

Northwest
Christian College

Degree Completion Program

(DCP)

Academic Catalog

2005 2006

NORTHWEST
CHRISTIAN
COLLEGE

*Developing Ethical Leaders
for a Changing World*

address 828 East Eleventh Avenue
Eugene, Oregon 97401-
3745

phone [541] 343 1641
fax [541] 343 9159
web www.nwcc.edu

Northwest Christian College

VISION

To be a college known for its integration of excellent academic programs
a foundation in the Christian faith,
and a focus on teaching leadership and ethics

MISSION

To develop competent, ethical leaders for service in the workplace,
community, Church, and world

VALUES

Academic excellence

Faith commitment

Ethical leadership

Character development

Caring community

Global engagement

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2005-2006 Academic Year

Fall Semester

Semester begins	August 29, 2005
Labor Day holiday	September 5, 2005
Last day to pay fees without penalty	September 6, 2005
Mid-semester holiday	October 14, 2005
Thanksgiving holiday	November 24-25, 2005

Spring Semester

Semester begins	January 9, 2006
Martin Luther King, Jr. holiday	January 16, 2006
Last day to pay fees without penalty	January 18, 2006
Spring Break	March 27-31, 2006
Good Friday	April 14, 2006
Baccalaureate services	May 4, 2006
Commencement services	May 5, 2006

Students should check the calendar for their cohort for specific class dates and holidays. For a complete contact the Department of Business and Management or on-line at www.nwcc.edu/dcp/.



Dr. David Wilson, President

A Welcome From The President

Dear students:

It is with great pleasure that I welcome you to Northwest Christian College. What an exciting time this is to be a student at an institution of higher learning, we have been educating since 1895. One constant since that time has been our commitment to the Bible and Christian values as our foundation. But NCC has changed dramatically over the years and has experienced a transformation from a Bible college to a Christian liberal arts college. Today, undergraduate students prepare

careers in a diverse array of fields ranging from the minimum professional careers such as business and education to liberal arts areas such as psychology and speech communication. Furthermore, we have expanded our offerings to include graduate school counseling, professional counseling, and business administration.

Whatever your choice of major and career happens to be, you will find at NCC well-developed and superb faculty and staff who are focused on your success. At NCC, faculty and staff care about a student's intellectual development but about his or her personal development. This is a place where breadth and depth of knowledge, critical thinking, relationships, character, faith development, and values all take center stage. And it is a learning environment where students leave well-prepared for productive and satisfying careers and lives of Christian engagement, and ethical leadership.

Look around campus, visit with faculty and staff, and you will soon realize that we are adding new facilities, enhancing our technology, adding new programs of study, and offering a number of student learning and growth opportunities such as study abroad, mission trips, and internships.

I invite you to explore this catalog for all that it offers you in the way of challenging programs of study and avenues for personal growth. And I encourage you to take full advantage of this rich learning environment. Our faculty and staff stand ready to assist you. I hope you will welcome their good counsel and mentoring.

Again, I welcome you to this jewel of a college we call NCC. I trust that your journey will be rewarding.

Sincerely,
Dr. David W. Wilson

Board of Trustees

Governance and Support

Northwest Christian College is an Oregon corporation, governed by a board of trustees, whose purpose is to maintain a Christian institution of higher learning.

The board of trustees consists of not fewer than 20 nor more than 36 people. Members are elected by the board. Sixty percent must be members of the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ, four of whom will be from official entities of these church bodies. Four trustees are elected from the alumni of the College.

The board of trustees is the policy-making and governing body of the College. On the basis of recommendations made by the president of the College it establishes a course for the development of the College of the College and fulfillment of its mission, and it strives to provide essential funds.

Officers/Executive Committee of the Board of Trustees

Frank Morse, chair	Rod Tibbatts, vice chair
Jeff Miller, secretary	Kay Merrill, treasurer
Wayne Bryant, at-large	Bob Hutchins, at-large
Sid Leiker, at-large	Greg Strausbaugh, at-large

Members

Class of 2006

Bob Hutchins, senior vice president, Smith Barney, Medford, OR
Gary Jurden, financial planner, American Express, Eugene, OR
Jeff Kenast, assistant U.S. attorney, Eugene, OR
Sid Leiker, commercial banking officer, Pacific Continental Bank, Eugene, OR; and mayor, City of Springfield, OR
Michael Marczuk, retired architect/planner, WEGROUP, Eugene, OR
John Richardson, senior minister, Kern Park Christian Church, Portland, OR
Norv Ritchey, professor emeritus, University of Oregon, Eugene, OR

Class of 2007

Wayne Bryant, retired senior minister, Wilsonville, OR
David Helseth, senior minister, Englewood Christian Church, Yakima, WA
Frank Morse, retired president, Morse Bros., Inc., Albany, OR; and senator, Oregon State Senate
Sharon Rimmer, marriage and family counselor, Christians Addressing Family Abuse, Eugene, OR
Gary Stevens, retired executive vice president, Centennial Bank, Eugene, OR
Gary Smith, senior minister, Red Rock Christian Church, Boise, ID

Class of 2008

Glen Gibbons, editor, Advanstar Communications, Eugene, OR
Jeff Miller, vice president, Pacific Benefit Consultants/Eugene Insurance, Eugene, OR
Mike Solomon, manager, Far West Steel, Eugene, OR
Nat Stock, forest products machinery broker, Redlands, CA
Rod Tibbatts, retired executive vice president, Umpqua Bank, Keizer, OR
Joe Wade, retired administrator, University of Oregon, Eugene, OR
Clayton Walker, real estate developer, Eugene, OR
Barney Wimer, retired businessman and interim minister, Kenmore, WA

Class of 2009

Kathleen Card, deputy exec. director, Student Loan Fund of Idaho, Payette, ID
C. Earl Gibbs, retired senior minister, Sun Lakes, AZ
Kay Merrill, volunteer, Beaverton, OR
Cathy Myers, regional minister, Christian Church in Oregon (Disciples of Christ), Beaverton, OR
Barbara Olson, co-owner, XL Hospice, Inc., Ontario, OR
Gary Pierpoint, retired senior vice president, Umpqua Bank, Eugene, OR
Wanda Smith, financial analyst, PeaceHealth Financial Services, Eugene, OR
Greg Strausbaugh, business owner, Eugene, OR

Ex-officio

David W. Wilson, President, Northwest Christian College

Administrative Officers and Staff

Office of the President

President David W. Wilson

Administrative Assistant Carla Aydelott

Academic Affairs

Vice President for Academic Affairs and Dean of the Faculty Dennis Lindsay

Administrative Assistant Beth Ocon

Associate Dean of Arts and Sciences Dennis Lindsay

Administrative Assistant Ellen Rogers

Associate Dean of Business and Management Michael Kennedy

Administrative Assistant Sherry Pickett

Associate Dean of Teacher Education James Howard

Administrative Assistant

Director of School Counseling Vivian Moen

Director of Professional Counseling Paula Belcher

Administrative Assistant Elaine King

Director of Institutional Research and Assessment Tim Bergquist

Registrar Aaron Pruitt

Assistant Registrar Bonnie Temple

Dean of Chapel Loren Crow

Kellenberger Library

Director Maureen Cole

Administrative Assistant Vicki Becker

Technical Services Librarian Steve Silver

Circulation Supervisor Karen Head

Development

Vice President for Advancement Richard Busic

Vice President for Advancement James Dean

Administrative Assistant Connie Kennedy

Annual Fund Director Beth Walsh

Director of Donor Services Garth Blake

Director of Center for Leadership and Ethics Allen Belcher

Admissions

Dean of Admissions Randy Jones

Administrative Assistant Amy Hall

Admissions Counselor (Telecounseling Specialist) Shandell Wyncoop

Admissions Counselor (Transfer Students) Kathy Sweetman

Admissions Counselor (DCP and Graduate Students) Michael Ryan

Student Development

Dean of Student Development Michael Fuller

Administrative Assistant Barbara Dumford

Director of Service Learning and Career Development Angela Doty

Director of Student Activities Jacob Poetzl

Director of Residence Life Jolyn Dahlvig

Business Affairs

Chief Financial Officer Jean Meeks

Administrative Assistant Karlene Dilger

Controller Lyle Janousek

Accounts Payable Bob Weise

Student Accounts Sherri Kallinen

Director of Human Resources Beverly Park

Office Manager Deb Dellinger

Associate Director of Financial Aid Jocelyn Hubbs

Financial Aid Information Specialist Scott Palmer.

Student Services Specialist Genessa Waite

Director of Marketing and Public Relations Jessyca Lewis

Events Coordinator. Shelby Rich

Web Developer.

MEC Manager Tim Hood.

Bookstore/Campus Buyer Julie Solterbeck

Plant Superintendent. Oskar Bucher

Athletics

Men s Basketball Coach. Dave Lipp

Women s Softball Coach. Tim Hood

Women s Basketball Coach. Charlie Olds.

Women s Volleyball Coach Dale Weigandt.

Information Systems Department

Director Jerzy Wilczynski.

Help Desk Manager, Network Technician

Media/Computer Lab Supervisor. Doug Vermilyea.

Network Administrator Trainee Jason Marshall.

Faculty

Allen E. Belcher, Ph.D. Director of Center for Leadership and Ethics; Professor: Management
 B.S., Florida Southern College, 1966; M.A.T., Emory University, 1967; Ph.D., University of Oregon,
 1993)

Timothy M. Bergquist, Ph.D. Professor: Quantitative Methods; Director of Institutional Research and Assessment
 B.S., University of Portland, 1971; M.S., University of Louisiana at Lafayette, 1973; M.B.A., Santa Clara
 1975;
 M.S., Oregon State University, 1985; Ph.D., University of Oregon, 1996. (Since 1996)

Rebecca Heckman, M.B.A. Assistant Professor: Business and Management
 B.A., Chesnut Hill College, 1980; M.B.A., Northwest Christian College, 2004 (Since 2005)

Michael Kennedy, Ph.D. Associate Dean of Business and Management; Associate Professor of Business &
 Management
 B.S., University of Oregon, 1969; M.Div., Yale University, 1972; M.S., Naval Post Graduate School,
 Nova
 Southeastern University, 2001. (Since 1997)

Anne Maggs, M.B.A. Assistant Professor: Business and Management
 B.S., University of Oregon, 1982; M.B.A., Northwest Christian College, 2001 (Since 2001)

Dominic Worsowicz, M.S. Assistant Professor: Business and Management
 B.A., University of Florida, 1978; M.B.A., New Mexico State University, 1982; M.S., University of Oregon,
 2005)

the faculty members listed below hold part-time professional appointments :

Mojgan Hajebi Ph.D. MIS, CIS
 B.S., Iran National University, 1988; M.S., Western Oregon State University, 1995; Ph.D., Oregon State
 2001.
 (Since 2003)

The above are faculty who teach in the DCP Program. For a complete listing of NCC Full-Time and Part-Time
 Undergraduate Catalog. For a complete list of current adjunct faculty teaching in the DCP Program please
 Department of Business and Management.

GENERAL INFORMATION

History

In 1895 Eugene Divinity School was established adjacent to the University of Oregon campus so that it could use the extensive resources of that state institution while providing its own courses in Bible and Christian education. The name of the College was then changed to Eugene Bible University in 1908 and Eugene Bible College in 1930.

Another educational venture that contributed to the history of Northwest Christian College was Spokane University. Established in 1912, Spokane University closed its doors in 1933 as a result of financial difficulties. Its assets were transferred to Eugene Bible College. These merged interests became Northwest Christian College on May 10, 1934. With the same curriculum and facilities, Northwest Christian College is the faithful heir of the pioneer conviction that led to the establishment in 1895.

Accreditation and Academic Standing

Northwest Christian College is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). The association accredits the universities and colleges both public and private in the Northwest.

Northwest Christian College is a member of the Council for Christian Colleges and Universities. As a degree-granting institution by The Office of Degree Authorization, Oregon State Board of Licensure. All Northwest Christian College programs are accredited by the International Assembly for Collegiate Education (IACBE).

Northwest Christian College is approved:

- by the Oregon State Teachers Standards and Practices Commission (TSPC).
- by the U.S. Department of Justice, Immigration, and Naturalization Service for international and exchange students.

Programs at Northwest Christian College are approved for the use of veteran's benefits.

The Vision of Northwest Christian College

To be a college known for its integration of excellent academic programs, a foundation in the Christian faith, and a focus on teaching leadership and ethics.

The Mission of Northwest Christian College

To develop competent, ethical leaders for service in the workplace, community, Church, and world.

The Values of Northwest Christian College

- Academic excellence
- Faith commitment
- Ethical leadership
- Character development
- Caring community
- Global engagement

Educational Programs

As a Christian liberal arts college, Northwest Christian College offers a variety of courses of study. It provides preparation for the ministry to professional programs in business management and teacher education; to graduate areas such as psychology and speech communication; to graduate degree programs in business, school counseling, and professional counseling. The College seeks to provide an education that equips men and women for a variety of professions, while grounding all of its degrees in biblical studies and Christian values.

Educational Goals

Through its academic programs Northwest Christian College seeks to fulfill the following objectives:

1. To help students develop life-styles that exemplify Christian teachings by integrating Bible and Christian values into their ultimate occupational goals.
2. To offer academic majors in biblical and theological studies as well as in professional Christian ministries, including pastoral, youth, and intercultural ministries, Christian education, and church music.
3. To provide a Christian liberal arts education, integrating Northwest Christian College's biblical studies with academic majors in arts and sciences.
4. To provide an education for effective and successful roles in the fields of management, teaching, and arts.
5. To provide a pre-theological program of study for those who expect to advance their formal education in theological seminaries.
6. To enable students to increase their ability to think rationally, critically, and creatively.
7. To help students develop enlightened and integrated perspectives essential to making responsible and meaningful participation in society, and successful living.

Educational Philosophy

Northwest Christian College is a community of higher learning in which faculty and students strive for knowledge, understanding, and meaning in relation to the life and teachings of Jesus Christ. The Christian faith relates to all aspects of the liberal arts and sciences, including the humanities, social sciences, and physical sciences. The institutional framework and objectives of this community recognize the individual and his/her need for intellectual development, personal effectiveness, and social awareness.

Northwest Christian College seeks to create learning situations, both in and out of the classroom, where students have the opportunity to discover their potential and consider their relationships with the many environments. Learning situations require that biblical and general studies be effectively and meaningfully integrated with the issues and needs of society. The faculty assumes that the learning process involves the active participation of the student. Participation will increase the student's capacity to think critically and responsibly in an environment of freedom of expression, and respect for one another.

Church Relationships and Theological Context

Northwest Christian College is closely affiliated with the Christian Church (Disciples of Christ) and Christian Churches/Churches of Christ. The College shares its human resources with these churches, and these churches support the College with prayers and encouragement, student referrals, financial contributions, and representation on the board.

Approximately one fourth of the College's students are from these two church bodies. Many of the members of these congregations and a large number of lay leaders in the Northwest are Northwest Christian College alumni.

Northwest Christian College also has an ecumenical interest and offers its resources to students and faculty from many church traditions. These students are affiliated with denominational and nondenominational groups, such as Presbyterian, Baptist, Methodist, Foursquare, Lutheran, Nazarene, Episcopal, Assembly of God, Catholic, and other churches.

The Christian Church (Disciples of Christ) and Christian Churches/Churches of Christ share a common heritage. An indigenous American religious movement of the nineteenth century often called the Restoration Movement or the Stone-Campbell Movement. This church tradition stresses biblical study that is both scholarly and reverent; scholarly because the human mind is fully capable of understanding the Christian life, and reverent because it recognizes the necessity of the Spirit's guidance. With the vision of a world won to Christ, and recognizing the destructive effects of the Stone-Campbell movement began with and continues to have a strong desire for unity as a means of making an effective witness to this purpose the movement's founding fathers and their spiritual descendants have worked to restore what was lost to the Christian faith. They have found meaning in the slogan, "In essentials unity, in opinions liberty, and in all things charity." Christian Churches/Churches of Christ and Christian Church (Disciples of Christ) have, therefore, avoided the divisive tests of fellowship and have focused upon the simple confession that Jesus is the Christ, the Son of the living God.

Theologically, Northwest Christian College shares beliefs that are common to the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. The following affirmations are presented to clarify the theological context in which the College carries out its mission:

- * God is the Creator and sustainer of the universe who relates to all in a covenant of love.
- * All truth has its source in God.
- * God is revealed in a general way through reflection on the works of creation, the laws of nature, and human experience, but especially in the person of Jesus, the image of the invisible God.
- * Jesus is the Christ, the son of the living God, and Lord and Savior of the world.
- * The Holy Spirit is the dynamic presence of God in the world. Through the work of the Spirit, Christians are called to obedience to Christ, gifted for service, and joined to one another in fellowship.

* All human beings, created in the image of God, have become alienated from themselves, others, and God. They can be restored to wholeness through their acceptance of Christ's work of redemption.

* The church has been established by Christ to make known the Gospel through proclamation, worship, the Lord's Supper, nurture and service, and through working for reconciliation, peace, and justice. The church commissions the church to witness its faith both individually and corporately to all peoples.

* The Bible bears witness to God and Jesus Christ as God Incarnate. It is in the Scriptures that the revealed will of God in creation, judgment, and gracious redemption. The Bible serves as the authority and witness to the life and teachings of Jesus, who is himself the only authority for the church. The biblical testimonies provide inspiration, wisdom, and essential teachings for Christian conduct, individually and corporately.

* The assurance of Christian faith and hope is that the gifts of God's Spirit shall be ours forever and forever with Christ's return and the consummation of God's reign.

Relations with Other Institutions

Memberships

Northwest Christian College is a member of the Eugene Chamber of Commerce, the Springfield Chamber of Commerce, the Oregon Independent College Association, the National Association of Independent Colleges, the Council for Christian Colleges and Universities, and the Association of Christian Schools International.

University of Oregon

The founding fathers of Northwest Christian College located the College adjacent to the University of Oregon in order to utilize their extensive resources. Formal agreements exist between the College and the University concerning certain facilities such as the library.

Other Colleges

NCC accepts the Associate of Arts Oregon Transfer (AAOT) degree from community colleges in Oregon. The lower division requirements for degrees at NCC except for the biblical requirements for graduation are met through specific articulation agreements for several majors with community colleges in the southern area of Oregon. These colleges include Lane Community College (Eugene), Linn Benton Community College (Albany), Umpqua Community College (Roseburg), and Rogue Community College (Grants Pass). In addition, NCC has articulation agreements for several majors with Pioneer Pacific College in Eugene.

American English Institute

Services offered by the American English Institute, located one block from the College, are available to students who need assistance in intensive studies of English as a second language. Under reciprocal arrangements with the Institute and the College, foreign students may take classes at AEI while enrolled at Northwest Christian College. Qualified students of AEI may take regular college classes at Northwest Christian College.

Traditional Undergraduate Studies

Northwest Christian College offers additional bachelor degree programs as part of a traditional undergraduate program. Classes are offered during the day. Please see the Undergraduate Academic Catalog for further information.

Graduate School

In addition to undergraduate level coursework, Northwest Christian College offers three masters degree programs: business administration (MBA), school counseling, and professional counseling. Please see the Graduate Academic Catalog for further information about this program.

Academic Honors

Graduating seniors with a cumulative GPA of 3.50 or higher are recommended by the faculty for graduate level appropriate academic honor, as follows:

- Cum laude for students with 3.50-3.69 cumulative GPA.
- Magna cum laude for students with 3.70-3.89 cumulative GPA.
- Summa cum laude for students with 3.90-4.00 cumulative GPA.

Criteria for these academic honors are:

1. All grades taken at Northwest Christian College and all transferable grades from other colleges are computed to determine the cumulative GPA for honors only.
2. Only grades earned through the fall semester of the academic year in which the student will graduate are included.

computed.

3. Candidates for the academic honors will be approved by the faculty assembly on the recommendation of the academic dean early in spring semester. To be considered for the honor, students must submit a list of courses taken within two weeks of grade reporting. Delayed reporting of the grades could result in the loss of the academic honor.

Scholastic Awards for Graduating Seniors

Outstanding Management Project Award

Several students are selected each year to receive the Outstanding Management Project Award. This award recognizes superior accomplishment in the authorship of the Management Project in the Management program. This award is made by the Academic Coordinator and the Associate Dean for the Department of Business and Economics.

Victor P. Morris Memorial Award

Each year the Victor P. Morris Award is presented to a graduating Degree Completion student considered by the faculty as the most outstanding on the basis of academic excellence and leadership. This award is given in honor of Victor P. Morris, who encouraged persons of all ages to complete college. He served many years as dean of the University of Oregon School of Business Administration (now Charles H. Lundquist College of Business). Dr. Morris also received a distinction as a member of the NCC Board of Trustees, and twice he served as the acting president of NCC.

The recipient of the Victor P. Morris Award will receive a copy of a current bestselling management book. Commencement exercises. The recipient's name will also be added to a permanent plaque to be kept at the University.

Edward P. Kellenberger Library

The Edward P. Kellenberger Library contains 74,000 cataloged books, journals, audiovisuals and microfilm. It receives over 265 journal subscriptions. The majority of the collection is on open stacks arranged by the Dewey Classification System. The Library's resources are extended through reciprocal borrowing agreements with the Oregon Knight Library and other regional libraries. Inter-library loan services provide further access to international resources.

The automated union catalog, OPALL, provides computerized access to over 500,000 items of seven cooperating libraries, including Northwest Christian College, Western Baptist College, Mt. Angel Abbey, Concordia University, Multnomah School of the Bible, and Western Seminary. OPALL is accessible on campus as well as through the College web page www.nwcc.edu/library. A courier service ensures rapid resource sharing of materials among the consortium libraries and other libraries in Oregon and Washington.

Reference services include web access to the OPALL automated catalog for books and media with the ability to request library materials online for students and faculty. Access to online databases include EBSCOhost, Academic Universe, and OCLC First Search. These online databases provide access to full text magazine and newspaper articles as well as other information for students and faculty on campus and off campus. The Kellenberger Library provides helpful user guides to research tools, links to other library automated catalogs, library policies, lists of faculty services, Friends of the Library membership, and much more information. Librarians conduct library instruction classes and provide assistance for individual research.

The Media Center service provides media materials and equipment for classroom, special college sponsored, and individual instruction. Media includes video recordings, sound recordings, and other graphic materials. The recording laboratory offers learning opportunities for speech and music courses. The computer lab provides workstations for students for computer courses and is available for personal use. The computer lab also provides the campus network access and e-mail.

Several special collections are located in the Library. Unique and valuable rare Bibles, incunabula, and early manuscripts and other rare books comprise the Rare Book and Bible Collection. A museum collection includes Asian artifacts donated by missionaries as well as pioneer items. Materials on the early history of the Northwest are in the Northwest and Turnbull Collections. The records and memorabilia of the College and its predecessor institutions dating from 1895 are located in the Archives. History of the Northwest is included in the Disciples Historical Collection. A unique hymnbook collection is also part of the special collections.

The library is an institutional member of the American Library Association, Association of College and University Libraries, Northwest Association of Private Colleges and Universities, and Association of Christian Librarians.

Technology on Campus

Purpose

The mission of the Information Systems (IS) Department is to serve the computing and communication needs of the faculty, staff, and students on campus in a Christian, professional and timely manner. The department is responsible for the design, implementation, and maintenance of communication and data networks and systems on campus, including telephones, data lines, servers, computers, and software.

software.

Access

Students have access to the computer lab located on the second floor of the library as part of the library which has 20 PC workstations, is open during the same hours as the library. In addition, students can use the computer lab for use on campus. The computer classroom features a state-of-the-art data/video projection system and a large screen. The library has placed its entire inventory on an automated card catalog system and has links to numerous online sources that students can access for course work.

The data network includes all buildings on campus and the residence halls, except the apartments. All buildings are wired for Internet access. One additional classroom is equipped with a data/video projection system and a large screen while three classrooms have instructor computers connected to overhead televisions.

Student Records Policy

Complete policies regarding student privacy and records can be viewed at <http://www.nwcc.edu/registrar/policies/ferpa.html> Students' rights regarding personal information include:

1. The right to view material in his/her records filed at Northwest Christian College, with the exception of records for which there is a signed waiver of that right.
2. The right to limit access to personal records. Consent of the student must be given for release of academic records to persons other than Northwest Christian College faculty and staff having an official reason or under emergency circumstances.
3. The right to limit personal material (directory type information) printed in publications such as the Student Directory. Directory type information (the information that could be given out to whomever the student chooses) includes the following: student's full name, local and permanent address(es) and telephone number(s), date and place of birth, the fact that the student is or has been enrolled, dates of attendance, level and academic major, number of credit hours (not grades), degrees and honors awarded, participation in officially recognized activities, heights and weights of members of athletic teams, photographs, and previous institutions attended.
4. A student who challenges any item in his/her records shall have opportunity for a hearing. A hearing regarding academic records should be referred to the Registrar's Office. A request for a hearing regarding financial records should be referred to the Business Office.

Nondiscriminatory Policy

The policy of Northwest Christian College is to provide equal opportunity for all qualified persons in all programs and activities that the College operates. The College does not discriminate on the basis of race, ethnicity, ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status. The College applies applicable nondiscrimination laws in its admission policy, employment, scholarship and loan programs, and other activities that it operates.

Catalog Changes and Authority Policy

Students whose studies are uninterrupted will graduate under the requirements listed in the Catalog at the time of original admission. Since the College reserves the right to discontinue courses at any time, courses may be assigned for discontinued courses. The College reserves the right to change fees, rules, and calendars at any time. Changes at, admission to, conduct in, instruction in, and graduation from the College. Changes go into effect without notice to the authorities so determine and apply not only to prospective students but also to those who are currently enrolled at the College.

STUDENT FINANCES

Tuition and Fees for the 2005-06 Academic Year

Students must sign a Financial Plan & Agreement and at the start of each school year in order to complete registration and to qualify for campus housing. There are two methods for paying an account at Northwest

- o Pay in full at the beginning of each semester.
- o Enroll in our monthly payment plan through Tuition Management Systems (TMS) and divide your expenses covered by financial aid into regular monthly payments (8-12 month plans). No interest is charged on unpaid as you make your monthly payments on time. There is a small set-up fee.

If one of these two options is not possible, the Business Office may approve on an individualized basis, There is a \$160 set-up fee associated with an NCC plan and interest charges are applied monthly on unpaid

Deposits

An advanced tuition deposit is required for students admitted for the first time to the College and June 1. This deposit is held in the student's account and applied to his/her tuition expenses upon enrollment. A tuition deposit is required in order to proceed with advanced class registration or housing arrangements. for cancellations received in writing by the Admissions Office until June 1.

Housing Deposit

All residents of campus housing must make an additional deposit of \$100 before receiving a housing participating in the food plan. This portion of the deposit, less fines, damage charges, and termination be refunded within 30 days of written notification of the dean of student development to students who are returning to a College residence.

Money on Account

Money sent to Northwest Christian College for student accounts will be disbursed as designated. Unless the Office receives written instructions to the contrary, the office will apply small amounts immediately and

payments to Northwest Christian College accounts at the beginning of each semester.

Tuition and Fees:	Fall	Spring	Summer
New classes, cohort starting FY 05-06			
Undergraduate tuition per hour	\$397	\$397	\$397
*Audit	\$87	\$87	\$87
Credit for prior learning:			
*1-18 hours cost	\$75 per hour		
19-46 hours cost	\$900 flat fee		
*These hours must be charged specifically and cannot be discounted as the 16th, 17th or 18th hours.			
Student Activity Fee:			
Per semester	\$51	\$51	\$51
Social Activity Fee:			
Campus Resident Only	\$105	\$105	\$105
Health Insurance*:			
Single Student	\$387	\$387	\$304
*Mandatory without proof of insurance for students with 6 or more hours. Rates for families also available.			

Registrar s Fees

Graduation - \$25. Late Graduation Fee- \$50. Diploma Replacement Fee - \$10. Official Transcripts free, additional copies ordered on same day - \$2 a copy. Additional cost to mail overnight - \$25 per a overnight transcript request - \$50. Petition of the Academic Deadlines - \$20.

Finance Charges

Current outstanding balances are charged .67% monthly (8% annual rate). Balances become past due academic and dormitory withdrawal and at the end of the academic year and are then charged 1.167% month rate).

Kellenberger Library Fines

Books and Media-.50 per item per day. Lost or damaged items-cost to library to replace item plus charge.

Returned Check Charge

Returned checks subject to \$25 charge.

Room Replacement Key Fees

Master - \$100, Floor - \$50, Room/Apt - \$35

Housing Options

Students in the Degree Completion Program have the option to reside on campus. Single and family available, as is summer housing in both dormitories and apartments. Please consult the undergraduate c rates and information.

Meal Options

Students in the Degree Completion Program have the option to purchase meal plans. Please consult undergraduate catalog for further rates and information.

Payment Discounts

A 3% cash discount can apply for payment of full program received by the eighth day following the Cash discounts include costs covered by financial aid if all other charges are paid in full by the loan is first applied to student accounts. No discounts are available for partial payments and discount for off-campus expenses are later granted.

Refund Policy

Upon complete withdrawal from the College, students receive a proportional refund for tuition, room and board, and other eligible fees (some fees are nonrefundable). Until 60% of the semester is completed, the prorated refund point no refunds are made. For example, if the student withdraws in the fifth week out of 15 weeks in the semester, the refund would be 33%. The amount refunded would be reduced by an administrative fee of 5% of the original charges, whichever is less.

Note: No refunds are given for fees and vehicle permits.

All academic withdrawals must be made through the Registrar's Office. Refunds are based on the data on the withdrawal form is approved by the chief financial officer.

The first step of academic withdrawal is to secure withdrawal form(s) from the Registrar's Office. For a single or partial course withdrawal, the student must inform individual course instructor(s) involved of the withdrawal and have the instructor(s) sign the withdrawal form(s). The student then takes the signed form(s) to the student accounting specialist in the Business Office to process.

In the case of a complete withdrawal the student must have an exit interview with the dean of student development and have that person sign the withdrawal form. (Signature of course instructors is not required.) The student then takes the signed form to the student accounting specialist in the Business Office to process. The student must also have a meeting with the Financial Aid Office if he or she has obtained financial aid while at Northwest Christian College. The amount refunded would be reduced by an administrative fee of 5% of the original charges or \$100, whichever is less.

Financial Aid Adjustments

A student who leaves college for any reason (officially withdraws, unofficially drops out, is suspended, or is expected to repay or return to Northwest Christian College all or part of his/her financial aid. Northwest Christian College follows current federal, state and institutional regulations to determine the portion of total Northwest Christian College financial aid that must be paid from financial aid proceeds. Any aid directly disbursed to the student must be returned to the college. The total for institutional scholarships applied to an account can never exceed the tuition charged.

Refunds to Veterans

As an accredited school through the Northwest Commission on Colleges and Universities (NWCCU), Northwest Christian College has established its own refund policy in regard to veterans. This policy is the same as for all regularly enrolled students.

Refund of Residence Hall Room and Board

Refer to the residence hall contract for refund policy. The dean of student development will set a schedule of penalties required by the contract.

Official Transcripts

The official transcript remains the property of Northwest Christian College and cannot be issued until all amounts owed the College, including accounts receivable, notes, loans, and other amounts are paid in full. If Northwest Christian College needs to pursue collection efforts, reasonable attorney fees and collection costs can be added to the amount owed or not an action is filed. If an action is filed, the prevailing party shall be entitled to recover attorney fees.

Financial Aid Process

The Financial Aid Office is committed to helping students who wish to attend Northwest Christian College but cannot be able to meet all the expenses from personal and family income. Northwest Christian College provides grants, student employment and education loans to help those who qualify. In addition, the Financial Aid Office provides financial aid counseling to students and their families to guide them through the process of applying for financial aid. Our goal is to provide the service and financing resources needed to enable deserving students to attend Northwest Christian College.

Financial aid may be grouped into the two broad categories of need-based and non-need aid. All financial aid student aid is based on financial need with the exception of a few federal student loan programs.

Federal Methodology Need Analysis

1. Many factors are considered, including
 - income of student and custodial parent(s) (if dependent)
 - number of family members
 - number of family members in college at least half-time (excludes parents)
 - age of the oldest parent (to protect savings for retirement)

- assets [checking, savings, investments, real estate equity (excluding home), business or f
2. Home equity programs and accumulated retirement accounts are NOT used in calculating need.

Financial Aid Equation

Cost of Attendance (COA) - Expected Family Contribution (EFC) = Estimated Need

Application Procedure

To apply for financial aid the student must:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the U.S. Department of Education. Northwest Christian College and the federal school code 003208 should be listed. FAFSA is available in both a paper version or online at www.fafsa.ed.gov.

Note to late income tax filers: the questions on the FAFSA require income tax information from the most recent year. If taxes have not been filed at the time the FAFSA is to be submitted, use the most recent tax information available.

2. Apply for admission. Students must be accepted for admission to Northwest Christian College. A comprehensive financial aid package can be determined.

3. If selected for verification by the federal processor, provide additional information as requested by the Financial Aid Office (see the Verification Process).

4. Review for accuracy the Student Aid Report sent from the federal processor to the student after FAFSA. The Financial Aid Office receives a similar report, at the same time, which is used to determine the student's financial need and eligibility for need-based aid.

Students must complete and submit a FAFSA for each academic year. Eligibility and level of need are determined each year by federal standards.

All financial aid awards cover a period of one academic year (or what remains of the academic year if awarded mid-year). The process of applying for financial aid, including submission of a FAFSA, is repeated each year for which the student seeks aid. Financial aid awards are packaged each year on the basis of current income, first-served basis to all eligible applicants.

Online FAFSA

Students may apply for financial aid at www.fafsa.ed.gov. Simple instructions guide the student in preparing and transmitting the Free Application for Federal Student Aid (FAFSA) directly to the federal processor in a secure and significantly reduces errors and processing time. By registering for a PIN the student can log in and update applications electronically. A PIN further provides access to various Department of Education services and the student to view the status of their financial aid application or a summary of their financial aid history. For more information, visit www.pin.ed.gov.

Electronic transmittal of information may expedite other steps in the financial aid application process. For convenience, the admission application may be submitted via www.nwc.edu. A downloadable version of the Verification Worksheet is also available on the Northwest Christian College web site.

Verification Process

The U.S. Department of Education requires additional information from some FAFSA filers, including a Verification Worksheet, copies of W-2 s and federal tax returns. If required, the Financial Aid Office will request the information needed.

Federal regulations require the Financial Aid Office to review this information before awarding financial aid. If verification documents contradict information on the FAFSA, the student may be required to make corrections on her/his Student Aid Report (SAR) and return it to the federal processor. Final determination of financial aid awards must await completion of the verification process.

Fraud and Misrepresentation

Students or parent/guardians suspected of supplying false or misleading information in connection with a financial aid application may be reported to the U.S. Department of Education. Before such action is taken, however, the Financial Aid Office contacts the student to allow him/her an opportunity to explain and/or correct questionable information. If misrepresentation is still evident after such attempts, the Financial Aid Office refers the application to the U.S. Department of Education. No financial aid is awarded until the matter is satisfactorily resolved.

Updating

Although a student's FAFSA may not be selected for verification, she/he is still responsible for notifying the Financial Aid Office of any errors or changes in the information supplied on the FAFSA. For instance, if the FAFSA

members will be attending college, but only one actually enrolls, the student is required to inform the FAFSA of the change.

Unusual Circumstances

Financial aid guidelines allow for some adjustment in aid to be made in instances when unusual or extraordinary circumstances are not adequately taken into account through the routine financial aid application. Cases involving divorce, loss of job or major medical expenses may need to be assessed by a financial aid officer to determine the student's need and her/his family's ability to contribute to education expenses. Any hardship must be of a significant duration before it can be presented for evaluation. Sufficient documentation and justification are required for the student's aid to be allowed.

Independent vs. Dependent Status

Students who are dependent are evaluated for aid using both the parents' and the student's financial information on the FAFSA. (If parents are divorced only the custodial parent's information is used; if the custodial parent is deceased, stepparent information is also considered.) Parent financial information is not used in figuring financial aid for independent students.

A student is considered independent only if they meet one of the following criteria:

- 24 years of age
- married
- graduate student
- veteran of the US Armed Services
- have children who are legal dependents
- Ward of the Court
- Special and unusual home circumstances

The fact that an otherwise dependent student lives away from his/her parents and/or is self-supporting does not make that student independent. A student who is dependent is required to provide data from her/his parents on the FAFSA regardless of whether their parents intend to help financially.

Student Eligibility Requirements

The following is an extensive, though by no means exhaustive, list of various requirements that a student must meet in order to be eligible for state and federal aid.

To be eligible for federal aid a student must:

1. be a U.S. citizen or an eligible non-citizen.
2. have either 1) a high school diploma or its equivalent, 2) proof of the ability to benefit by attending college, as approved by the U.S. Dept. of Education.
3. attend an approved school participating in a state process for determining academic qualifications.
4. be accepted for admission.
5. maintain satisfactory academic progress toward degree requirements (see Satisfactory Academic Progress Policy).
6. have a valid social security number.
7. register with the Selective Service or document an exemption (males only).
8. not be currently in default on a federal education loan.
9. not owe for receipt of an overpayment of a federal grant.

Students convicted of possessing or selling illegal drugs may not be eligible for federal aid, depending on the nature of the conviction. They can regain their eligibility early by completing a drug rehabilitation program available from the Federal Aid Student Information Center at 800-433-3243.

Satisfactory Academic Progress

In order to remain eligible for financial aid students are required to maintain satisfactory academic progress. The conditions for maintaining progress entail completing a sufficient number of credits semester-by-semester and maintaining a minimum cumulative grade point average at all times. The Financial Aid Office checks each student's academic progress each time aid is awarded (with the exception of entering freshmen) and at the end of each semester. A letter of warning is issued if he/she fails to maintain satisfactory academic progress.

The requirements for Satisfactory Academic Progress ensure that students who receive aid are adequately prepared to meet academic standards and are proceeding toward an educational goal (degree, certificate) in a reasonable time frame. Once standards are established for the minimum number of credits to be taken semester-by-semester, the total number of credits allowed for completing a program of study, and the quality of performance that must be maintained.

The maximum number of credits for which a student may receive financial aid is 150% of the credits required to earn a degree or program of study. A student who has declared his/her intention to pursue a baccalaureate degree must complete the program within 150% of the required credits.

semester credits may receive financial aid for a maximum of 186 attempted semester credits. Part-time students receive the same total number of allowable credits but have a longer timeframe over which to extend enrollment (slightly less commensurate with their enrollment status. (See Credit Requirements and Enrollment Status.)

All credits attempted at Northwest Christian College, including up to 30 semester credits of pre-college courses, and credits transferred from other institutions are counted toward the maximum number of credits attempted. If not the student received financial aid funds. The Financial Aid Appeals Committee may make exceptions to the maximum credits and time frame for receiving aid because of extenuating circumstances.

Required Grade Point Average

To meet the standards of Satisfactory Academic Progress, a student is expected to maintain a cumulative GPA of 2.00 or better at all times. For the purpose of figuring financial aid eligibility, courses taken through off-campus programs are computed in the cumulative GPA. Graduate students are required to maintain a cumulative GPA of 3.00.

Credit Requirements and Enrollment Status

To receive financial aid, an undergraduate student is expected to complete a minimum number of credits each semester according to the following schedule:

Status	Per Semester Attempted	Per Semester Progress	Per Semester Probationary Terms
Full-time	12+ credits	9 credits	12+ credits
3/4 time	9-11 credits	6 credits	9-11 credits
1/2 time	6-8 credits	4 credits	6-8 credits

Enrollment Status for Consortium Courses

Enrollment requirements may be met by courses taken at an institution with which Northwest Christian College has a consortium agreement. Such courses may count toward course load requirements only if the student obtains approval both from the academic dean and the student's academic advisor and submits evidence of enrollment to the Registrar's Office to ascertain Satisfactory Academic Progress. Financial aid for consortium courses is provided through Northwest Christian College. [See off-campus courses (page 21) for a list of participating institutions.]

Enrollment Status for Credit by Examination

For the purpose of financial aid eligibility, college credits granted for credit-by-examination (CBE), Placement (AP), College Level Examination Program (CLEP), International Baccalaureate and course challenge are included in determining enrollment status (part-time, full-time). Such credits do not count toward the minimum number of credits required for each semester nor to the total credits allowed for receiving financial aid.

Financial Aid Probation

Students who fail to complete the required minimum number of credits per semester and/or who drop below a cumulative 2.00 GPA, are placed on financial aid probation for their next semester of enrollment. Students are ineligible for financial aid during probation.

To avoid loss of financial aid eligibility, students on probation must raise their cumulative GPA to 2.00 and complete the minimum required number of credits. Students who meet minimum standards by the end of the probationary semester are removed from probation and retain eligibility for aid. Students who fail to meet progress standards during the probationary semester become ineligible for aid in their subsequent semester of enrollment.

Once withdrawn, eligibility may be restored only after standards for Satisfactory Academic Progress are met. The student without financial aid, or if the Financial Aid Appeals Committee grants an extension of the response to a written petition from the student. (See Appeal Process for Reinstatement of Eligibility) If a student enrolls at another college instead of enrolling for their probationary semester, the conditions of financial aid probation continue during the semester of re-enrollment.

Financial Aid Disqualification

Once on financial aid probation, a full-time student who fails to attain a 2.00 cumulative GPA or complete at least twelve credits for the semester (or a proportionate number for part-time students; see chart under Credit Requirements and Enrollment Status) is ineligible for further financial aid. The student is notified in writing of the requirements for reinstatement.

Exception: If a student with less than 30 completed credits is placed on probation for a cumulative GPA below 2.00, the student is allowed an extra semester of probation to raise his/her grades to an acceptable level. This extra semester is subject to the GPA requirement. The student must continue to complete the required minimum number of credits for each semester to avoid disqualification.

Appeal Process for Reinstatement of Eligibility

Students who otherwise would lose financial aid eligibility may appeal to the Financial Aid Appeals Committee.

to:

1. Challenge administrative error from miscalculation of credits completed or GPA attained.
2. Account for incompletes and describe arrangements to make-up credit.
3. Explain extenuating circumstances such as medical problems, family emergencies, learning disabilities, work requirement, or other unusual or mitigating factors.

An appeal must be submitted in writing to the Financial Aid Appeals Committee and should state the meeting minimum eligibility requirements during the semester(s) in question. The letter should also discuss correcting the problem(s) and meeting satisfactory standards. Any arrangements made with professors to finish to make up credits should be specified.

If the appeal is approved, the student is granted an additional semester of financial aid probation. Conditions for continued probation and achieving Satisfactory Academic Progress are indicated in a written student. If the appeal is denied, the student remains disqualified until such time as requirements for readmission are met.

It is the responsibility of the student to initiate an appeal and to do so in a time frame that allows an opportunity for review prior to the beginning of the semester. Without an appeal, disqualification will be in accordance with our policies and regulations. Unless advised differently, the Financial Aid Office assumes a student who has decided to forego an appeal and accept loss of aid eligibility and disbursements.

Reinstatement of Financial Aid Eligibility

A student who is disqualified from receiving financial aid for failure to maintain a 2.00 cumulative GPA may receive aid again until such time as he/she raises the cumulative GPA to 2.00. Likewise, if a student is disqualified from receiving aid to complete the required number of credits, she/he is not eligible until one semester has been completed. A student who fails to complete the required number of credits (See Credit Requirements and Enrollment Status). Once reinstated the student may receive financial aid during the next semester of enrollment.

Courses to raise the GPA or to complete the required number of credits may be taken at Northwest Christian College or at another institution from which credits are transferred. Completion of a prior incomplete does not count toward the number of credits needed for reinstatement. Aid eligibility, once restored, is not retroactive.

Regardless of whether credits are completed with or without financial aid or whether they are completed at Northwest Christian College or at another college, all are counted equally toward the limits established for financial aid (maximum number of credits). All courses, including those completed without financial aid, are counted in the student's cumulative GPA.

Repeated Courses

A student may receive financial aid for any class that must be repeated in order to meet graduation requirements. For any class in which he/she is attempting to replace a grade lower than a D. Credits for repeated courses are counted against the maximum aggregate number of aid-eligible attempted credits.

Course Withdrawals

A course from which the student withdraws is not counted toward the minimum number of completed credits required to maintain Satisfactory Academic Progress. If by withdrawing from the course, the student does not complete the course, credits for her/his enrollment status, the student is NOT required to increase the course load in subsequent semesters to make up for the deficiency. Each course attempted by the student, including withdrawals for which no academic credit is earned, are counted against the credit hour ceiling placed on aid benefits. With repeated withdrawals aid eligibility is restored before the student completes her/his degree. Courses dropped within the add/drop period are not considered withdrawals.

Post Baccalaureate Students

Students who possess a bachelor's degree are not eligible for federal, state, or College-funded grants. However, if a FAFSA, post-baccalaureate students are eligible to be considered for the Federal Stafford loan program. If a student has not reached the aggregate loan limit for undergraduate students. Post-baccalaureate students may also qualify for Federal Work Study depending on demonstrated need and the availability of funding and positions.

Off-Campus Courses

Full-time, degree-seeking students at Northwest Christian College may receive federal and state aid for courses taken at institutions with which consortium agreements have been established. Cooperating institutions include Northwest Christian College, the University of Oregon, and Umpqua Community College. A consortium arrangement is also in place for courses taken at other institutions.

Council for Christian Colleges and Universities (CCCU) to enable students to participate in study abroad sponsored or endorsed by CCCU. To qualify for aid, consortium credits must be for coursework not available at Northwest Christian College (excluding study abroad), apply toward the student's degree requirements and be pre-approved by the academic dean and the student's faculty advisor.

Signatures of the advisor and academic dean signifying their approval of consortium courses are required on the Academic Petition form available from the Registrar's Office. A copy of the schedule and billing for consortium courses must be submitted with the Academic Petition before financial aid can be disbursed.

Online Courses

The student is eligible to receive financial assistance for online courses offered by Northwest Christian College if such coursework is part of a program that leads to a recognized one-year or longer certificate program or a bachelor's or graduate degree from Northwest Christian College.

The Financial Aid Award

Once the financial aid application is completed, the Financial Aid Office determines the student's financial aid package. An electronic award is posted online itemizing both the type(s) and amount(s) of aid being offered. Loans, federal parent loans, and outside scholarships are not routinely included on the initial award. The student is asked to review the award and indicate his/her acceptance by completing the online process. The award is sent to the Financial Aid Office within 30 days. Funds are then reserved for the student pending enrollment.

Financial Aid Budget

Each year the Financial Aid Office computes an average comprehensive student budget for attending Northwest Christian College called the Cost of Attendance. This budget includes both billable expenses such as tuition, books, room and board, and non-billable expenses, such as personal expenses and transportation.

The following five components are important in determining a student's financial aid award:

A. COST OF ATTENDANCE (COA)

Comprehensive budget based on cost of tuition, housing, food, books, transportation and personal living expenses.

B. EXPECTED FAMILY CONTRIBUTION (EFC)

The amount of financial support expected from the student and his/her family according to the analysis of financial data provided on the FAFSA.

C. ESTIMATED NEED

The difference between the total cost of the student's education (Cost of Attendance) and his/her Expected Family Contribution (EFC). $COA - EFC = Estimated\ Need$.

D. AWARDED FUNDS

The total of all financial aid awarded from federal, state and Northwest Christian College sources.

E. REMAINING NEED

Even after all funds are awarded, some need may not be met. Alternate sources of aid may be used to meet the remaining need such as education loans from private lenders, federal loans for parents of dependent students, tax credits, and scholarships from outside sources.

Disbursing Financial Aid

With the exception of Work-Study, all aid is applied to the student's account shortly after the start of the add/drop period. The total aid awarded for the year is divided equally between each semester of enrollment. If a student is awarded for a full academic year of two semesters, an equal portion of the aid is applied to the student's fall and spring semesters. If a student is a first-time borrower at Northwest Christian College, loan funds are only disbursed after reviewing the terms of the loan with a financial aid officer and signing a promissory note. After all other charges (tuition, fees, room and board, outstanding balances), the student is issued a check from the student's credit balance. In order to receive the full allotment of aid for a given semester, the student must enroll in at least 12 credits. Fewer than 12 credits decreases enrollment to part-time and usually necessitates a reduction in the student's financial aid.

Receiving Work-Study Funds

Work-Study offered as part of a financial aid package requires the student to pursue placement in part-time positions on or off campus. The total number of Work-Study positions is limited and employment is not guaranteed. The amount of Work-Study shown on the financial aid award is a projection of earnings possible based on his/her full allotment of hours. However, funds are not applied to the student's account until hours are earned.

Earnings are based on Oregon minimum wage and work schedules that vary from 6 - 11 hours per week during semesters.

Receiving Student Loan Funds

Students eligible for federally insured Stafford education loans must select a lender to provide the Perkins loans, Northwest Christian College is the lender. First-time borrowers at Northwest Christian College must receive entrance counseling and sign a loan contract (promissory note) before funds are disbursed. These requirements require the student understands important details about the loan and his/her responsibilities as a borrower. Professional entrance counseling are provided to the student when they arrive on campus for classes or may be completed in conjunction with receipt of their electronic award.

PLUS loans for parents of undergraduate students have similar requirements before loan proceeds may be disbursed. Parents who qualify for a PLUS loan must sign a promissory note as an initial borrower. A disclosure statement is provided to parent(s) informing them of important details about the loan. In most cases, loan funds are electronically transferred from the lender to the Financial Aid Office to be applied to the student's account in the Business Office.

Withdrawal and Recalculation of Financial Aid

If a student who withdraws from school during an academic semester (after the add/drop period, but before the semester ends) they or the school may be required to return or repay all or a portion of the financial aid based on the date of withdrawal.

The withdrawal date is defined as one of the following in order of preference:

1. the actual date the student starts the withdrawal procedure
2. the last recorded date of student attendance
3. the midpoint of the semester if the student leaves without notifying the College. After 60% of the semester has elapsed, no funds are returned and all awarded aid for the semester is earned (retained).

The following equation determines the portion of financial aid that must be returned if the student withdraws from school before completion of a semester.

$$\frac{\text{Number of Semester Days Remaining as of Withdrawal Date}}{\text{Total Days in Semester}} = \text{Percent of Aid Returned}$$

If the student withdraws from the College, charges for tuition, campus housing and food service are prorated in proportion to the number of days completed out of the total number of days in the semester. After 60% of the semester has elapsed, charges are no longer prorated and are assessed at 100%.

$$\frac{\text{Number of Semester Days Elapsed as of Withdrawal Date}}{\text{Total Days in the Semester}} = \text{Proportion of Northwest Christian College Charges Assessed}$$

What remains of the student's aid after returning the required portion must first be used to pay college charges and then is refunded to the student if there is any surplus. The student is responsible for paying any balance. If the remaining aid does not cover Northwest Christian College charges for the semester.

Financial Aid Programs

Northwest Christian College offers a variety of federal aid programs to students enrolled in the college program including grants, work opportunities, and loans to those who qualify. Many aid programs come from the federal government, primarily through the U.S. Department of Education. All aid is awarded solely on the basis of the student's submission of a Free Application for Federal Student Aid (FAFSA).

Grants

Grants are free money for college that do not require repayment. Most are based on need and require the student's submission of a FAFSA.

Pell Grant

The country's largest grant program for undergraduate students without a bachelor's or professional degree. Grants are funded by the federal government who also sets the level of need required to qualify. The amount of the grant is determined by the federal government each year. Pell Grants for DCP students currently range from \$400 to \$4,050 per year. Grants are available to students enrolled less than full-time.

Federal Supplemental Educational Opportunity Grant (SEOG)

These grants are awarded to Pell Grant recipients with exceptional need. The College awards these grants up to \$1,000 from an allotment of funds provided each year from the federal government. Funding is limited.

Oregon State Opportunity Grant

Oregon residents who meet established criteria for family income qualify for this grant. The funding levels are determined by the State each biennium. In 2005-2006 the award is \$2,942 for students attending Northwest Christian College. Students must file a FAFSA before the March 1 postmark deadline. Grants are awarded by the State until limited funds are exhausted. Students enrolled in a course of study leading to a degree in business, religious education are not eligible.

Work Opportunities

Northwest Christian College offers limited opportunities for part-time employment to qualified students for financial assistance. These jobs are offered through the Federal Work-Study program. Students are paid a minimum wage, may work up to eleven hours per week and earn up to \$2,550 a year during Fall and Spring (August through May).

Loans

Northwest Christian College participates in two major federal programs for education: the Federal Family Education Loan (FFEL) program and the Perkins loan program. Both programs provide low-interest loans with favorable terms. The vast majority of financial aid awards from Northwest Christian College include one or more federal loans. Most students choose to accept such loans to help finance their education. Private alternative loans are also available. Students and their parents pay for college expenses. Northwest Christian College does not routinely include private alternative loans in the student's initial financial aid package. However, private alternative loans may be added if more assistance is needed after exhausting federal, state, college and work-study opportunities.

Federal Family Education Loans (FFEL)

Loans provided through the FFEL Program are made by banks, savings and loans, and credit unions, the federal government, and guaranteed by guaranty agencies. Through the FFEL Program the federal government provides PLUS loans for students and PLUS loans for parents.

Stafford Loans

The Stafford Loan Program is the largest student loan program in the nation. There are two types of Stafford loans: subsidized, for which the government pays the interest while students are in school and during the grace periods; and unsubsidized, which students pay all the interest on the loan. Students may receive both types of loans.

The interest rate on new Stafford loans is variable, adjusted annually in July, with a cap of 8.25 percent. Up to 4 percent and insurance fees of up to 4 percent may be deducted from each disbursement. Contact the Financial Aid Office for information on interest rates origination and insurance fees. (At the time of this publication interest rates were 7.25 percent.)

Generally, repayment begins six months after the student graduates, withdraws from school or drops out of school. This six-month period is referred to as the grace period. No repayment on the principle is required while the student is in school at least halftime or during grace or deferment periods. Borrowers typically have up to 10 years to repay the loan.

Subsidized Stafford Loan

Subsidized Stafford loans are awarded on the basis of demonstrated financial need. The federal government pays the interest on loans while the student is in college and during grace and deferment periods. To qualify, students must file a FAFSA and meet all the requirements for federal student financial aid.

Unsubsidized Stafford Loan

Unsubsidized Stafford loans are not based on financial need and are available to all students, regardless of financial assets. The student is responsible for paying all the interest on the loan, but can choose to allow interest to accrue on the loan.

college and during the grace period. To qualify, students must meet the same requirements as those for a loan, except for demonstrating financial need.

Additional Unsubsidized Stafford Loan

Additional unsubsidized Stafford loans are available to independent students to help cover unmet need of the expected family contribution (EFC). They are also available to dependent students whose parents' aid is denied. Interest and repayment conditions are the same as for the Unsubsidized Stafford Loan (above). Additional unsubsidized Stafford loans may be added to an existing subsidized or unsubsidized Stafford loan.

FEDERAL STAFFORD LOAN LIMIT

Academic Year	Dependent* Student SubSub & Unsub	Independent Student & Unsub Additional Unsubsidized	Maximum Subsidized & Unsubsidized
First-year	\$2,625	\$2,625	\$6,625
Sophomore	\$3,500	\$3,500	\$7,500
Junior & Remaining Years	\$5,500	\$5,500	\$10,500
Graduate Professional		\$8,500	\$18,500
Aggregate Limit			
Dependent Undergrad	\$23,000		\$23,000
Independent Undergrad		\$23,000	\$46,000
Graduate Professional		\$65,500	\$138,500

*Dependent students whose parents are unable to obtain PLUS loan may borrow the same amount in unsubsidized loans as independent students.

PLUS Loans

PLUS loans are available to parents or stepparents of dependent undergraduate students. These loans are based on need nor are they restricted by family income. Creditworthiness of the parent(s) is a determining factor. Up to the total cost of their dependent student's education, minus other financial aid the student has received, may be a supplemental source of money for parents whose dependents have a Stafford loan.

PLUS loans carry a variable interest rate, adjusted July 1 each year, with a cap of 9 percent. Interest begins from the date loan funds are first disbursed. Origination and insurance fees of up to 4 percent may be deducted from the loan. Repayment typically starts within 60 days of the loan's final disbursement for the school year (no grace period). We offer an option to delay repayment until after the student leaves school.

To qualify, parents must meet the eligibility requirements for federal financial aid and must pass a credit check. Parents of dependent students are eligible to apply. Generally, parents must not have any outstanding tax, delinquent or defaulted loan or credit card debt, or any bankruptcy, foreclosure or wage garnishment with the lender.

If parents do not pass the credit check, they may still receive a PLUS loan if they can find a qualified cosigner. Dependent students whose parents do not qualify for a PLUS loan are eligible to substitute an additional loan in its place. This type of aid requires the student or parent to specifically initiate the application process. Forms and assistance with the application are available in the Financial Aid Office.

Perkins Loans

These loans are for students with exceptional need and funding is very limited. The College receives funds from the federal government to award to students. The College assumes the role of the lender for the loan. Interest accrues while the student is in at least half-time. Repayment begins nine months after the student leaves school or drops below half-time enrollment. The interest rate at repayment is a fixed 5 percent.

Alternative Loans

In addition to the federal loan programs described above, many private lending institutions (e.g. Wells Fargo, etc.) offer loan programs to help students pay for college. These loans may be used by students and families to close the gap between total education expenses and financial aid. Private education loans are available from many banks and rates and conditions vary with each bank. Northwest Christian College does not include such loans in a student's financial aid package.

Veterans and their Dependents

The Montgomery G.I. Bill provides educational benefits for participating individuals who served on active duty in the U.S. Armed Forces.

Selective Reserves. Benefits are also available under the post-Vietnam era Veterans Educational Assistance Act for those who entered the service after December 31, 1976, and before July 1, 1985, and contributed to the service while on active duty or had contributions made for them by the military.

Service-disabled veterans may be eligible for vocational rehabilitation benefits from the U.S. Department of Veterans Affairs. Educational benefits are also available to veterans dependents if the veteran (spouse or parent) was totally and permanently disabled in service, or is listed as missing in action. There is also a Veterans Educational Assistance Program. For more information, contact the local office of the U.S. Department of Veterans Affairs (see phone book under U.S. Government Offices), call toll free 888.444.4511, or go to www.va.gov

Native Americans

Students who are members or close descendants of a federally recognized American Indian tribe or Alaska Native are eligible for grants from the Federal Bureau of Indian Affairs Office of Indian Education Programs. Students may be contacted by contacting their regional Bureau of Indian Affairs or by going to www.oiep.bia.edu.

Federal Tax Benefits

The Taxpayer Relief Act of 1997 provided new tax credits for individuals who are paying higher education expenses for themselves or for family members. There are also specific benefits related to interest paid on student loans and traditional IRAs. To learn more about federal tax benefits for education, visit the IRS help line at 800.829.1040, or read IRS publication 970, Tax Benefits for Higher Education, available free by calling 1-800-829-1040.

Education Costs Paid by Employers

Education costs paid by an employer are exempt from federal taxes. Under the Education Assistance Act, employers can provide up to \$5250 per year to each employee on a tax-free basis.

Private Scholarships

Many community service organizations, churches, and national foundations offer scholarships. Some are based on financial need, but many others are based on academic achievement, leadership ability, special talents, or cultural heritage. Extensive databases of private financial aid resources and scholarships may be found on the Internet, such as FastWeb, FastAid, WiredScholar, CollegeQuest, and Mach25. Many businesses and corporations also offer scholarships or loans to employees' children or students who live in the communities in which the company operates. Some offer aid to students majoring in fields related to the company's products or services. Company personnel can provide application information. In addition, students are encouraged to check in the Business Office, library, or Career Center Web for scholarships offered by professional career, and trade associations in their future career or field of study. They may be listed in magazines related to the student's interests or skills. Scholarships and grants may be offered by the student's church, school, local civic organizations (Kiwanis, Lions, Rotary, etc.) and bank trust departments.

Questions

Please do not hesitate to contact the Financial Aid Office. Call toll-free at 877-463-6622, extension 684-7203. Many questions may be answered over the phone. We are happy to arrange appointments for students and their families to meet with a financial aid counselor. E-mail questions@maych.edu. The Financial Aid Office is located in the Martha Goodrich Administration Building at the corner of 11th & Alder. Office hours are Monday through Friday and by appointment.

academic policies

NOTE: Students are subject to academic requirements and academic policies described in the College Catalog.

as well as to other published academic rules and regulations in effect at the time of their initial admission and readmission to Northwest Christian College. When significant changes are adopted in the academic policies and requirements after their admission, students have the option of completing their degree under either the old or new requirements within the degree time limit.

Academic Progress

Academic Disqualification

A student whose academic performance falls below minimum standards of the College is academically disqualified.

Such a student may petition the Academic Council for reconsideration. As a basis for this petition, the student must present evidence of acceptable work in another college or experience in work that demonstrates maturity.

Academic Grievance Policy

Please refer to page 35 of this publication for information on the current grievance policy.

Academic Probation Regulations

Students on academic probation and those admitted conditionally are required to complete the College's current academic skills development program. Failure to do so may result in academic disqualification. Students are not allowed to carry more than 12-13 credits while on academic probation.

1. The minimum cumulative grade point average (GPA) required for graduation at Northwest Christian College is 2.00.

2. A student whose semester GPA falls below a 2.00, but whose cumulative GPA remains equal to or above a 2.00, is placed on academic warning for the subsequent semester.

3. A student whose cumulative GPA falls below a 2.00 is eligible to continue on academic probation for the next semester. During this semester, the student must raise his or her semester GPA to 2.00 while taking a full load.

4. A student on academic probation may achieve satisfactory academic standing and be removed from probation by raising his/her cumulative GPA to 2.00 or above.

5. A student receiving veteran educational benefits may remain on academic probation only one semester while receiving the benefits. The student's semester and cumulative GPA must be a minimum 2.00 by the end of the semester of probation if the student has not met the requirements of probation if the benefits are to continue. The Veteran's Administration will be notified if the student has not met the requirement of probation except under extenuating circumstances.

6. A student is academically disqualified after two consecutive academic probation periods.

A student may also be academically disqualified when the Dean's Council has determined that he or she no longer benefits or succeeds academically at Northwest Christian College.

Academic Tutoring

Northwest Christian College seeks to help its students succeed academically. Toward this end, the College provides tutorial services, free of charge, to those who need assistance academically. Students on academic probation as well as new students admitted conditionally are required to interact with an assigned academic advisor.

Class Attendance Policies

Attendance is mandatory for student success in the coursework and the personal and small group relationships facilitated in the class sessions because the Degree Completion Program is accelerated. In the course of the program, however, there may be a few unavoidable absences. These absences must be arranged with the module professor preferably before class meets. If the absence is unavoidable, and the module professor is informed, the following guideline applies:

The maximum number of class meetings that can be missed for a module is two. Students are discouraged from missing any class meetings. Since attendance and class participation are part of each module's grade, absences may affect students' final grade for that module. If more than two meetings are missed, students are administratively dropped or failed, and must repeat the module at full tuition. Whether a student is dropped depends on individual circumstances, the recommendation of the appropriate faculty member, and the decision of the associate dean for the Department of Business and Management.

The class liaison will record attendance at each class session. Attendance records must be submitted to the instructor's signature to the Department of Business and Management office at the end of the last session of each module. Attendance records are essential to comply with regulations established by the Veteran's Administration, Health and Human Relations for recipients of V.A. benefits or Federally Insured Student Loans.

Time Limit

The time limit for completing the DCP program is three years from the start of matriculation. When time has elapsed, the student must apply for readmission. Readmitted students are subject to academic requirements in effect at the time of readmission. (For details regarding readmission, consult the dean of admissions.)

Course/Credit Policies

Course Designations

The course number indicates the difficulty of the course in relation to lower division and upper division courses.

50-99: Remedial Courses which do not apply toward degree requirements.

100-299: Lower-division courses.

300-499: Upper-division courses.

500-599: Courses open primarily to graduate students.

600-699: Courses open only to graduate students.

The capital letters preceding the course number indicate the area in which the course is offered. In some instances a single course may be counted as fulfilling the requirement in one or the other of two fields.

As a rule, students should enroll in courses according to their classification. Exception may be made at the consent of the instructor. Persons responsible for academic advising will help the students develop the appropriate schedule according to the rules under general practice.

Grading and Exam Policies

Dishonesty (Academic) and Plagiarism

Northwest Christian College seeks to promote academic honesty within the college community. Such honesty is fundamental to the principles of the Christian tradition and education. To foster among the students a climate of intellectual inquiry, the following practices are unacceptable:

1. Cheating in its various forms, whether copying another student's work, allowing your own work to be copied, or using unauthorized aids on an examination, fabricating lab or research data, or submitting as your own work the work of another person's work.

2. Denying other students access to academic information whether in the classroom, laboratory, or library.

3. Destroying, altering, or tampering with other students' work to impede their academic progress.

4. Plagiarizing: presenting as your own the words or ideas of another person. Students who plagiarize do so unknowingly. As a guard against plagiarism, learn how to document your sources.

For paraphrasing or using direct quotes, see the Publication Manual of the American Psychological Association (6th ed.). In the management program, students should use the APA style for documenting sources.

Students who knowingly violate the principles of academic honesty will be subjected to disciplinary action. Depending on the nature of the offense, the student's grade or credit earned may be affected. In serious cases, students may be suspended or expelled. Please note, Northwest Christian College is more concerned with promoting academic honesty than with punishing academic dishonesty.

Grade System and Grade Point Average

The plus sign increases the points assigned the letter grade by 0.3 per credit (for B, C, and D grades). The minus sign decreases the points assigned the letter grade by 0.3 per credit.

The module instructor is required to turn in course grades one week after the last session. There is an appeal process. The instructor has the option to grant additional time, up to 5 days, for completion of course requirements without an appeal. Students will receive an "Incomplete" grade even if additional time beyond the due date for course grades is granted. Please discuss with the instructor.

Grades at Northwest Christian College reflect the following definitions:

A 4 Excellent indicates a student has grasped the subject matter and has made it his or her own. It represents not only industry, thoroughness, and care about detail, but also originality, and a high degree of insight.

B 3 Good; indicates a student has intelligently fulfilled the requirements of a course, as well as with thoroughness and correctness and some understanding of its relationship without distinctive ability and insight in reacting upon the subject in such a way as to own the subject matter.

C 2 Satisfactory indicates average work, either steady work of an acceptable quality, or work of uneven, irregular, or fragmentary quality which is which shows little reflection upon or assimilation of the material. This grade is given to work that is mechanically or outwardly correct but which shows little reflection upon or assimilation of the material.

D 1 Inferior indicates barely passing work, work that is inferior to the average both in quality and quantity. It manifests either low potentiality, the lack of initiative and sense of responsibility.

F 0 Unsatisfactory performance; no credit awarded.

+ +0.3 With B, C, D
 - -0.3 With A, B, C, D
 P Satisfactory (C- or above for undergraduate work).
 N Less than satisfactory performance, no credit awarded (D+ or lower for undergraduate work).
 AUD Audit, no credit awarded.
 I is a temporary grade indicating that not all requirements for the course have been completed.

dates.

W Official withdrawal without penalty.
 X No grade reported by instructor (recorded by the registrar).

P/N (Pass/No Pass) grades are the prerogative of the individual professor. Approval of the instructor is required for a grade of P or N received by the close of the registration period as printed in the catalog. In the A, B, C, D, and F scale, only courses with P grade count toward graduation.

D or F Grade The grade of D does not satisfy graduation requirements in an academic major or minor. A student who receives a grade of D or F may repeat the course once. The first grade received will remain on the transcript; the second grade, if higher, will be computed in the GPA.

Incomplete All Incomplete grades must become letter grades within 30 days after they were received, unless additional time is given by the instructor responsible for the course and the associate dean for the Department of Business Management. Grades that are still Incomplete at the end of 30 days revert to the grade earned in the course when the incomplete grade was issued. If not a C- or higher, the course must be repeated, and the tuition for the course must be paid again.

When an Incomplete is received, the student receives a notice outlining the work to be completed and the date of completion. When the work is completed, the student gives the work to the instructor, and the grade is changed.

Grade of X This grade is initiated by the Registrar's Office when it finds an error or other problem with a grade submitted by the faculty. The grade is converted when the problem has been resolved or clarified.

GPA. All courses completed at Northwest Christian College and transferable credits from other colleges and universities are computed for the cumulative GPA for academic awards and honors.

Late Papers and Assignments

Each instructor sets policies regarding papers and other class assignments turned in late. Professors are encouraged to set penalties including lowering of grades as well as rejection of late papers.

Makeup Tests

No makeup quizzes, tests, and finals will be allowed except for circumstances granted a legitimate excuse. In the event that a student cannot take a quiz, a test, or a final, he/she must present a written statement to the professor before or within three days of the absence, and the professor will determine whether or not a makeup status will be granted.

When make-ups are given, the quiz, test, or final exam already given to other students will not be repeated. The student must be prepared.

Graduation

Commencement/Graduation Activities

To participate in commencement exercises with cap, gown, and tassel, a student must be within one year of completing all requirements for the bachelor of arts degree. These hours must be verified by the registrar. Graduating students are encouraged to participate in the commencement ceremony on campus in May. Diplomas are distributed at commencement to students who have completed all degree requirements at the time of graduation. Diplomas will be mailed to students who have not completed all degree requirements at the time of graduation once they complete their degree requirements. Students must apply for a diploma by February of the year they plan on participating in commencement. The diploma application is to be sent to the Department of Business and Management.

Students who find they will not complete their requirements by the due date may call or write the registrar to request a change in their degree completion date. The original graduation fee will apply for the later date. If a diploma has been ordered and the degree has not been completed, there will be a diploma reorder charge for the diploma ordered.

Graduation Application

Students planning to graduate are required to file a formal application for graduation with the Registrar's Office two semesters before graduation. Until the student has been given a preliminary clearance, he/she should not make any graduation plans.

Registration

Official Confirmation

Students must sign a Financial Responsibility Agreement for the year, and each semester confirm enrollment with the Business Office in order to complete registration. This step enables disbursement of federal financial aid and affirms continued dormitory occupancy.

Reenrollment

Students who have dropped out of their class but wish to join a new class must:

1. Notify the Department of Business and Management of their desire to return.
2. Provide evidence that all work is current, Incompletes are removed, and financial arrangements are in place.
3. When the DBM Admissions Coordinator acknowledges the above provisions have been met, students are admitted to a new cohort to complete the program.

Withdrawal

To withdraw from the program, the student must notify the academic advisor and complete the withdrawal form. Students will receive credit for modules completed. Withdrawal from the program will jeopardize any financial aid for that academic year. (These regulations have been set by federal and state governments.)

Student Classification

Classification of Students

A student's classification is determined by the amount of credit earned both in hours and grade point average. The classification held by a student at the beginning of the academic year will be continued throughout the year. First-year: A student having 29 or fewer semester hours of college credit.

Sophomore: A student who has completed 30 semester hours of college credit by the opening of the fall semester.

Junior: A student who has completed 60 semester hours of college credit by the opening of the fall semester.

Senior: A student who has completed 90 semester hours of college credit by the opening of the fall semester.

Non-Degree Seeking: A student who is taking six or fewer semester hours and who does not plan to meet the requirements for graduation. A student who acquires 30 semester hours of credit must change from non-degree seeking to regular student status and conform to the usual regulations governing regular students.

Post Baccalaureate: A student who has earned a bachelor's degree and is pursuing further studies.

Transfer Evaluation

Alternative Ways to Earn Credits

Students can earn credits up to 60 hours for bachelor's degrees by means other than a regular college setting. The faculty of Northwest Christian College has approved the following alternative methods: Credit by Examination Programs, Credit by Portfolio Assessment, Credit through Military Educational Programs, Correspondence Programs, Telecourses, Distance Learning Programs, and Course Challenges.

Credit by Examination Programs

For credits through examination programs, Northwest Christian College uses the American Council on Education (ACE) most recent edition of Educational Credit by Examination as its official guide for approval or disapproval for credit-granting purpose. (Maximum number of credits through tests allowed: 30 hours for bachelor's degree.)

1. Advanced Placement (AP). Up to 30 college credits (a full year's worth of a baccalaureate degree) are granted to students who receive the grade of three or higher on tests sponsored by the Advanced Placement Program of the College Entrance Examination Board. The subject area tested and the score received determine which Northwest Christian College course requirements are satisfied. Contact the registrar for more details.

2. College Level Examination Program (CLEP). An applicant can earn up to 30 academic credits (a full year's worth) toward a baccalaureate degree through CLEP tests offered by the Educational Testing Service (ETS). Contact the registrar for more information.

3. International Baccalaureate (IB). College credit is awarded to students who have scored 4 through 7 on an individual IB higher level exam in any subject area. Students applying for admission who hold an IB diploma are considered on a case-by-case basis for advanced placement and college credit. A maximum of 30 semester hours may be granted toward requirements for a bachelor's degree. More information is available from the Admissions Office.

Credit by Portfolio Assessment

Students may receive credits in a variety of subject areas for learning acquired through experiential learning in an academic setting. For conditions, guidelines, and procedures, consult Northwest Christian College Manual on Experiential Learning. No graduate credits are granted through prior learning experience.

Credit Through Military Educational Programs

In granting credits earned through military training and experience, the College relies on standards established by the American Council of Education (ACE). The ACE, through its Office on Educational Credit (OECC), provides credit recommendations for courses and occupational training provided by the armed forces formal military courses and training and publishes credit recommendations in the Guide to the Evaluation of Experiences in the Armed Forces Guide. The credits accepted must relate to the student's academic and career

Correspondence Courses, Telecourse, Distance Learning Programs

Northwest Christian College recognizes and accepts for transfer, credits earned through telecourse and distance learning programs administered by regionally accredited institutions. The maximum number of

Course Challenge

A formally admitted student may challenge College courses by examination without actually registering for the course.

1. The student's petition to the appropriate academic associate dean must have the approval of a faculty member administering the Course Challenge Contract.

2. Arrangements for the examination, including payment of fees, must be completed within the first class-days of each semester. Applications received later will be processed the following semester.

3. The student must pay, in advance, a special nonrefundable examination fee, one half of the cost per semester credit hour, for the course being challenged.

4. The student is allowed only one opportunity to qualify for credit by examination in any given semester.

5. The student has the option of credit recorded with a mark of Pass (P) or letter grade.

6. Credit by examination may not be counted toward the satisfaction of the residence requirement.

7. Credit by examination may be earned only in courses whose content is identified by title in the Northwest Christian College Catalog.

8. A student may not receive credit by examination in courses: (a) that would substantially duplicate credit already received; or (b) that are more elementary than courses in which previous credit has been received or status has been established.

9. A student must be a regularly admitted student and registered for classes the semester in which the examination is administered.

10. Regarding English writing course challenge, see Writing Competency Requirement.

Credits from Institutions Accredited by Recognized National and Regional Academic and Professional Accrediting Agencies

All credits from such institutions are transferred and appropriately applied toward graduation requirements.

Credits from Institutions Not Accredited by Recognized National Academic and Professional Accrediting Agencies

Credits from institutions not accredited by a CHEA-recognized accrediting agency are evaluated on a case-by-case basis by the Registrar's Office.

A student who is accepted as a transfer student from an unaccredited institution must complete one semester of work at Northwest Christian College before any credit is transferred. A complete evaluation of the work will be done at the end of the first semester. If the student has maintained a C average at Northwest Christian College, full credit will be transferred for the work completed. A maximum of 30 credits may be transferred if approved.

Grade Limitations on Transferred Credits

Transferred courses with a C- or better are applied toward graduation requirements.

Music Credits

A maximum of 8 hours of music performance credits, with the same course number, will be transferred.

Physical Education (PE) Credits

A maximum of 8 hours of PE credits may be transferred. No more than two classes with the same course number may be applied toward Northwest Christian College graduation requirements.

Transfer Credits

The Registrar's Office evaluates work transferred from other institutions and determines which courses apply toward a degree program at Northwest Christian College. The limit on transfer of vocational and technical credits from an accredited community college is 20 semester hours. Such credits may be transferred if they are appropriate toward the student's academic and career goals.

STUDENT DEVELOPMENT

Student Development

NCC approaches student services from a developmental perspective with an emphasis on becoming well individuals through intellectual, spiritual, emotional, and social growth. Topics given special focus include community service events, self-defense, community building, eating disorders, wellness issues, and substance abuse. The department annually sponsors events and programs such as Orientation, Homecoming, campus ministry opportunities, learning, wellness, diversity, fitness, and recreation. If you wish to help plan or participate in these events, contact the director of student activities.

Co-Curricular Outcomes

The Student Development Department of NCC seeks to nurture and develop those parts of the student that take place outside of the classroom. Listed below are co-curricular events, settings, and points of learning being a student at Northwest Christian College.

1. Students will have the opportunity to work as a team member towards a significant common goal.
2. Students will have the opportunity to lead a team towards a significant common goal.
3. Students will have the opportunity to develop lifelong habits of giving, caring, and sharing.
4. Students will have the opportunity to make decisions based upon exploration of options and outcomes.
5. Students will have the opportunity to deepen their personal relationship with Christ.

Counseling Services

Counseling services are available to all full-time NCC students. Students in the Degree Completion Program in need of personal counseling may see a counselor at the NCC Counseling Clinic at no charge, or, if they do not have insurance coverage, they may receive a referral to a professional counselor or psychologist in the community. Students interested in the Counseling Clinic services should call 349-7471 to schedule a brief intake session.

Student Health Insurance

Unless covered by a family or individual policy, all full-time students and all students living in student housing must subscribe to NCC's student insurance policy. This policy is primarily a hospitalization and accident policy. Policy or claims for insurance benefits are handled by Guarantee Trust Life Insurance Company (phone 1-800-368-7777, website www.associatedinsureanceplans.com/nwcc.htm). Claim forms are available in the Business Office.

Disability Services (Americans with Disabilities Act)

Northwest Christian College does not discriminate on the basis of disability in the admission process, the treatment of or employment in, its programs or activities. Prospective and admitted students who need special programs, services and accommodations should contact the disability services officer in Student Development.

Documentation of Disability

To be eligible for disability-related services, students must have a documented disability condition under the Americans with Disabilities Act (ADA), 1990. Disabilities covered include physical and mental impairments that substantially limit one or more major life activities but are not limited to vision, hearing, mobility, learning, systemic, psychiatric, and brain injury. The documentation should come from an appropriate, licensed professional to certify individuals as having a disability. The professional should suggest reasonable and appropriate accommodations. The cost of obtaining documentation will be the responsibility of the individual student. If the initial documentation is not reasonably current, incomplete or inadequate to determine the disability and appropriate accommodations, the disability officer will have the discretion to require additional documentation.

of disability. The cost of the supplemental assessment shall also be borne by the individual student. P
appropriate documentation, the disability officer reserves the right to deny services or accommodation.

Determination and Provision of Reasonable Accommodations

Accommodations, modifications, or adjustments to a job, course, program, services or activity may
individual with a disability to have an equal opportunity. An equal opportunity means an opportunity to

Michael Fuller	Office for Civil Rights	U.S. Department of Justice
Dean of Student Development	U.S. Dept. of Education	Washington, D.C. 20210
Northwest Christian College	Jackson Federal Building	(202) 220-5300
828 E. 11th Ave.	915 Second Ave., Rm. 3310	
Eugene, OR 97401	Seattle, WA 98174-1099	
(541) 684-7345	(206) 220-7900	

performance or to enjoy equal benefits and privileges as are available to similarly-situated individuals

The College is obligated to provide reasonable accommodations, adjustments, and/or auxiliary servi
limitations of an otherwise qualified individual with a disability. It is the responsibility of the indi
the College that an accommodation is needed. When a qualified individual with a disability requests an a
College will make a reasonable effort to provide an accommodation, adjustment, and/or auxiliary service t
individual. Admissions decisions, course examination and other measures of achievement will be provided
accommodations or modifications to ensure that the evaluation represents achievement rather than reflecti
disability.

Procedures for Students with Disabilities

1. Students with disabilities who require accommodation must contact the disability officer by the
class. If contact is made after this time, accommodations may not be possible.

2. Students with disabilities will provide documentation of their disability and how it limits the
employment, courses, programs, services, or activities of the College. Documentation should b
current.

3. The disability officer will file official documentation of the disability that clearly identifi
sufficient information regarding the manifestations of the disability. Once again, document
reasonably current.

4. The disability officer will ensure that disability documentation is kept confidential and share
personnel on a limited need to know basis.

5. The disability officer and disabled students will discuss the interaction of the disability wit
environment and determine reasonable accommodations that may be necessary. Consultation with
staff, and outside professionals regarding essential course elements and reasonable accommodations
will occur in situations that are new, complex, or sensitive.

6. The disability officer will clearly outline the process for provision of reasonable accommodati
this verbally and in writing to disabled students. In determining reasonable accommodations
questions will be answered: what accommodations will be provided, how will they be provided, whe
they be provided, who is responsible for providing them. Standardized policies and procedures establi
the disability officer for auxiliary aids and services (i.e., academic assistance, test accommodations,
alternate print formats, registration assistance) will be included in the plan.

7. The disability officer will provide individualized letters for faculty members certifying the e
recommending reasonable accommodations; delineating faculty, student, and disability officer's
responsibilities; and inviting faculty to contact the dean of student development and the academ
there are concerns or questions about accommodations. Faculty will not contest the existence of
disability if it has been properly documented and will be expected to assist with the provision of reasonable
accommodations when appropriate and necessary. Professors are not expected to compromise
course expectations or the quality of student work. It must be noted that academic requirements
that the College considers essential to the program of instruction or to any requirements directly relate
regarded as discriminatory.

8. Students with disabilities will be responsible for delivering letters to their professors. If
(i.e., sabbaticals, summer leaves, etc.), students will consult with the appropriate faculty
students are having difficulty connecting with faculty and/or faculty supervisors, they should
request assistance from the disability officer.

9. Students with disabilities will be responsible for contacting the disability officer if reasona
not implemented in a timely fashion, or are not effective.

Academic Accommodations

Common academic accommodations may include, but are not necessarily limited to nor guaranteed: accommodations, modifications, alternate print formats, exam modifications/adjustments, note takers, interpreters, reading computer technology, course modifications/substitutions, reduced course loads, part-time enrollment, early registration, time extensions, taped lectures, classroom relocations, removal of architectural barriers

Grievance Procedures for Students with Disabilities

Complaint of Discrimination Allegation of different treatment, whether intended or unintended, based on student's disability.

Informal Complaint The process of gathering information either to help establish a suspicion of discrimination or attempt to resolve a disagreement without following a formal complaint process.

Formal Complaint The process of investigating a case of alleged discrimination and making a determination whether or not discrimination occurred and, where appropriate, providing a resolution to the complaint.

Non-retaliation An individual filing a complaint of discrimination in good faith shall not be subject to

Standards for Student Behavior and NCC Covenants Ejecting and Throwing Objects

Community Life

Firearms, Weapons, Pyrotechnics and Explosive Devices

Alcohol and Drugs

Roofs

Student Sexual Offenses

Parking and Traffic Regulations

Public Nudity

Soliciting

Hazing

NCC Clubs and Organizations

Sexual Harassment

Publicity

College Dress

Scheduling Events

Disciplinary Sanctions

Speakers

Grievance Policies and Procedures

Right to Dissent

General Harassment and Discrimination

Law Enforcement

Computer Use

Pets

retaliation by the College. An individual may file a complaint alleging retaliation.

Students with disabilities who have requested accommodations, modifications, and/or adjustments a

Room Condition and Care

Painting

Lockouts

Screens

Safety and Security

Smoke Detectors

Earthquake Safety

Refrigerators and Freezers

Fire Safety

Electrical Appliances

Room Assignments

Furniture

Housing Contracts

Lounge Furniture and Decorations

Check-in/Check-out

Storage

College Breaks

Pets

Room Changes

Guests

Keys

Visitation Hours

Kitchens

Quiet Hours

Laundry and Linen

Sports

Damages

Water Fights

Security System

Room Use

Cosmetic Changes

Room Displays

they have been discriminated against on the basis of their disability or who are dissatisfied with the accommodations should:

1. Notify the dean of student development. The dean of student development will assist College students with disabilities to informally resolve disagreements regarding recommended accommodations.

2. If the matter cannot be resolved informally, or the disabled student is not satisfied with the resolution, the student may file a Complaint of Discrimination. The complaint must be in writing and should include: the student's current disability documentation, the student's reasoning regarding the complaint, and the means by which the student may be contacted. The student's complaint will be responded to in writing by the dean of student development or his /her designee within three work days. Said response may include the rationale and alternative accommodations which may be available to the student.

3. If the student is in disagreement with or is not satisfied with the dean of student development's resolution, the student may appeal to the College's formal Grievance Committee. Such an appeal must be filed within 30 days of the dean's written communication regarding the formal grievance.

Grievance Committee will respond to the student in writing within ten work days of hearing the student grievance.

Important phone numbers and points of contact regarding the Americans with Disabilities Act

Liability

Northwest Christian College takes all reasonable steps to protect people and property on campus. It is impossible to provide protection that is 100% effective, and the College does not accept responsibility for loss or damage to personal property occurring on the campus. Students are encouraged to make sure that their insurance coverage is adequate.

Campus Patrol & Campus Security Act Notification

NCC's Campus Patrol is on duty from approximately 6:00 p.m. to 2:00 a.m. each day during the school year. Patrol members are available as escorts on campus, for security checks of campus buildings, and to provide general security for the NCC community. The contact number is posted in many locations throughout the campus.

As of 1993, federal law requires NCC to track and publish the rates of major crimes on campus. Examples include assault, burglary and theft, and rape. The campus crime statistics are available in the brochure "Safety on Northwest Christian College Campus" which can be obtained through the Dean of Student Development Office. If you witness any such crime, you are strongly urged to report it to the Dean of Student Development Office. You will receive assistance in reporting the crime and working through the effects of the incident on your life.

Emergency Student Loan

A student who has a financial emergency may apply for a short-term loan. The student must be in good academic standing with the College. The limit per loan is \$150.00, and no more than four loans may be applied for during the course of emergency situations include money for textbooks, medical expenses, and emergency travel money. Repayment is due in place by the end of the semester in which the money is borrowed. To apply, see the associate director of financial aid.

Career Planning and Placement

Off-Campus Employment/Placement Services

Students interested in general employment in the Eugene-Springfield area may consult the Job Bulletin Board. The Job Board is located on the second floor of the Morse Event Center and is maintained by the Student Development Department. Details on all postings can be obtained by contacting the director of career development.

On Campus

Job listings and vocational counseling and guidance are available through the office of the director of career development. Students may examine job listings, graduate catalogues, and receive help with items such as resume writing, interviewing and job search skills.

Parking

Parking permits are not required for evening students. If you are on campus during the day, you may obtain a visitor's parking permit from the Student Development Office. Hours to obtain a visitor's parking permit are 9:00 am - 1:00 pm and 1:00 pm - 5:00 pm, Monday through Friday. NCC is not responsible for damage to or theft of vehicle contents. Please do not leave valuables in your vehicle.

Student Lounge

Student lounges are located in the Morse Event Center, and in the Burke-Griffeth Residence Hall (south wing). The lounges vary each semester. The lounges house various items for student relaxation and recreation.

Student Bookstore/Internet Cafe

The Student Bookstore/Internet Cafe is located inside Burke-Griffeth Hall. Clothing, food and drink, and other items are available.

Address/Name Changes

In order for the College to keep accurate records, a student who changes his/her name, marital status, or permanent address must notify the registrar.

Photo ID Cards

Photo ID cards are issued at the beginning of fall semester or the first semester a student is enrolled. All students must obtain an NCC photo ID card. This card officially identifies the bearer as a student of the college.

privileges, such as: free entry to NCC sports, use of the NCC Library, use of the Morse Event Center, Student Bookstore, and loan privileges at the U of O Library. See the student development administrative Morse Event Center for further information. Replacement cards are \$15.

Standards for Student Behavior and NCC Covenant of Community

See on-line Student Handbook @ www.nwcc.edu/about/covenantform for more information on college policies regarding:

See on-line Student Handbook @ www.nwcc.edu for more information on residence hall policies and

See on-line Student Handbook @ www.nwcc.edu for more information on Judicial Process.

See on-line Student Handbook @ www.nwcc.edu for more information on Campus Resources.

Academic Grievance

When a student and a faculty member are in conflict or a student identifies a grievance in an academic as grades or assignments, the following sequence of events should be followed:

1. The student should approach the faculty member and initiate a dialogue concerning the matter.
2. If this does not bring about resolution, or if the student is hesitant to address the faculty member, the student should initiate a dialogue with the faculty member's supervisor. This supervisor will either be the department chair, dean or the academic dean. During this dialogue, it will be determined if the matter is better resolved informally or formally. Formal grievances require a written statement from the student outlining the situation. Formal grievances should be directed to the academic dean.
3. Appeal: If the student is in disagreement with or is not satisfied with the academic dean's decision, the student may appeal to the College's Grievance Committee. Such an appeal must be made within ten work days of the academic dean's written communication regarding the formal grievance. The Grievance Committee will respond to the student in writing within ten work days of hearing the student's grievance.

Ombudsman

Sometimes situations or circumstances may arise that are complex and confusing. At other times students simply want the help and support of an advocate. In those times when students are unsure what to do and are unsure who to talk to, NCC provides ombudsman. Ombudsman is a Scandinavian term meaning advocate or go-between. NCC's ombudsmen are available to students who have questions about NCC policies and procedures.

Exemption Procedure & Procedure for Proposing Change

A student wishing to propose a change or ask for an exemption from any of NCC's policies and procedures should follow this sequence:

1. Make an appointment with one of the Student Development staff to discuss the change, clarify the request, and describe how the change might affect the current rule.
2. Submit a letter of petition to the dean of student development requesting consideration of the exemption. In matters of institutional change, the student may, but is not required to, submit supporting signatures from other students (note: supporting signatures/petitions are inappropriate in exemption requests). If signatures are submitted, each person signing the petition must:
 - a. be currently enrolled, full-time (12 credits minimum).
 - b. be an NCC student body member.
 - c. be in good academic standing.
3. A written response will be made within 14 days of the date the petition is received.

Grievance Policies and Procedures

The College affirms the principle that its students have a right to be free from harassment and this principle includes sexual harassment by any member of the College community.

General Harassment and Discrimination

Harassment includes behavior and/or communication that creates an intimidating and/or hostile environment. Discrimination is the unlawful limiting of opportunities based on one's race, color, national or ethnic origin, sex. Students believing to have experienced harassment or discrimination are encouraged to make initial contact with a member of the College's faculty or staff that they trust. The student must then contact the dean of student development who serves as the College's civil rights officer. From this point, generally the dean of student development shall decide whether to proceed with the informal attempt and shall discuss the person bringing the complaint of the decision. A discussion of the complaint will be held with all parties involved in the complaint. If as a result of these efforts, all parties involved believe that a satisfactory resolution has been achieved, the dean of student development shall decide what further action, if any, should be taken. If such a resolution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

1. The student may first ask the dean of student development to attempt informal resolution of the complaint. The dean of student development shall decide whether to proceed with the informal attempt and shall discuss the person bringing the complaint of the decision. A discussion of the complaint will be held with all parties involved in the complaint. If as a result of these efforts, all parties involved believe that a satisfactory resolution has been achieved, the dean of student development shall decide what further action, if any, should be taken. If such a resolution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

2. The student may file a formal complaint with either the dean of student development or the person alleged to be the perpetrator. Such a complaint must be in writing and must present the details of the situation. The dean of student development will conduct an investigation. The investigation will be completed within 14 working days. Possible outcomes of the investigation are:

- a. finding that the allegations are not warranted or could not be substantiated.
- b. a negotiated settlement of the complaint.
- c. finding that the allegations are substantial and, if so, recommending corrective action to the person responsible.

3. The student may, after conversation with the dean of student development, decide to drop the complaint. If the student decides to drop the complaint, the dean of student development will decide what further action, if any, should take place.

Appeals

The appeal of any decision made by the dean of student development in reference to any point of a disciplinary action may be made to the College's Grievance Committee. This committee consists of two faculty members, one staff member, and in cases involving students, two students. Appeals will be considered when they present new information not yet a part of previous decisions, evidence of bias in earlier proceedings, or if the student believes relevant information was not considered. The Grievance Committee is empowered to make decisions that result in dismissal of the case, overturning of a prior decision, and/or recommending final disposition of consequences and disciplinary action, to the president.

programs of study

Degree Completion Program

Program Director: Michael Kennedy

The Department of Business and Management offers four majors in the degree completion format:

1. B.A. Accounting
2. B.A. in Management
3. B.A. in Management Information Systems (MIS)
4. B.A. in Health Care Administration

The Degree Completion Program is a unique alternative to the traditional method of pursuing a bachelor's degree. It is designed for working adults who have approximately 60 semester credit hours and significant life experience. Students can earn a college degree while continuing their employment. The delivery system for the curriculum is based on a cohort model, taught in the evenings and some Saturdays. The program utilizes the latest adult learning models and practices to make learning and to make it relevant.

This educational model assumes a level of experience that will serve to produce college credit for students. This experience is validated by means of the portfolio assessment process. This experience also plays a key role in the curriculum, which integrates past and present work and life experiences in a learning process that emphasizes student participation and interaction.

Students form a cohort, a group of individuals who stay together for the entire year and a half. As students develop a strong sense of community and become a support system for each other. This system promotes the interchange of ideas and experiences and enhances collaboration and class interaction, allowing adults to learn in particular learning situations.

The Degree Completion Program is designed and structured for the adult learner. Student performance is evaluated by summary papers, class discussion and participation, project work, and written exercises. Emphasis is placed on the traditional reliance on written examinations. Student involvement in the learning process is featured throughout the program.

The Degree Completion Program represents NCC's renewed affirmation to meet the needs of adult students and remain relevant in a changing world.

Mission Statement

The Department of Business and Management exists to serve students, faculty, and staff in achieving professional, and academic goals in an environment that fosters growth, change, learning, faith, and service. We are committed to providing excellent business programs that serve students at all levels of professional experience: need traditional undergraduate, working adult, and graduate programs. We are committed to serving the education of our community by providing programs designed for local organizations. We are committed to providing a supportive and challenging working environment for faculty and staff that is also a fun place to work.

Program Objectives

Students who complete the Degree Completion Program in Management at Northwest Christian College will demonstrate the following knowledge and skills in:

1. Critical thinking and problem-solving strategies.
2. Written and speech communication.
3. Life-long learning and the motivation to continue learning.
4. Interpersonal skills in negotiation, conflict resolution, and teamwork.
5. Organizational effectiveness and leadership principles.
6. Biblical literacy and ability to apply it to personal and management situations.
7. Library and information technology competency.

Affective Objectives

A list of attitudinal, personal, and social dimensions of learning and growth expected of our students:

1. Recognition of the role of spirituality in one's life.
2. Respect for intellectual functioning as manifested by a commitment to life-long learning.
3. Consideration of others as manifested by tolerance and compassion.
4. Aspiration toward personal and professional growth.
5. Social and political consciousness and responsibility.

Admission Requirements

To be considered for admission, applicants must:

1. Have approximately 60 semester credit hours of transferable credits from regionally accredited universities, as well as from credit by examination programs (such as AP and CLEP) and accredited military and other non-institutional educational programs.
2. Have several years of work experience, community service, and/or program development responsibility.

Application Procedure

To be considered for admission, applicants to the Degree Completion Program must provide the College with the following information:

- Application for Admission.
- Submit a signed application with the \$25 non-refundable application fee.
- Payment Plan Worksheet.
- Official Transcripts demonstrating an overall 2.00 G.P.A.
- Have official transcripts from each college or university attended sent to the Admissions Office.
- Interview with the Admissions Coordinator.
- Current Résumé.
- Autobiography.
- \$100 deposit (applied toward first semester tuition).

Graduation Requirements

1. Completion of 124 semester credit hours.
2. Completion of a basic core curriculum.
 - 2 hours of writing competency (WR 121 English Composition)
 - 18 hours in humanities with at least 4 hours in two different subject areas
 - 16 hours in social sciences with at least 4 hours in two different subject areas
 - 8 hours with at least one course each in math, lab sciences, and computer skills

NOTE: Students with an Associate of Arts Oregon Transfer degree (AAOT) have met the core requirements.

3. Completion of 45 upper division hours (includes 6-9 hours of Bible & Christian Ministry studies)

4. Completion of 32 hours in the major.
5. Cumulative GPA of 2.00 or better for all course work including those transferred to meet graduation requirements.
6. At least a C- average in management program.

Limitations for Degree Completion Program students:

1. Minimum number of graded courses: 42 credit hours.
2. Maximum number of credits allowed through AP, and CLEP: 30 credit hours.
3. No maximum number of military credits=*
4. Maximum number of credits allowed through Prior Learning Experience (PLE): 30 credit hours.
5. Maximum number of credits earned in field experience and practicum: 16 credit hours.
6. Maximum number of credits in correspondence study: 30 credit hours.
7. Time limit: 3 years from date of matriculation.

Student Status in the Degree Completion Program

A full-time student in the DCP is one who is taking at least 12 credits in each semester. Prior credits, and CLEP credits are not counted in the total number of credits a student is taking in a semester. Students who are taking less than a full-time credit load may not be eligible for financial aid and may jeopardize completion of the scheduled timetable.

Portfolio Information

The portfolio is a compilation of the student's learning in the areas of academic, personal, and professional experience. Credit from the portfolio is generated in two ways:

1. Credit for technical and professional training may be awarded if it is appropriate and applicable to the student's career and educational goals.
2. Life-learning essays, written lucidly and logically, communicate to faculty the kind and amount of learning from specific life experiences.

Students who wish to earn credits for life-learning experiences will work with the academic coordinator in the academic areas in which they could write life-learning essays. The assessment process determines the credit awarded.

Fees are assessed for any credit(s) awarded through the portfolio process that are awarded by NCC. For more information, contact the Degree Completion Office for the current fee schedule.

For additional information, or to schedule a visit, please contact:

Admissions

Northwest Christian College

828 East 11th Avenue

Eugene, OR 97401-3745

541-684-7201

Toll free: 1-877-INFO-NCC

admissions@nwcc.edu

B.A. ACCOUNTING

Prerequisites

Prerequisite requirements for the Degree Completion Program in Accounting include ACTG 211 and ACTG 212 courses from another college.

Course Schedule

Requirements for Accounting Major 45

Semester 1 9

- MGMT 310 Principles of Management in the Accounting Profession
- WR 320 Research Writing for the Social Sciences . 3
- MGMT 320 Interpersonal Communication 3

Semester 2 9

- MGMT 314 Systems Theory 3
- MATH 310 Statistical Applications 3
- BTH 305 Biblical Themes and Perspectives. 3

Semester 39
ACTG 341 Intermediate Accounting I	3
ACTG 342 Intermediate Accounting II	3
BTH 345 Wisdom Literature	3

Semester 49
ACTG 345 Cost Accounting	3
MGMT 370 Legal Environment in Business and Management	3
ACTG 440 Auditing	3

Semester 59
ACTG 430 Federal Income Tax	3
ACTG 450 Advanced Accounting	3
ACTG 499 Controllership Project	3

B.A. Health Care Administration (HCA)

Prerequisites

HCA applicants must demonstrate competency in basic computer skills (ability to use word processing, graphics software, e-mail, and the Web). Students are also advised to have taken a course in college algebra the program or prior to the statistics course in the HCA program.

Course Schedule

Requirements for Health Care Administration Major

Semester 19
HCA 310 Principles of Management & Health Care Systems	3
WR 320 Research Writing for the Social Sciences	3
MATH 310 Statistical Applications in Health Care	3

Semester 29
MGMT 330 Marketing/Public Relations	3
HCA 320 Interpersonal Communication	3
BTH 375 Ethical Decision Making	3

Semester 39
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HCA 410 Quality Issues in Health Care. . . . 3
 MGMT 370 Legal Environment in Business. . . . 3
 BTH 445 Servant Leadership. 3

Semester 4 9

MIS 360 Management Information. 3
 HCA 315 Leadership & Human Resources in Health Care
 HCA 450 Financial Decision Analysis in Health Care

Semester 5 9

HCA 480 Sociology of Health Care. 3
 HCA 499 Strategy & Planning in Health Care .3.
 HCA 495 Health Care Internship/Project. . . .3.

B.A. Management

Course Schedule

Requirements for Management Major. 45.

Semester 1 9.

MGMT 310 Foundations of Management 3
 WR 320 Research Writing for the Social Sciences .
 MGMT 320 Interpersonal Communication. 3

Semester 2 12

MGMT 314 Systems Theory 3
 MATH 310 Statistical Applications 3
 BTH 305 Biblical Themes and Perspectives . . 3.
 Choose one of the following: 3.
 ACTG 310 Principles of Accounting
 MGMT 401 Management Project I

Semester 3 12

BTH 345 Wisdom Literature 3
 MGMT 330 Marketing 3
 MGMT 370 Legal Environment in Business & Management
 MGMT 450 Financial Decision Analysis. 3

Semester 4	12
BTH 435 Biblical Models of Leadership	3
MGMT 315 Human Resource Management	3
MGMT 415 Organizational Development.	3
Choose one of the following:.	3
MGMT 402 Management Project	
MGMT 499 Strategic Management	

Management Project - Track One

The Management Project (MGMT 401/402) is a challenging component of the management degree. Students submit a thesis addressing a problem or opportunity in an organization with recommendations for a solution to that opportunity based on the student's research.

Details regarding the management project are available from the Department of Business and Management. Students spend approximately 200-250 hours on the project outside the regular program curriculum. Students will consult with a management project coordinator and faculty to complete their project.

Accounting and Strategic Management - Track Two

An alternative to the Management Project is to take ACTG 310 Principles of Accounting rather than Management Project I in semester 2. If this alternative is chosen the student will take MGMT 499 instead of Management Project I in semester 4. Accounting prepares the student to participate in a simulation exercise in MGMT 499 which is one of the coursework in a challenging learning project.

Both the Management Project and the Accounting/Strategic Management Tracks require the student to reflect on the whole DCP program and results in a summative learning experience.

B.A. Management Information Systems (MIS)

Prerequisites

MIS applicants must demonstrate competency in basic computer skills (ability to use word processing, graphics software, e-mail, and the Web). These competencies may be demonstrated in coursework in those courses or by passing CLEP or DANTES tests that demonstrate computer competence and aptitude. Contact the department regarding specific tests to take.

Course Schedule

Requirements for Management Information Systems Major

Semester 1	9
MGMT 310 Foundations of Management	3
WR 320 Research Writing for the Social Sciences	
MIS 360 Management of Information Technology	
Semester 2	9
MGMT 314 Systems Theory	3
MIS 370 Information Systems Planning & Management	
BTH 305 Biblical Themes and Perspectives. 3	
Semester 3	9
MGMT 315 Human Resource Management	3
MIS 410 Networks and Telecommunications . 3	
MGMT 449 Organizational Communications . . 3	

Semester 49
MIS 380	Database Management	3
BTH 345	Wisdom Literature	3
MIS 450	Project Management.	3
Semester 59
MGMT 415	Organizational Development	3
BTH 435	Biblical Models of Leadership	3
MIS 460	Systems Analysis and Design	3

Degree Completion Program Course Descriptions

Accounting

ACTG 310 Principles of Accounting (3) This course is an overview of financial and managerial accounting. It meets the needs of students to understand the primary framework of financial statements, the accounting cycle, and will also touch on costing issues, cost-volume-profit analysis, and flexible budgeting.

ACTG 341 Intermediate Accounting I (3) This course will focus on learning the conceptual framework of accounting and how to apply the historical cost, revenue recognition, and matching principles to measuring transactions. The emphasis will be on the asset side of the accounting equation and the proper presentation of assets on the balance sheet. It will also be placed on the effective use of accounting information systems and technologies, as well as understanding the role of accountants within society.

ACTG 342 Intermediate Accounting II (3) This course will focus on learning the accounting and financial statements for liabilities and for stockholders' equity. Emphasis is placed on Statement of Cash Flows, Statement of Retained Earnings, and Income Statement. Special problems in accounting, such as accounting for leases, defined benefit pension plans, and the difference in the way taxes are treated for accounting and for reporting to the IRS will also be addressed.

ACTG 345 Cost Accounting (3) This course covers cost accumulation systems used in service, merchandising, and manufacturing organizations, including job order costing, activity-based costing, and standard costing. It covers concepts and procedures to analyze cost accounting data for planning and control purposes, such as cost-volume-profit analysis and variance analysis, and the use of communication of accounting information in selected business decisions, such as pricing, product-mix, special orders, and outsourcing.

ACTG 430 Federal Income Tax (3) This course will focus on the study of current federal income tax law and the application of individual income tax rules. Emphasis is on analyzing and interpreting tax rules as well as developing

rules. Accounting theory and practices of federal income taxation will be examined based on a study of publications - the laws, regulations, and digests of official income tax decisions.

ACTG 440 Auditing (3) This course will focus on the study of auditing standards, internal accounting compliance and substantive audit procedures applied to accounts and transaction cycles, and audit reports will be directed to the auditing concepts of materiality and risk, types of evidence and documentation, ethical and legal responsibilities of the Certified Public Accountant.

ACTG 450 Advanced Accounting (3) This course will focus on the principles and mechanics upon which financial statements are prepared on a consolidated basis. Students will be able to prepare financial forms of corporate "families" which have a representative variety of inter-corporate transactions. Students will make appropriate adjustments to the accounting records to reflect the inter-corporate investments. Additionally, students will be familiar with the pros, cons, and ethical issues involved with corporate mergers and other forms of corporate combinations.

ACTG 499 Controllership Project (3) This course is a capstone for graduating seniors. Students will demonstrate integration of all accounting theories and practicum as the student is asked to critique a "real-world" position and demonstrate a clear understanding of the intricacies of the position by correlating the elements in the position with the elements learned in the classroom and how improvements in efficiencies within the controller position may increase corporate profits.

Bible and Christian Theology

BTH 305 Biblical Themes and Perspectives (3) This study focuses on the literary, historical and religious aspects of the scriptures. The history of the canon, transmission of the ancient texts, emergence of modern versions, and the faith of ancient Israel, and the early church are examined. Students are guided to examine the relationship of biblical teachings to daily life and individual purpose.

BTH 345 Wisdom Literature (3) This course examines the Old Testament wisdom literature (Proverbs and Ecclesiastes) as a basis for evaluating personal values, ethics, and social responsibility in contemporary society. The course includes a personal study of values and ethics to a consideration of values and ethics in the business or organizational setting.

BTH 375 Ethical Decision Making (3) A review of historical ethical philosophies and their application to contemporary corporate values will be examined in this course. Of special interest will be an examination of the relationship of ethical philosophies to the field of bioethics.

BTH 435 Biblical Models of Leadership (3) An in-depth examination of biblical models of leadership will be used as a basis to evaluate management styles. The student will examine his/her personal leadership style and its application as tested in the workplace environment.

BTH 445 Servant Leadership (3) This course examines the concept of servant leadership from a personal and organizational viewpoint. The interplay of organizational values, cultural values, and personal values and leadership principles will be a major focus of the course.

Health Care Administration

HCA 310 Principles of Management & Health Care Systems (3) This course provides an examination of management concepts and an historical review of the development of management theories with a focus on the application of concepts and theories apply to health care systems.

HCA 320 Interpersonal Communication (3) In this course, advanced techniques of interpersonal communication will be presented and analyzed. Emphasis is upon the development of effective communication in the workplace.

HCA 315 Leadership & Human Resources in Health Care (3) This course presents policies and practices for managing and leading people, including recruitment, hiring, training, professional development, evaluation, and compensation. Special consideration is given to the values and assumptions made in health care organizations as they relate to developing the most important organizational assets-employees.

HCA 410 Quality Assurance Issues in Health Care (3) This course will examine quality assurance in health care from a patient perspective. Beginning with an overview of healthcare history and trends, various quality assurance issues will be examined for their relationship to patient safety and care. The impact of policies and processes on quality of care for patients will be a focus of the course.

HCA 450 Financial Decision Analysis in Health Care (3) The focus of this course is on the analysis of financial data for planning and control in health care organizations with emphasis on the development and administration of information support systems.

HCA 480 Sociology of Health Care (3) This course examines the medical, psychological, and social well-being of patients and models that address health care needs, with a focus on best practices examples as well as the needs of diverse populations. respect to such issues as age, race, gender, ethnicity, sexual preference, education, and physical limitations. Students will become familiar with local community health care services, funding issues, and social service prevention programs.

HCA 495 Health Care Internship/Project (3) This course provides students the opportunity to gain practical work experience in an area of interest in the health care field or to research a project that will benefit a local health care organization under close supervision of a faculty advisor. The format of the internship or project will be flexible, tailored to individual contracts with local health care providers.

HCA 499 Strategy & Planning in Health Care (3) This course will examine the relation of organizational strategy to organizational processes, and stakeholders to strategy and planning. Forecasting and visioning, especially as they relate to health care outreach, public relations, and customer relations, will be examined.

MATH

MATH 310 Statistical Applications (3) This course presents an introduction to descriptive and inferential statistics. It covers collecting, analyzing, interpreting, and presenting data as it relates to business or health care applications.

Management

MGMT 310 Principles of Management in the Accounting Profession (3) This course provides an introductory overview of management concepts and principles of management in organizations. This course examines the application of these principles and concepts in relation to the accounting needs of various types of organizations. In addition, students will explore business, management, and accounting resources that will serve as information resources in their careers.

MGMT 314 Systems Theory (3) This course is a study of the formal and informal functions of an organization. Students will analyze an organization or agency from a systems perspective. Emphasis is upon student-based problems solving and systems methodology.

MGMT 315 Human Resources Management (3) This course presents policies and practices related to management of human resources including: hiring, training, professional development, and compensation. Special consideration is given to the assumptions made in maintaining personnel policies and practices. Case studies and simulations are particularly emphasized. Use of data from EEO and OSHA legislation.

MGMT 320/HCA 320 Interpersonal Communication (3) In this course, advanced techniques of interpersonal communication are presented and analyzed. Emphasis is upon the development of effective communication in health care settings.

MGMT 330 Marketing (3) This course is an integrated analysis of the role marketing plays in an organization. The course will include factors affecting consumer behavior, the development of marketing strategies, and recognition of marketing opportunities.

MGMT 370 Legal Environment in Business and Management (3) This course exposes students to the legal aspects of business to the fields of business and management. Issues related to the law of agency and business organizations, contracts, transactions (contracts, Uniform Commercial Code, debtor creditor relations, and international), and laws of labor and employment will be examined.

MGMT 401 Management Project I (3) Students will choose a project from three alternatives - a thesis, a business project. Students work with an Academic Coordinator to develop their choice and combine it with academic and research materials to implement their project choice.

MGMT 402 Management Project II (3) The student's project is completed by submitting a written presentation to their instructor and an oral presentation to their cohort.

MGMT 415 Organizational Development (3) Emphasis in this course will be on analysis of group formation, functioning, and effectiveness. Focus will also be placed on developing skills in team/group leadership in organizational settings.

MGMT 449 Organizational Communication (3) This course focuses on the principles and concepts of communication in business organizations, with particular emphasis on upward, downward, horizontal channels to convey information and coordinate activities in furthering the organization's mission.

MGMT 450 Financial Decision Analysis (3) The focus of this course is on the analysis of managerial decision systems with emphasis on the development and administration of the budget and financial support systems.

MGMT 499 Business Strategy and Policy (3) This capstone business course examines the interdependence of different functions of a business. Through the use of computer simulations, students gain a comprehensive view of business operations and the role of top management in analyzing the environment, setting goals, and developing plans with special emphasis on ethical issues. Business students take this course in the final term of their undergraduate program. Prerequisite: Completion of other business courses or consent of instructor.

Management Information Systems (MIS)

MIS 360 Management of Information Technology (3) This course provides an introduction to managing information technology in organizations. Topics include technology (hardware, software, data, and network applications (Internet, intranet, extranets, electronic commerce, decision making, and strategy), the development of technology solutions, and security and ethical considerations as well as information technology in the global environment. Prerequisite: MGMT 333.

MIS 370 Information Systems Planning and Management (3) This course is a study of the financial, technical, and strategic information systems planning processes. Emphasis will be placed on the relationship of information systems function to the overall business organization as well as planning and budgeting. Prerequisite: MGMT 333.

MIS 380 Database Management (3) This course focuses on the management and use of data resources in an organization. Emphasis will be placed on issues surrounding database administration, data planning, data security, database management systems, and the development of databases for end user applications. Prerequisite: MGMT 333.

MIS 410 Networks and Telecommunications (3) This course focuses on the planning and development of a network. Emphasis will be placed on network components, network architecture, connectivity issues, network security, and security concerns. The use and management of the Internet, intranets, and extranets will be explored. Prerequisite: MIS 360.

MIS 450 Project Management (3) This course focuses on the planning, scheduling, and control activities involved in managing projects, especially information systems projects. The development of a project organization and the role of the project manager are also covered. Emphasis is placed on the use of project planning and control techniques, including computerized project management systems. Prerequisite: MIS 360.

MIS 460 Systems Analysis and Design (3) This course covers the topics involved in systems design and development, including the systems development cycle. An iterative approach of design and analysis is used while practical alternative strategies are discussed. Documentation of software projects is discussed. Current software development tools are introduced into the course. Prerequisite: MIS 360.

Writing

WR 320 Research Writing for the Social Sciences (3) This course focuses on writing as a whole process, including researching, judging, and evaluating information, completed by a study of grammar usage, sentence and paragraph construction, and rhetorical patterns. Students also develop techniques for effective library research and learn to use research papers.

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