or placement via entrance test score.

### **EC 214 Microeconomics (3)**

This course introduces and explores a variety of everyday, practical microeconomic topics, including supply and demand, market equilibrium, elasticity, decision-making by producers and consumers, production cost, market structures, public policy, the labor market, distribution of income, environmental policy, market efficiency, and government intervention. Prerequisite: MA 040 or placement via entrance test score.

### **GH 203 Understanding Church History (3)**

The course traces the course of Christianity from its beginnings to the present day. Topics include 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.

### **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 for missions.

### **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, the social forces that shape society, and the social construction of reality. Special attention is given to the application of sociological ideas and analysis. Topics include but are not limited to research methods, 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.

## **QUANTITATIVE SKILLS**

### **MA 107 Math in Society (3)**

This course will introduce students to the applications of mathematics in a variety of disciplines to help them to see mathematics as a useful tool rather than just as a requirement for obtaining a college diploma. It will also investigate the spiritual dimensions of mathematics as the underlying code of creation. Topics include the history of mathematics, numeration and numerical systems, number theory, chaos, fractals, and finances. Prerequisite: MA 050 or placement via entrance test score.

### **MA 110 Functions & Reasoning through Modeling (3)**

This course is designed to prepare students for college-level precalculus mathematics. It will provide the student with a strong foundation in functions and their behavior by using multiple representations and explicit covariational reasoning to investigate and explore quantities, their relationships, and how these relationships change. Additionally, this course provides the algebraic tools necessary to analyze various function types, including linear, quadratic, polynomial, power, exponential, and logarithmic functions. The material is presented through modeling real-world data in the context of business, science, politics, and many others. Group work on projects involving technology (Excel, Desmos) is an essential part of this course. The course is intended for students who plan on pursuing science, technology, engineering, and mathematics coursework that requires a thorough knowledge of functions and algebraic reasoning. Prerequisite: MA 065 or placement via entrance test score.

### **MA 141 Precalculus I (3)**

Precalculus I is the first semester of the pre-calculus sequence designed to prepare students for entry into the calculus sequence. The topics include absolute value, complex numbers, linear and quadratic equations, rational, polynomial, exponential, and logarithmic functions, inverse functions, theory of equations, and sequences and series. Prerequisite: grade of 2.0 or better in MA 110 or satisfactory placement test score.

### **MA 142 Precalculus II (3)**

Precalculus II is the second semester of the precalculus sequence, designed to prepare students for entry into the calculus sequence. Precalculus II focuses predominantly on trigonometry. The topics include trigonometric functions and their inverses, solving triangles, circular functions, identities, conditional equations, complex numbers in polar form, conic sections, parametric and polar equations, systems of equations, matrices and determinants, and vectors. Prerequisite: Grade of 2.0 or higher in MA 141 or satisfactory placement test.

### **MA 146 Introduction to Statistics (3)**

This is an introductory course in statistics intended for students in a wide variety of areas of study. Topics discussed include displaying and describing data, the normal curve, regression, probability, statistical inference, confidence intervals, and hypothesis tests with applications in the real world. Students also have the opportunity to analyze data sets using technology. Prerequisite: MA 050 or placement via entrance test score.

### **MA 148 Business Calculus (3)**

Designed for non-physical science majors such as business, management, behavioral science, and social science. Topics include relations, functions, exponential and logarithmic functions, derivatives



and their applications, integrals and their applications, and functions of several variables. Prerequisite: Grade of 2.0 or higher in MA 141 or satisfactory placement test.

### **MA 151 Calculus I (3)**

The first course in the sequence for students whose major field of study requires a full year of calculus. Topics include limits of algebraic and trigonometric expressions and exponential and logarithm functions; the derivatives of algebraic and trigonometric functions and their inverses; exponential and logarithm functions; hyperbolic functions and their inverses; applications of the derivative and introduction to antiderivatives and the definite and indefinite integral. Prerequisite: grade of 2.0 or higher in MA 142 or satisfactory placement test.

### **MA 152 Calculus II (3)**

A continuation of MA 151. Topics include the fundamental theorem of calculus; techniques of integration; trigonometric integrals and substitution; applications of the definite integral including areas, average values, and volumes: improper integrals; and parametric equations, polar coordinates, arc length, and surface area with polar functions. Prerequisite: grade of 2.0 or higher in MA 151 or satisfactory placement test.

### **MA 171 Math for Elementary Education I (3)**

The first of a two-semester course sequence designed for prospective elementary school teachers. Focus on problem-solving, set theory, numeration systems, whole number arithmetic, and fractions. Prerequisite: Grade of 2.0 or higher in MA 110 or satisfactory placement test.

### **MA 172 Math for Elementary Education II (3)**

The second of a two-semester course sequence designed for prospective elementary school teachers. Focus on geometric shapes, measurement, triangle congruence and similarity, coordinate geometry, transformations, trigonometry, and geometric problem-solving. Prerequisite: Grade of 2.0 or higher in MA 171 or satisfactory placement test.

## **DEVELOPMENTAL COURSES**

### **EN 123L College Writing Lab (0)**

This service is offered weekly for students requiring assistance on any writing assignment for any course. This course may be required for students placed on academic warning or probation. No credit is earned toward a degree.

### **MA 040 Foundations of Algebra (5)**

Placement in this developmental course is based on entrance testing. A review of basic arithmetic and elementary algebra will be covered to prepare the student for collegiate-level math courses. No credit is earned toward a degree. Developmental courses may have an additional fee.

### **MA 050 Math Literacy (5)**

A review of algebra for non-STEM-related degrees will be covered to prepare the student for collegiate-level math courses. No credit is earned toward a degree. Developmental courses may have an additional fee. Prerequisite: placement in this developmental course is based on entrance testing or successful completion of MA 040.

### **MA 065 Algebra Review for STEM (5)**

A review of algebra for STEM-related degrees will be covered to prepare the student for collegiate-level math courses. No credit is earned toward a degree. Developmental courses may have an additional fee. Prerequisite: placement in this developmental course is based on entrance testing or successful completion of MA 040.

### **MA Bridge Math Bridge (0)**

This course is designed to help students gain the skills and confidence needed for success in college-level mathematics and consequently improve their math placement scores. This is an on-campus, in-person, two-week class that will combine computerized learning through customized modules

with instructions from expert math instructors and peer tutors to help students better understand core math concepts and overcome anxiety about math. In addition to math instruction and skill development, students will be introduced to various campus resources and will have the chance to get to know their peers, which in turn will help build a strong foundation for success at PNWCC. No credit is earned toward a degree.

### Math Lab (0)

This service is offered weekly for students requiring assistance in math for any course. This course may be required for students placed on academic warning or probation. No credit is earned toward a degree.

## COURSE SEQUENCE

Semester 1*		Semester 2*		Semester 3*		Semester 4*		Total
Course	Credits	Course	Credits	Course	Credits	Course	Credits	Credits
Humanities Elective	3	Humanities Elective	3	Humanities Elective	3	Elective	3	
Writing I	3	Writing II	3	Elective	3	Speech	3	
Math Elective	3	Science no lab	3	Science with lab	4	Math Elective	3	
Bible Elective	3	Social Science Elective	3	Social Science Elective	3	Elective	3	
Student Success	2	Bible Elective	3	Career Explorations	1	Social Science Elective	3	
Human Performance Elective	1			Human Performance Elective	1			
	15		15		15		15	60

\* general schedule, subject to change

## STUDENT LIFE

### STUDENT POLICIES

Because a major purpose of the College is to promote personal growth, PNWCC 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. We encourage 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. We aim to 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, PNWCC 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. 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, PNWCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana, or illegal drugs while on the College campus (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. PNWCC 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 Christian 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.

## **RELATIONSHIPS AND SEXUAL BEHAVIOR**

You are expected to refrain from moral impurity.

In keeping with the Pacific Northwest Christian College mission, 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.

Therefore, as a matter of moral and faithful witness, all members of the college are expected to refrain from moral impurity and to refrain from encouraging it in others. Students violating College regulations face the possibility of disciplinary action.

Pacific Northwest Christian College acknowledges that some students may struggle with issues such as sexual orientation or gender identity. We recognize that gender identity is formed through complicated biological and social processes. Concerns about sexuality may be difficult to disclose but struggling in silence is a far greater challenge. We strive to be a caring and supportive community for those struggling with gender identity issues. All students are responsible for their actions, sexual and otherwise. Due to the complexity of sexual issues, PNWCC staff are committed to helping our students develop toward Christ-like maturity in their daily practices. If you need assistance, you may take the initiative to discuss it with a staff member without the threat of disciplinary action.

## CONDUCT GUIDELINES

PNWCC 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 our students make wise, constructive choices to experience the joy of a Christ-centered life.

## DISCIPLINE PROCESSES AND PROCEDURES

As a member of the PNWCC community, you are expected to conduct yourself in accordance with the regulations of the College and the laws of the city, State, and Federal government. If you violate College regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at PNWCC.

- Every effort is made to encourage you to assume responsibility for your own behavior.
- Disciplinary action is aimed at producing growth and maturity in your life.

As disciplinary actions are considered, we are mindful of our responsibilities to uphold the Christian standards of the College and create a safe, wholesome environment that encourages spiritual growth across the student body. We want our disciplinary action to be biblical in nature, design, and purpose (Matthew 18:15-18, James 5:19-20, Galatians 6:1-2, Hebrews 12:11). In order to maintain consistency, specific guidelines exist regarding College disciplinary action. That said, each disciplinary referral is handled on an individual basis.

## CONFRONTING ONE ANOTHER

Any community that ignores problem behavior in effect condones it. Ignoring problem behavior not only gives tacit approval to the behavior but, biblically speaking, is withholding love from that individual. In this light, if you believe a fellow student is behaving in an unacceptable manner, you should go directly to that person and express your concern about the behavior and about the consequences it might bring to the community and/or the individual. The community expectations should be clarified, and the student should be asked if he or she is willing to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved (Matthew 18:15). If your confrontation does not solve the problem, or there is a continuing pattern of harmful behavior, you should encourage the student to seek assistance from a staff member. If the student takes the initiative to seek help, it will be handled as a "personal problem" as described in the "Seeking Help to Grow and Change" section below, unless there are continued complaints from the community (Matthew 18:16). If the student does not take the initiative to seek help, the best response is to let the student know that you have a responsibility to contact someone in the Office of Student Affairs. It is fair for you to explain to the student that, depending upon the issue, at that point it could become a disciplinary issue.

This will probably not be an easy step for you to take, but it may be the most loving thing you could do. "Better is open rebuke than love that is hidden. Faithful are the wounds of a friend; But the kisses of an enemy are profuse." (Proverbs 27:5, 6 ASV).

## SEEKING HELP TO GROW AND CHANGE

If you believe your behavior is outside the limits established by the College and/or God's Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a staff member without threat of disciplinary action. A problem of this nature is defined as a "personal problem",

and the staff member will work with you toward restoration [exceptions may be made if behavior is repetitive, self-destructive, or hazardous to others, or involves a significant legal issue in which the college is obligated to uphold the law.]

## **FORMAL DISCIPLINE PROCESS**

Upon receipt of a written, signed complaint that could result in disciplinary action against the student, the College will conduct an investigation into the merits of the complaint.

The disciplinary process is designed to be respectful, educational, and restorative. Our approach involves educational meetings with students in which college officials teach accountability and promote student flourishing. When a student is found responsible for a violation of policy, they are assigned sanctions as described below. The disciplinary process does not mimic a court system or legal proceeding. As such, when administering discipline, staff members are not using legal rules of evidence, but rather educating and holding accountable based on a reasonable belief regarding what may have occurred.

The disciplinary process begins with an alleged violation of college policy and involves information gathering, an administrative hearing and sanctioning. The Dean of Academic Affairs is the chief judicial officer of the college and has primary administration of discipline. The Dean reserves the right to designate this responsibility to other college officials. The Disciplinary Committee serves as the final appeal for sanctions.

### **INFORMATION GATHERING & HEARING:**

If, in the sole discretion of the College, it appears more likely than not that the allegations have merit, the following disciplinary process will be followed:

An information gathering process involves an initial report and an inquiry by college officials and in most cases will include interviewing those involved in the case and verifying information regarding the alleged violation. Relevant information from anonymous sources and confidential reporters is permissible "for what it is worth," recognizing that anonymous information must be verified through other sources to have value.

In all cases, the College will respond to the report in a prompt, thorough, procedurally fair, and effective manner. The administrative hearing will be scheduled to allow the accused student an opportunity to hear and present information related to the disciplinary process. All hearings are closed and the proceedings may be kept confidential at the discretion of the college. Hearings may be recorded by the discretion of the college without the consent of the student. Information gathering and hearing processes may occur simultaneously. Although hearings are closed, students who wish to have a support person present at the meetings may do so. The support person may not actively participate in proceedings.

### **RESPONSIBILITY & SANCTIONS:**

Dean of Academic Affairs or designee shall serve as Hearing Officer for the hearing. Contact information:

Mrs. Kelli Templeton, Dean of Academic Affairs  
Pacific Northwest Christian College  
3021 W. Clearwater Ave., Kennewick, WA 99336  
509.420.4545

Students are allowed to present such evidence to support their respective positions as they deem necessary. The Hearing Officer will determine the value of such evidence. For less serious offenses, students need to be found more likely than not to have violated a policy to be sanctioned. This is sometimes referred to as a preponderance of the evidence. The college official hearing the case is charged with the responsibility of deciding the sanction. The standard of evidence for serious offenses leading to suspension or expulsion shall be "clear and convincing," that is, the evidence clearly and convincingly shows that the student committed the offense. A verified pattern of behavior may escalate what might otherwise be considered a minor offense into a more serious pattern of offenses.

Students found in violation of college policies will face a range of sanctions, as listed below (these are not listed in prescribed order). The sanctions will be communicated to the student in writing and will in most cases include a summary of the findings.

Written admonition – a letter may be sent to the student and copied to his/her discipline record.

Educational/accountability sanctions – a student may be required to attend an educational class, mandatory drug or alcohol assessments, or other educational sanctions.

Restitution – a student may be required to pay restitution for damages or loss of property. Loss of privilege – a student may lose a privilege afforded to them as a PNWCC student.

Interim Suspension - In cases where a student is thought to pose a threat to the safety or wellbeing of the campus community, any individual, or normal operations of the college, the College may impose an interim suspension.

Disciplinary Probation – a student may be placed on probation for a limited amount of time, during which he or she may be held to immediate suspension or expulsion upon an additional violation.

Disciplinary Suspension – a student may be separated from the college for a determined period, with certain conditions to be met for re-entry.

Disciplinary Expulsion – a student may be separated from the college permanently.

Disciplinary sanctions will be part of a student's confidential disciplinary record but will not appear on a student's academic record unless the student is permanently expelled. Students may apply to have their disciplinary record expunged upon graduation. The College reserves the right to grant or deny the request.

### **APPEALS TO SANCTIONS:**

Students may submit an appeal to a disciplinary decision. Appeals may be made on one or more of the following bases:

- The procedures were not substantially followed, which negatively affected the outcome of the case.
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the information gathering/hearing stage that could reasonably affect the findings.
- The sanctions/interventions are inappropriate or disproportionate to the determined violation.
- A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).

Guidelines for Appealing a Sanction: Students wishing to appeal the disciplinary process must do so, in writing, to the Dean of Academic Affairs, who will appoint a Disciplinary Committee of faculty to consider the matter. Appeals must be made in writing within five (5) non-holiday business days of the date of the written disposition. Students will have only one opportunity to appeal.

All appeal meetings are closed, and the proceeding may be kept confidential at the discretion of the college. Appeal meetings may be recorded by the discretion of the college without the consent of the student. Sanctions shall not be stayed pending the appeal.

The appeal letter must include:

1. Names of the parties involved.
2. A clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
  - a. A material deviation from the established procedures that affected the outcome of the case.

- b. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the information gathering/hearing stage that could reasonably affect the findings.
  - c. The sanctions/interventions are inappropriate or disproportionate to the determined violation.
  - d. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s).
3. All information on which the appeal is based.

In response to the written appeal, the Disciplinary Committee may hear the matter in a closed hearing, and upon review of all information and testimony presented, confirm an earlier disciplinary decision, modify the discipline imposed, or reverse the decision. If the Disciplinary Committee identifies areas of concern, it may remand the decision with corrective instructions, refer the matter to the Dean of Academic Affairs to review the case, or alter sanctions. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing.

Decisions made in the appeal process are final and may not be addressed through the “Grievance Process” set forth in the catalog. Only in cases handled through the Title IX/Sexual Misconduct process do both the Reporting Party and Responding Party have the right to appeal.

The College will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**TIME LIMITATIONS:**

The College may also extend its jurisdiction to misconduct that occurs prior to graduation but is not reported until after the graduation of the offender. The longer someone waits to report an offense, the harder it becomes for PNWCC to obtain information and witness statements, and to decide regarding alleged violations.

The Dean of Academic Affairs, in collaboration with other campus personnel, will determine if sanctions are appropriate and which sanctions to employ. Although sanctions are generally applied in a progressive order, it should not be assumed that sanctions must begin with warnings/fines or move to more severe penalties in incremental stages. The sanction chosen by the Dean of Academic Affairs will be in response to a variety of factors including: a student’s request for help versus a confrontation, the student’s history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the President.

**COOPERATION WITH LAW ENFORCEMENT:**

The College will cooperate with law enforcement personnel investigating criminal activity.

## 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. The 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.

### EMPLOYMENT IN THE TRI-CITIES AREA

There are both part-time and full-time employment opportunities in the Tri-Cities area. Off-campus job openings are posted regularly on PNWCC Student Facebook page. These posting are available to all PNWCC students. The Director of Student Life is available to help with finding job opportunities and resumes.

## 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 Pacific Northwest Christian College. If a student finds it necessary to withdraw and seek readmission, the catalog in effect 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

Class attendance, including attendance at Chapel, is mandatory! The privilege of being a student at Pacific Northwest Christian College is the result of the sacrifice of many people. Pacific Northwest 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:**

Students are expected to attend every class session, to arrive on time, and to leave when the class is dismissed. If the student arrives more than 10 minutes after class starts or leaves more than 10 minutes before class ends, this qualifies as a tardy. Three tardies equal an absence.

#### **Excused Absences**

A student may be excused from classes for:

- college-related absences (approved class field trips, ministry conferences, athletic competitions, or outreach trips on behalf of the college);
- serious illness (illness that requires certification from a medical professional that the student could not attend class);
- death in the immediate family (mother, father, siblings, or grandparents);



- emergency (a sudden, unexpected event that requires immediate action to prevent serious injury or damage to property); or
- required military service (requires the presentation of official activation orders)

Whenever possible, the student will make arrangements in advance with their instructors to make up assignments.

### Excessive Absences

On-campus students may be penalized for excessive absences, whether the absence is excused or not. A student who misses the equivalent of more than three (3) weeks of the scheduled class sessions will fail the course (Wf) unless the student has a “B” average or higher in 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 WF (“failure due to excessive absences and administratively 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 unexcused absences:

Class Meetings per Week	Absences cannot exceed...
	Miss more than 3 weeks of class
1 class per week	3
2 class per week	6
3 class per week	9
4 class per week	12

If a student is receiving a PNWCC Commitment Scholarship and receives more than six unexcused absences, the scholarship may be revoked, and the student may be responsible for repayment .

If the student believes that an unexcused absence was given unfairly in violation of this policy, the student may request a meeting with the instructor and the Dean of Academic Affairs. The student shall have the right to present any relevant evidence. The decision of the Dean shall be final and binding.

Students may request a waiver from Chapel attendance based on extenuating circumstances the student cannot control. The student requesting a waiver is required to complete a one-page proposal explaining why they need to be exempt from chapel. Upon approval of a waiver, the waived student will be required to participate in another area of campus life, as assigned by the Director of Student Life. Otherwise, chapel attendance is mandatory for all students. More than three absences will result in a possible loss of the commitment scholarship.

## COURSEWORK AND ASSIGNMENTS

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 course syllabus. Student work that is submitted electronically will generally not be accepted or receive a passing grade if date stamped after the deadline set in the course syllabus. Class work must be completed in a timely fashion to meet attendance standards. 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 WF (“failure due to excessive absences and withdrawn”).

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 each instructor.

## INCLEMENT WEATHER POLICY

Student safety is of primary importance and since our students commute, it is important that students determine their ability to travel safely to the college when weather conditions create road hazards. Students who feel it is not safe to travel to classes should contact their instructors at the earliest possible time. Should the college decide not to hold classes and/or to close all functions of the college; appropriate announcements will be made through Populi Campus Notifications.

*Check the Student Handbook or Populi online for information on school closures due to bad weather.*

## 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 documented cognitive or physical disability. For reasonable accommodation, a documented disability must be verified in writing by a qualified professional such as a physician, licensed counselor, testing psychologist, or psychiatrist, and be recognized under the Americans with Disabilities Act as amended.

***It is the responsibility of the student to seek reasonable accommodation for disabilities by going directly to the affected instructor(s).*** PNWCC 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.

**Disability Counselor:** Dean of Academics, Kelli Templeton

## EQUAL OPPORTUNITY AND NON-HARASSMENT POLICY

It is the policy of PNWCC to provide equal opportunity to all applicants, employees, and students. The college does not discriminate on the basis of sex, disability, race, color, national origin, or age in admission, and access to, or treatment in employment, educational programs, or activities.

It is the policy of the college that employees and students have the right to work and study in an environment free of harassment based on 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:

Dean of Academic Affairs  
PNWCC Office, 3021 W. Clearwater Ave., Kennewick, WA 99336.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

PNWCC 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 PNWCC 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 PNWCC'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 a 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.

## TUITION & FEES

PNWCC 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 PNWCC and the Board of Directors.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at

loanadvocate@wsac.wa.gov.

Tuition for the 2023-2024 school year is \$11,000. In the event of a mission trip or leadership conference, the student will be responsible for raising his or her own funding to participate. Pacific Northwest Christian College 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 PNWCC, an enrollment agreement will be signed, and a tuition payment plan will be established. Tuition is due **August 1st Fall Semester / January 2nd Spring Semester. 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.

## STUDENT FINANCIAL SERVICES OFFICE

The Student Financial Services Office will receive tuition payments, Veteran's benefits and assist the President, faculty, and students as needed.

### TUITION AND FEES

TUITION	PER SEMESTER	PER YEAR
Full-Time (12 or more semester credits)	\$5,500	\$11,000
Part-Time (less than 12 credits)	\$400 per credit	
Audit Tuition	\$85 per credit	

#### Stretch Your Tuition Dollars!

*Enroll in a monthly automatic payment plan!*

Pay your tuition in smaller, more convenient monthly payments. Once you enroll, payments are automatically charged to your credit/debit card or come out of your bank account automatically. The minimum payment is \$100.00.

#### How to Enroll in the Payment Plan

- Register for your classes.
- Enroll in the Payment Plan by the Target Enrollment Dates listed below.
- You will need your credit/debit card information, or bank routing number (located at the bottom of your deposit slip or checks).
- Log onto your Populi student account.
- Click on My Profile then the Financial tab.
- Select Make a Payment.
- Fill in required information.
- Use the drop down under Payment Frequency and select Pay this amount monthly.
- Select your preferred Payment Method and follow the instructions.

Students with an economic hardship may apply for a waiver. Each waiver request will be considered fairly. Waiver requests can be obtained from the Business Office.

### ADDITIONAL FEES AND COSTS

Library (per semester):	\$50
Student Activity Fee (per semester):	\$50
Orientation Fee:	\$75
Math Lab Fee:	\$125
Math Bridge:	\$225
Summer Tech Fee:	\$50
Technology Fee (per semester):	\$75
Science Lab Fee:	\$60
Human Performance Fee:	\$95
Textbooks (estimated cost):	\$300-\$400 per semester
Logos 7 Starter Software	\$208
Transcript Fee:	\$10
Course Change Fee:	\$50 (After registration period)
Graduation Fee (non-refundable):	\$150

Uncleared payment:	\$50
Tuition Deposit:	\$100
ACCUPLACER Testing Fee:	\$25
Key Fob Replacement Fee:	\$40
ALEKS Computerized Math Tutoring:	Variable
Student Housing	\$2,850
Housing Deposit	\$250

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

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

### **REFUND POLICY FOR COURSE CHANGES**

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

### **REFUND POLICY FOR CANCELLATION/WITHDRAWAL**

Students who find it necessary to withdraw from PNWCC 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 and fees are as follows:

<b>WITHDRAWAL</b>	<b>REFUND</b>	<b>APPLICABLE TO</b>
First Week	100%	Tuition & Fees
Second Week	100%	Tuition & Fees
Third Week	50%	Tuition, no Fees
Fourth Week	50%	Tuition, no Fees
Fifth Week	0%	No Tuition or Fees

### **REPEATING A COURSE**

A student may repeat a course to raise a grade only if a C- or lower 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, only the last grade is counted when computing the cumulative grade point average.

### **PAST DUE STUDENT ACCOUNTS COLLECTION POLICY**

Students are responsible for all amounts due on their accounts. Failure to pay any balance in full may result in:

- The student will not be able to register for classes.
- The student will not receive grades or transcripts; and
- The account may be turned over to a collection agency where the student's credit may be adversely affected.

Student accounts must be paid in full within 90 days of the due date to avoid collection procedures. Any account over ninety (90) days past due may be turned over to a collection agency where the student's credit rating may be adversely affected. Once the account has been submitted to a collection agency, students must remit payment to them directly.

### **Past-Due Student Accounts Procedure**

Scope: This procedure is to ensure the timely and systematic collections of delinquent student accounts receivable.

Procedure: On the first of each month, a student accounts receivable aging report will be extracted showing all student receivables due to the College to include future receivables. The following actions are taken based on the age of the receivable:

*Student Accounts Receivable 30 Days Past Due.* A student accounts receivable is determined to be delinquent if the amount has been posted to the account for 30 days with no payment. The account will be declared delinquent and a \$50 late fee is assessed to the student account. The student's account status is updated with a delinquency code to track the collection activities as they occur. A financial hold is also placed on the account to prevent the student from utilizing further College services until a payment is made.

*Student Accounts Receivable 45-60 Days Past Due.* If no payment is received by the 45th day, the student accounts receivable goes into the 45-60 days past due category. A Second Notice is sent to the student in a more urgent tone than the First Notice indicating that the student account remains delinquent. If payment is not received within 15 calendar days from the date of the notice, an additional \$50 late fee is assessed to the student account. The student's account status is updated to a delinquency code to continue the tracking of collection activities as they occur.

*Student Accounts Receivable 75-90 Days Past Due.* If no payment is received by the 75th day, the student accounts receivable goes into the 75-90 days past due category. A third and Final Notice is sent to the student referencing the prior two notifications. The language in the Final Notice is progressively stronger by indicating that if payment is not received within 15 calendar days from the date of the notice, the account will be assessed an additional \$50 late fee and will be referred for collection action to an outside collection agency.

All communications with the student are tracked on the student's account status along with the appropriate delinquency code as the account moves through the collection process.

*Outside Collection Agencies.* Only those accounts that are over 90 days past due will be assigned to a collection agency. Prior to assigning the debt to a collection agency, the College will notify the student in writing at the address of record that the accounts receivable debt will be turned over for private collections unless the debt is paid or appealed within the 15 calendar days of notice. If the debt is paid within 15 calendar days from the date of the Pre-Collect letter, late fees remain collectible, but no collection fees will be assessed to the student.

Collection agencies charge a contingency fee which is approximately 22% of the account balance assigned to the agency. This additional collection fee is assessed and paid by the student. Collection agencies use a variety of techniques to locate, contact, and collect from debtors. However, these agencies must comply with the Federal Fair Debt Collection Practices Act at all times. In order for the College to assign an account to an outside collection agency, the student must have a valid social security number on file. A delinquency code updates the student's account status that the account has been referred to an outside collection agency.

## **SCHOLARSHIPS & FINANCIAL AID**

Financial aid at PNWCC 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.

## **SCHOLARSHIPS OFFERED**

### **Pacific Northwest Christian College Scholarship Process:**

1. Submit a completed scholarship application.
2. Submit (2) personal essays:
  - a. Essay 1: Let us know why you should be considered for a scholarship. Please provide us with a brief personal background that includes extracurricular activities, community service, church involvement, and employment for the past 4 years.
  - b. Essay 2: Please tell us about your relationship with Jesus Christ.
3. Provide a letter of recommendation from a non-relative (e.g., employer, teacher, coach, or community member) who can speak to your character and preparedness for college.
4. Complete the FAFSA. Our school code is 042840.

Send all submission requirements to [financialaid@pnwcc.edu](mailto:financialaid@pnwcc.edu).

Renewal: The FAFSA must be completed/renewed each year through [studentaid.gov](http://studentaid.gov). The scholarship application will only need to be renewed to report a student's economic change (not the essays or letter of recommendation). Scholarship monies will be re-evaluated each semester. Any student receiving a partial or full scholarship must maintain a min cumulative 2.0 GPA or as otherwise stated, complete the FAFSA annually, and remain in good financial standing with the college.

### **Visit Scholarship**

Receive \$100 towards your PNWCC tuition for visiting a class session or chapel session.

### **Matching Church Funds Scholarship**

PNWCC will match church funds up to \$500 per semester (Due 3 weeks before classes begin)

### **Christian School Scholarship**

Potential student will receive \$300 toward PNWCC tuition for a transcript from a Christian High School.

### **Brown Family Foundation Scholarship**

The scholarship application is due on March 15th.

Go to [www.thebrownfamilyfoundation.org](http://www.thebrownfamilyfoundation.org)

A GPA of 3.0 or higher is required.

### **Dean's Scholarship**

The Dean Scholarship is available to second year full time students with an earned GPA of 3.0 or higher. Applicants must complete the appropriate application in the Financial Aid Office. Applicants must submit a one-page written essay explaining why they should be awarded the scholarship. The student with the highest GPA and greatest financial need will be awarded the scholarship. In the event of a tie, the scholarship will be split evenly between the tied applicants. For more information, see the Financial Aid Office.

### **Presidential Scholarship**

This scholarship is for incoming and current students. Incoming applicants must have a high school cumulative GPA of 3.5 or higher. SAT/ACT scores are preferred, but not required. SAT scores must be 1175 or higher. ACT scores must be 26 or higher. An application and one-page essay must be submitted. This scholarship is renewable with a requirement of a cumulative GPA of 3.25 or higher as well as an application with a one-page essay. For more information, please see the Financial Aid Office.

### **Young Life Scholarship**

This scholarship is for participants of Young Life. An application must be submitted for this scholarship and can be obtained from the Financial Aid Administrator. A student must be in good standing with Young Life and meet PNWCC admission requirements. A GPA of 2.5 or higher must be maintained while attending PNWCC and the student must be enrolled full time. The scholarship amount is \$1000 per school year.

### **Fellowship of Christian Athletes Scholarship**

This scholarship is for participants of Fellowship of Christian Athletes. An application must be submitted for this scholarship and can be obtained from the Financial Aid Administrator. A student must be in good standing with the FCA (confirmed by the Area Director) and meet PNWCC admission requirements. A GPA of 2.5 or higher must be maintained while attending PNWCC and the student must be enrolled full time. The scholarship amount is \$1,000 per school year.

### **PNWCC Commitment Scholarship**

The PNWCC Commitment scholarship is for those students who meet the admissions requirement as well as financial need. With the commitment scholarship, the student is committing to completing their Associates of Arts at Pacific Northwest Christian College. The student will be responsible for reimbursing Pacific Northwest Christian College for the full awarded amount if he/she does not fulfill his/her commitment to earn his/her Associate of Arts Degree. Students commit to attending weekly chapel to maintain their scholarship for the next semester.

### **Student Ambassador Scholarship**

The student must maintain a cumulative GPA of 2.5. The student must meet academic requirements as well as financial requirements; this includes making on-time, monthly tuition payments. The student will be responsible for any tuition and fee balance. When the student is selected for the Ambassador role, he/she will be required to sign a financial contract. If the student meets the scholarship criteria (student ambassador, academic and financial responsibilities), the \$500 scholarship will be applied the following semester. The student can re-apply each academic year.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

## **FEDERAL FINANCIAL AID**

Students at PNWCC may qualify for Federal financial assistance in the form of grants and loans. These grants and loans are carefully regulated – there is no such thing as “free money.” Students receiving grants and loans may be required to pay the money back under certain circumstances. Since we do not want any student to be in that situation, this section is dedicated to the details of financial assistance.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).



## **VERIFICATION WITH CONFLICTING DATA**

Verification, often referred to as File Review, is the process used by schools to verify certain information reported on the student's FAFSA® to ensure its accuracy. Federal regulations require all universities and colleges to survey federally selected students for this process. Participation in the verification process is not optional and if the requested documentation is not submitted, a student will not be awarded federal, state, or institutional financial aid. Federal regulations require all institutions to perform verification on applicants who file for financial aid and meet certain criteria. Some students receive a notice from U.S. Department of Education that they will be selected for verification by the school. Verification starts every year in the early fall. However, a student may be selected at any time throughout the school year. Failure to provide the requested verification information will result in the student not receiving a federal or state award. Verification documentation must be provided in a timely manner allowing enough processing time prior to the end of the term. Generally, documentation needs to be provided no later than four weeks prior to the end of the term to allow for processing. Here is more information about the verification process.

### **Who is selected and how students are notified:**

Pacific Northwest Christian College uses a checklist to identify what elements of verification the student is selected. The checklist will create a list for the student to complete. The process often necessitates Student Financial Aid Office to obtain Federal income tax information among other necessary documents or forms to complete the review process.

Students will receive an email at their preferred email address notifying them that they have been selected for this process and to review the documentation that is needed. The required verification forms will be attached as well. The financial aid documents can be obtained from the Financial Aid Administrator if they are not attached to the original email.

## **VERIFICATION REQUIREMENTS**

Students and/or parents/spouse will be asked to submit tax documentation and/or PNWCC financial aid forms for one or more of the following data elements on the FAFSA®: Adjusted Gross Income, Taxes Paid, Income Earned from Work (for non-tax filers), number of family members in the household, number of family members enrolled in college (excluding parents for a dependent student), citizenship status, and any other inconsistent or conflicting information (including name, date of birth, social security number, etc.) The requested documents and forms will vary based on each student.

## **LOAN COUNSELING FOR PNWCC**

### **ENTRANCE COUNSELING**

If you have not previously received a Federal Perkins Loan, Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. Please note: Parent Loans for Undergraduate Students (PLUS) loans may require additional counseling requirements for borrowers with adverse credit. Entrance counseling takes approximately 20-30 minutes to complete and must be completed in a single session. Use of another person's FSA ID constitutes fraud. Use only your own FSA ID information. To complete Entrance Counseling as an Undergraduate Student:

- Go to <https://studentaid.gov/entrance-counseling/>
- Log in using your FSA ID and password.
- Enter the name(s) of the school(s) you wish to notify of counseling completion.

### **EXIT COUNSELING**

Exit counseling provides important information you need to prepare to repay your federal student loan(s) and is required to be completed by the student. Depending on the type of loans, students may be required to complete two Exit Counseling sessions - one for Federal Direct Loans and one for Federal Perkins or Nursing Loans.

**If you have received a subsidized, unsubsidized or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling each time you:**

- Drop below half-time enrollment
- Graduate
- Leave School

Note: The FFEL Program ended June 30, 2010 and no new loans have been made under the FFEL Program after that date.

At the end of the exit counseling session, you will be asked for information that will be included as part of your loan records.

**You must provide the following:**

- Names, addresses, e-mail addresses and phone numbers for:
  - Your next of kin
  - Two references who live in the U.S.
  - Your future employer (if known)

**To complete exit counseling:**

- Go to [www.studentaid.gov/exit-counseling/](http://www.studentaid.gov/exit-counseling/)
- Log in using your FSA ID and password.
- Enter the name(s) of the school(s) you wish to notify of counseling completion.

## **RETURN OF TITLE IV FUNDS**

### **Purpose**

The US Department of Education and Washington State require institutions to apply Return to Title IV Funds policy, grant disbursement, and the repayment policy for students withdrawing from a university/college who receive Title IV financial aid and/or state aid. If you withdraw from the college and have received financial aid, any refundable amount of your institutional charges (tuition and fees and/or university housing costs) may be returned to the appropriate financial aid sources. Federal and state law requires schools to calculate how much federal and state financial aid a student has earned if that student: completely withdraws or stops attending before completing the semester or does not complete all modules.

- A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the canceled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

### **DEFINITIONS**

**Official Withdrawal:** This is when a student contacts the Office of the Registrar and removes his/herself from all courses. If an Official withdrawal is completed prior to the student completing 60 percent of the term, a calculation must be performed to determine the “earned” amount of Title IV funds the student is entitled to keep, exceptions to enrollment appeals, and any student who has been administratively withdrawn or expelled.

**Unofficial Withdrawal:** This is defined as not following proper college procedures to remove oneself from a course. Non-attendance is not an acceptable reason for not officially dropping a class in a timely manner. Students who do not receive ANY “earned” grades are considered to be unofficial withdrawals.

**Return of Title IV Funds:** In an unofficial withdrawal, 50 percent of the aid used to pay direct educational costs (tuition, fees, room, and board) must be returned to the federal loan lender or federal aid program. If a Washington College Grant recipient does not attend all their classes before withdrawing, a portion of the grant amount will be adjusted. If they have attended all classes, there is no adjustment to the Washington College Grant. If the return of the funds creates a balance due on the student account, the student will be responsible for paying the balance. Student Financial Services is required to obtain evidence the student attended. If documentation is not received to verify class participation, the office must perform a repayment calculation.

**Post Withdrawal Disbursements:** You may be eligible for what is called a “post-withdrawal disbursement.” This occurs if you were eligible to receive aid that was not disbursed to you before your withdrawal. If you are eligible for post-withdrawal financial aid funds, those funds for which you were eligible will be credited to your account. If you are eligible for post-withdrawal Federal Loan funds, you will have the opportunity to accept or reject a portion of those loans.

### **Regulatory Citations**

- Program Integrity – Return of Title IV Funds
- CFR 668.22
- <http://app.leg.wa.gov/WAC/default.aspx?cite=250-20-051>
- <https://pnwcc.edu>

### **Calculation of Daily Unearned Percentage**

To calculate the daily unearned, prorated percentage.

1. Subtract from 1.000 the decimal you get when you divide the number of calendar days attended (the beginning date of the term to your certified date of withdrawal) by the total counted calendar days of fall or spring terms.
2. Round to the 3rd decimal place.
3. Thanksgiving break during the fall term and Spring break during spring term are excluded from the term’s calendar day count.
4. Then determine which is greater, the aid disbursed, or the charges accrued for the term. The percentage earned is based on the higher dollar figure of the two.

### **Non-Federal Aid Adjustments when you withdraw from school.**

1. If enrollment is canceled after the student has attended all classes at least once, Washington College Grant is considered 100% earned, and no adjustment will be made.
2. All or a portion of Institutional Grants may be canceled without regard to the point in the term the cancel occurred.

### **ORDER OF FUNDS RETURNED**

Federal Financial aid funds must be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent or Grad PLUS Loan
4. Pell Grant
5. Supplemental Education Opportunity Grants (SEOG)
6. TEACH Grant

### **Pacific Northwest Christian College's Responsibility to Return Unearned Aid**

One category of unofficial withdrawal is when you do not complete the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond your control. If the failure to properly withdraw is beyond your control, the withdrawal date is the date you no longer were able to attend class.

A second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. For these withdrawals, the withdrawal date is assumed to be the midpoint of the term.

For unofficial withdrawals, the withdrawal date is assumed to be the midpoint of the term. A school must process aid adjustments for unofficial withdrawals within 45 calendar days from the earlier of: (1) the end of the payment period or period of enrollment, (2) the end of the academic year, or (3) the end of the student's educational program. 34CFR 668.22(j) (2).

Instructors enter a WF Grade in Populi when a student fails to remain in attendance in his or her course(s). A portion or all the student's aid may be returned to the U.S. Department of Education, and this may result in a bill on the student's account if the student did not complete at least 60% of the term for federal aid or 50% point in the term for state aid. If no proof of attendance at an academically related activity, 100% of all aid will be canceled. If proof of attendance at an academically related activity, including a reported WF grade, is submitted with a date prior to the term's 60% point, an unofficial withdrawal date at 50% point of the term will be assumed.

### **STUDENT'S RESPONSIBILITY TO RETURN UNEARNED AID**

Financial aid funds are awarded under the assumption you will attend school for the entire term. If you unofficially withdraw (leave and do not properly provide official notification of withdrawal), you may no longer be eligible for the full amount of aid funds you were originally scheduled to receive.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).

### **RETURN OF TITLE IV TIMEFRAMES FOR RETURNING FUNDS**

- A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.
- A school will be considered to have returned funds timely if the school does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:
  - Deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;
  - Returns the funds to the Department electronically using the "Refund" function in G5;
  - Issues a check to the Department.

### **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. PNWCC uses the same policy regarding 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 the student received financial aid.

Progress is reviewed at the end of each semester. However, PNWCC'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 150% of the published length of the program. Exceptions will be considered on a case-by-case basis. A student is ineligible for Title IV federal aid when it becomes mathematically impossible for the student to complete the program within 150% of the undergraduate program length (2 year program, 3 years maximum). This is not based on a calendar progression but is rather based on the number of credits required for the degree or certificate.

**Grades and Pace of Completion:** SAP is reviewed at the end of every semester (sooner if a student withdraws before semester's end). Quantitative (pace) and Qualitative (grade-based) are reviewed at this time. Students must have a cumulative GPA of 2.0 to graduate from PNWCC. A student may have a lower GPA earlier in the program but must achieve the 2.0 status at the end of the degree program. A student must also complete the 2-year degree program within a 150% timeframe (3 year maximum). If a student does not meet both criteria, the student is not eligible for Federal Title IV aid.

Pace of completion and GPA are affected by withdrawals, incomplete courses, repetitions, transfer credits from other schools and reduced course loads. A student may complete a lower percent of courses in their first academic year but have a larger course load the following academic year and vice versa. An academic year may include a summer semester. 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.

**Appeals:** Students placed on Financial Aid Warning for failing to make Satisfactory Academic Progress may appeal the decision to the Dean of Academic Affairs within ten (10) calendar days of notification. The appeal must be stated in writing, giving the reasons for the appeal, and must be signed by the appealing student. The Dean will hear the appeal in person within ten (10) calendar days of receiving the written notification of appeal.

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.

If a student is on financial aid warning/probation and has successfully appealed for financial aid, the student will have an academic plan in place to ensure that he can meet SAP requirements by the end of the semester. If the student does not meet SAP requirements, the student will no longer be eligible for financial aid. If the student successfully completes his probation period, he will continue to receive financial aid, including federal Title IV funds.

## **FINANCIAL AID WARNING**

A temporary, one payment-period status allows a student who failed to achieve Satisfactory Academic Progress (SAP) to continue receiving aid. Failing to achieve SAP after one payment period results in a loss of eligibility. Students may, at the option of the school, appeal their SAP status. This status may only be used by schools that check SAP at the end of each payment period.

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 after that semester, that student will be removed from financial aid warning and will be eligible to receive financial aid.

## FINANCIAL AID PROBATION

A status under which a student can remain Title IV-eligible after being found not to be making Satisfactory Academic Progress. A student placed on probation must either be on track to meet Satisfactory Academic Progress (SAP) requirements by the end of the subsequent payment period (no academic plan required, based on the financial aid appeal) or if the student will require more than one payment period to meet SAP requirements, the school must require the student to develop an academic plan to meet the SAP requirements. This status is available only when a school permits an appeal. The student's progress towards meeting the SAP requirements must be assessed after each payment period, and the student may retain Title IV eligibility if they are meeting the progress requirements of their academic plan.

**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 Appeal:** 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.

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at

loanadvocate@wsac.wa.gov.

**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 PNWCC'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 "C-" or lower 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 later. When a student withdraws or is dismissed from PNWCC 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.

**Financial Counselor:** Financial Aid Administrator, Angela Orozco

## VA STUDENT POLICIES

### VETERAN EDUCATION BENEFITS

PNWCC 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 all persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. PNWCC is committed to upholding and complying with the intent of Veterans Administration regulations.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

#### **PL 115-407 Section 103:**

Section 103 of PL 115-407 'Veterans Benefits and Transition Act of 2018', amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning 1 August 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33.

PNWCC 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:

- 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](http://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.

Isakson and Roe, Section 1018 Requirements:

- Eligible VA Benefits students will be informed of the availability of federal financial aid (not administered by the VA) that is offered by the college.
- Students will be notified of the potential eligibility for other federal financial aid before arranging or packaging alternative financing or student loans.
- Covered individuals will not be automatically enrolled in a course and/or program
- Each covered individual will approve enrollment in each course
- Enrolled members of the Armed Forces, including the National Guard and reserve components, to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
- Short absences will be accommodated for such services in the Armed Forces

## VA STUDENT RESPONSIBILITIES

### APPLICATION FOR BENEFITS

VA students can submit applications online at [www.va.gov/education/how-to-apply](http://www.va.gov/education/how-to-apply). If students don't have access to apply online, they can call 1-888-442-4551 and ask that an application be mailed to them.

All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application

(Veterans or Service members applying for chapters 30, 32, 33, and 1606 use VA Form **22-1990**; dependents applying for chapter 35 or chapter 33 (Fry Scholarship) use VA Form **22-5490**; students requesting Transferred Post-9/11 GI Bill (chapter 33) use VA-Form **22-1990e**). Students who have received VA benefits before, must file a "Request for Change of Program or Place of Training" (Veterans, Service members and dependents using Transferred Post-9/11 GI Bill (chapter 33) use VA Form **22-1995** and dependents using chapter 35 or chapter 33 (Fry Scholarship) use VA Form **22-5495**).

### CHANGE OF ADDRESS AND DIRECT DEPOSIT

Address and direct deposit information must be kept current. Chapter 30 and 1606 students can use the **WAVE** system to update address and financial institution information. Links are on the "Main Menu" available after they log onto WAVE.

In order for a student to either start or change direct deposit information, the student should have his or her account information handy. The following information is needed to set up direct deposit and can be found on checks and bank statements:

- Account number
- 9-digit bank routing number
- Type of account (checking or savings)

If a student has chosen direct deposit, the student still needs to keep his or her address current because all other correspondence including award letters are mailed to the student's address.

Students who cannot add their account information through WAVE should contact call 1-877-838-2778 to begin and change direct deposit.



## **eBENEFITS**

Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

- Obtaining up to date information on their educational entitlement
- Updating their Direct Deposit and personal contact information
- Downloading VA letters and personal documents
- Viewing the current status of their payments (both education and disability)

Students can register for either a Basic or Premium account but must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain either account type.

## **STUDENT VERIFICATION OF ENROLLMENT**

Students receiving chapter 30, chapter 33, and 1606 must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The monthly verification of enrollment has not been added for chapter 35, with one exception. Chapter 35 Non College Degree (NCD) students are mailed a monthly verification form (VA Form 22-8979).

The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest date students can verify their enrollment is the last calendar day of each month.

WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions. For instance, students may:

- Verify that enrollment has not changed
- Report a change in enrollment
- Change mailing address
- Initiate or change direct deposit information
- View the enrollment period and monthly benefit amount
- View the remaining entitlement
- Sign up for a monthly email reminder

IVR allows students to “phone in” (1-877-823-2378) their monthly verification if there are no changes to the enrollment during the previous month. If there were changes in the enrollment the student must contact the VA Certifying Official to submit a change in status and the payment may be delayed until the reduction is processed.

## **LICENSING AND CERTIFICATION TESTS - CHAPTERS 30, 32, 33, 35, 1606 (38 CFR 21.4268)**

VA can reimburse the cost of approved licensing and certification tests. Students are reimbursed the cost of the test, not to exceed the approved cost of the test or \$2,000. Benefits can be paid for tests that are not passed, for tests retaken if not passed, and for tests required to be recertified or to renew a license.

Students must be eligible for benefits to receive test reimbursement. They must have remaining entitlement and their delimiting date must not have passed.

Information about test fee reimbursement can be found on our website at [www.benefits.va.gov/gibill/licensing\\_certification.asp](http://www.benefits.va.gov/gibill/licensing_certification.asp). The page includes a **Search for Tests** link where you can find all approved licensing and certification tests.

VA students can apply for test fee reimbursement by completing and submitting a VA Form **22-0803**, “Application for Reimbursement of Licensing or Certification Test Fees”.

Attach a copy of the test results to the application. If test results are not available, attach a copy of the license or certification and a payment receipt. Test fee reimbursement can be paid for each test for which reimbursement is claimed and the required documents are submitted.

### **NATIONAL TESTS - CHAPTERS 30, 33, 35, 1606**

VA students can be reimbursed all required (mandatory) fees charged for national admission tests and national tests for college credit. Currently the only approved tests are:

- SAT (Scholastic Assessment Test)
- LSAT (Law School Admission Test)
- GRE (Graduate Record Exam)
- GMAT (Graduate Management Admission Test)
- AP (Advanced Placement Exam)
- CLEP (College-Level Examination Program)
- ACT (American College Testing Program)
- DAT (Dental Admissions Test)
- MAT (Miller Analogies Test)
- MCAT (Medical College Admissions Test)
- OAT (Optometry Admissions Testing)
- PCAT (Pharmacy College Admissions Test)
- TOEFL (Test of English as a Foreign Language)
- DSST (DANTES Subject Standardized Tests)
- ECE (Excelsior College Examinations)
- TECEP (Thomas Edison College Examination Program)
- PLA (Prior Learning Assessment Testing through Learning)

Complete information and directions for applying for reimbursement is available at [http://www.benefits.va.gov/gibill/national\\_testing.asp](http://www.benefits.va.gov/gibill/national_testing.asp).

A list of all approved national tests and approved charges can be found through the following link: <http://inquiry.vba.va.gov/weamspub/buildSearchNE.do>.

### **EDUCATION BENEFIT PROGRAMS**

General and detailed descriptions for each program are online at [http://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](http://www.benefits.va.gov/GIBILL/comparison_chart.asp).

NOTE: Students who may be eligible for education benefits should submit an application. Students should not delay submission while waiting on additional information or supporting documentation (DD214, NOBE, etc.). Even if someone appears ineligible, VA will review his or her application and officially deny or grant benefits.

A Comprehensive comparison can be found on the GI Bill® website at the following link: [http://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](http://www.benefits.va.gov/GIBILL/comparison_chart.asp).

### **GRADUATION/DEGREE REQUIREMENTS**

A PNWCC student must complete his/her Associates of Arts Degree within 2 years (3 years max – 150% completion rate).

You must maintain a “C” average to meet SAP (Satisfactory Academic Progress) requirements.

You must have a \$0 balance owed at the time of graduation to receive your official transcripts and PNWCC diploma.

## ADDITIONAL PERMISSIONS AND PROHIBITIONS

**Religious Accommodation:** PNWCC will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

Selected programs of study at Pacific Northwest Christian College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I.

Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

Prevent the students enrollment;

Assess a late penalty fee to;

Require student secure alternative or additional funding;

Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

Produce the Certificate of Eligibility by the first day of class;

Provide written request to be certified;

Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### CERTIFICATION

When your schedule is **set**, notify your PNWCC VA certifying official via email at [financialaid@pnwcc.edu](mailto:financialaid@pnwcc.edu) 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 PNWCC, 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 all higher education schools or military transcripts should be sent to PNWCC. 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 [www.jointservicestranscript.com](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 PNWCC 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 PNWCC
- 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 Enrollment (WAVE) at [www.gibill.va.gov/wave/index.do](http://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 PNWCC is necessitated by reason of service in the uniformed services shall be entitled to readmission to PNWCC 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 PNWCC Official
- The cumulative length of the absence and of all previous absences from PNWCC 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 re-enroll at PNWCC.

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 PNWCC Official may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to PNWCC that they performed service in the uniformed services that necessitated the student's absence from PNWCC.

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

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 less than honorable 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 (SCO) OF CHANGES IN YOUR CREDIT, ADDRESS, PROGRAM OF STUDY, AND/OR ATTENDANCE.**

Pacific Northwest Christian College's SCO is Kyle Nash: 3021 W. Clearwater, Ave., Kennewick, WA 99336. Office Phone: (509) 420-4545 E-Mail: [financialaid@pnwcc.edu](mailto:financialaid@pnwcc.edu).

Students using funds administered by the U.S. Department of Veterans Affairs may send a complaint directly to the VA.

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***Pacific Northwest  
Christian College***

***3021 W. Clearwater Ave.  
Kennewick, WA 99336***

***509.420.4545***

***Contact Us***

***[admissions@pnwcc.edu](mailto:admissions@pnwcc.edu)***

