



Student Handbook

Academic Years 2010-2012



This handbook is the official statement of regulations for North Portland Bible College. Each student is responsible for reading and respecting the guidelines and regulations stated herein. The information contained in this handbook is accurate as of July____, 2010. The requirements, rules and provisions stated in this handbook and other publications of North Portland Bible College are subject to change or modification at any time without notice.

North Portland Bible College

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Table of Contents

Introduction	3
NPBC: A Brief History.....	4
Vision Statement	4
Mission Statement.....	5
Purpose Statement.....	5
Statement of Faith.....	6
State Certification.....	7
Admission Policy	7
Financial Aid	8
NPBC Library.....	8
Academic Policies.....	8
Holidays.....	12
Calendar and Special Events.....	12
Student Rights & Responsibilities	13
Student Standards of Conduct	14
Guidelines for submitting written work (Example page).....	20
Appendixes.....	22



Introduction

North Portland Bible College Student Handbook is designed to be a helpful tool to make your college life more enjoyable and successful. I encourage you to read it carefully, ask questions for clarity, and review it occasionally since you are responsible to follow the rules and regulations it contains. As it becomes necessary, changes will be made to the Student Handbook and you will be notified of the updates.

There are a considerable amount of guidelines in this handbook. It will require a team effort, including staff, faculty, and students, to maintain the camaraderie and unity modeled by our Lord and Savior Jesus Christ. Your wholehearted effort is required to maintain a spirit of unity and make your studies at NPBC pleasurable.

The Student Advisor is available to serve you in affairs related to student life at North Portland Bible College. We welcome your questions and comments, and I am available to address your concerns. On behalf of the Board of Directors, Faculty, and Staff, I welcome you.

**Earnestine Cellestine
Vice President/Academic Dean/ Student Advisor**



At the heart of every successful and effective educational institution is a competent and committed faculty. These are the men and women who are on the leading edge of the college and its mission. They meet the students in the classroom, where the energizing task of teaching/learning takes place. They represent the heartbeat of the educational process.

North Portland Bible College's faculty is made up of dedicated volunteers. They are community leaders and scholars dedicated to serving in God's ministry at NPBC. As experts in their field, they contribute to students' intellectual and spiritual growth while they provide quality instruction. But quality instruction alone is not the full story of their contributions. They are set apart by their servant spirit, a spirit of Christ-likeness. They share their lives, enhancing the educational experience.

Dr. James Sweeney, Ph.D,
Interim President

NPBC: A Brief History

North Portland Bible College is a community-based junior college established in 1982 by the prayers and planning of a group of Albina community pastors and lay leaders. God put it on their hearts to make quality Bible education and ministry training **available**, **affordable**, and **relevant**. The first Board of Directors was composed of local ministry leaders, men and women from a cross-section of inter-denominational evangelical churches, with Pastor John Garlington as the first Chairman.

North Portland Bible College originally utilized space at Maranatha Church, who generously loaned its facilities for classroom, library, and office space. Berean Baptist Church then hosted the college at the time North Portland Bible College was renovating the two houses which we now occupy. In January, 1996, NPBC hosted classes in its own buildings.

NPBC has had the encouragement and counsel of other Bible colleges in the area. Warner Pacific College was the first college to officially accept our credits in the Associate of Christian Ministry degree program, followed by Multnomah University. NPBC is state-certified, and is an “affiliate” of the Association for Biblical Higher Education, with the goal of achieving full accreditation.

NPBC Board, staff, faculty, and students invite our friends to join us in praise and prayer to the Lord for all He has done for us, and will yet do, to fulfill His will for the college.

Vision Statement

North Portland Bible College is a community Bible college that is focused on developing servant leaders to do Christian ministry in the urban and global context.

Mission Statement

North Portland Bible College exists to provide Christ-centered, Bible-based education for urban Christians, education that is accessible, affordable, and culturally relevant.

Purpose Statement

The purpose of North Portland Bible College is:

1. To make Bible college education available to
 - Anyone who wishes to study, whether part or full time
 - To make it possible for anyone in the community who seriously desires to know God's Word better, to receive instruction and to be recognized for his or her achievements.
2. To provide Christian training relevant to the needs and ethnic cultures of the urban areas of Portland and the world.
3. To provide on-going professional, ministerial training for pastors and licensed ministers at minimum cost, and adapted to their schedules.
4. To provide training for all persons involved in Christian education in local churches, including Bible class/Sunday school teachers, superintendents, youth workers, and other staff.
5. To promote training in evangelism and discipleship, thereby supplementing the efforts of local churches to involve their membership in effective outreach in the urban area, local, national, and international missions.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that regeneration by the Holy Spirit is absolutely essential and that a person receives salvation by faith and repentance, as an undeserved gift from God.
- We believe in the ministry of the Holy Spirit as the third Person of the Trinity, by whose indwelling the Christian is enabled to live a godly life and is empowered to witness of Christ to all humanity.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe that Satan exists as a personal being, the enemy of God and of all righteousness, who was defeated by Jesus Christ at Calvary and is under sentence to the Lake of Fire.
- We believe in a spiritual unity of all believers in our Lord Jesus Christ, a unity that transcends all barriers of race, gender and economic class.
- We believe that the local church is the primary instrument of Christ's work.

State Certification

North Portland Bible College is a non-profit corporation authorized by the State of Oregon to offer and confer the academic degree of Associate in Christian Ministry. NPBC is also an “affiliate” member of The Association of Biblical Higher Education to network with other affiliates to strengthen its position for accreditation. NPBC has articulation agreements with Multnomah University and Warner Pacific College for transferring credits to a four-year degree program.

This school is a (business unit of a) or (nonprofit) corporation authorized by the State of Oregon to offer and confer the academic degree described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Salem, Oregon 97401.

Admission Policy

NPBC has academic prerequisites for admission. All students applying for admission for the first time are to submit an application, along with the appropriate fee to the business office. Returning students only need update their contact information. An online application form is available on the website. All new students, except those who are auditing classes, will be required to take a reading/writing placement test in order to determine their skill level. Test results older than five years are not valid; however, under certain circumstances testing may be waived.

Each student must also obtain a copy of their high school diploma/GED, or an official college transcript. An appointment with the Student Advisor is then made to plan a course schedule, register for a class or classes, and receive the list of required books necessary for the classes.

In order to maintain the highest standards of learning, you might find it necessary to modify your assignments and testing based on class learning style or the level of advanced requirements for some programs. NPBC classes are designed at a junior-college level, and credits are accepted by Warner Pacific and Multnomah University. Instructors should grade their students accordingly.

Financial Aid

North Portland Bible College does not provide financial aid. Some scholarship aid is available. Students should see the business office for information about scholarships and alternative financial aid options.

NPBC Library

NPBC extends library privileges to community borrowers as well as to faculty, staff, and students. The library is open during office hours and in the evening whenever classes are in session (and no class is being held in the library). Applications are available in the office for a NPBC library card. NPBC library cards are accepted at the Multnomah University library, along with a parking pass that we issue.

In addition, the Lillian Jenkins Memorial Christian Education Resource Center (Gantenbein House) is open for the same hours, with materials especially valuable for youth leaders, Sunday School teachers and other Christian education workers. A biography section, children's section, and Spanish section are available and being more fully developed.

Academic Policies

Evaluation of Course Work

Students must maintain a minimum cumulated 2.0 GPA for the ACM Program and for certificate work.

Student's work is evaluated each semester according to the following scale:

A	90 – 100	Excellent	4
B	80 – 89	Good	3
C	70 – 79	Average	2
D	60 – 69	Poor	1
F	0 – 59	Failure	0
W	-	Withdraw	0
Inc.	A temporary extension		
Audit	No credit		

Courses with grades of “D” and “F” may be repeated for a higher grade. A grade of “C” or better will appear on the transcript and for GPA calculation. Courses may be audited, but not in degree or certificate programs. The grade or “incomplete” is temporary and must have the approval of the instructor. If the course is not completed within 90 days, the “incomplete” grade changes to an “F”.

Class Attendance

Students are required to attend and participate in classroom activities. Students are expected to attend at least eight of the ten scheduled classes for completion of a course of study. It is the student's responsibility to make arrangements with instructors for completing class work and meeting attendance requirements.

Transcripts of Records

Official transcripts are sent only at the written request of the student. A \$5 fee will be charged for each transcript sent. No transcript of official documents indicating the completion of course or degrees will be issued to anyone who has failed to meet all financial obligations to the college.

Transfer Credits

Students who wish credits from previous academic work transferred into NPBC's ACM Program must submit official transcripts within 90 days following enrollment. Copies of transcripts may be submitted to the Academic Office for preliminary evaluation.

Transfer of credits to other schools, always at the discretion of the receiving school, generally depends on comparability of curricula and may depend on comparability of accreditation.

Graduation with Honors

A minimum of 33 credit hours must have been earned at NPBC for a student to qualify for graduation with honors. The appropriate GPA for honors at graduation are as follows:

With high honors	4.00 to 3.86
With honors	3.85 to 3.75
With distinction	3.74 to 3.50

Honors for graduation will be determined only by the GPA earned at NPBC.

Steps to Registering for Classes

Apply for Admission

1. New students: complete the Application for Admission and submit it to the business office with a \$15 application fee. An online application form is available at www.northportlandbiblecollege.org to print and bring to the business office with you.
2. Returning students: do not need to complete a new application or pay the application fee, but should update their contact information with the business office.

Placement Test

1. Effective August 1, 2008, all students will be required to take a reading/writing placement test in order to determine their skill level in reading and writing.
2. Test results older than five years are not valid.
3. Under certain conditions, a wavier may be

4. Information about testing may be obtained from the business office.

High School Diploma, GED, and an Official College Transcript

1. An official college transcript or high school diploma or GED is required for admission.
2. The official copy of the college transcript must be sent directly to North Portland Bible College by school (s) attended.
3. Copy of the High School Diploma/GED.

Meeting with Student Advisor (Not required if auditing classes)

1. Make an appointment with the student advisor to plan your program, course schedule, and to answer any questions.
2. Bring your placement test results and any unofficial transcripts that you have.

Registering for Class

1. Students may not register for classes if they owe the college money from previous terms.
2. Complete a registration card for each class.
3. Pay tuition and/or make financial arrangements.
4. A fee of \$10 will be charged for late enrollment after the second week of class.
5. After the second week of classes, a student would need to complete the “Late Add/Closed Class Override” form and obtain course instructor’s approval and signature.

6. North Portland Bible College does not currently have a bookstore. However, NPBC will provide a listing of all books for current term. Students may purchase books online or at local bookstores.

Holidays

NPBC observes the following holidays and the office is closed. If a regularly scheduled class falls on a holiday, and the instructor chooses to hold the class, special arrangements will have to be made with office staff to open the buildings and secure them at the end of class.

- Thanksgiving Day and day after
4th Thursday and Friday of November
- Christmas Eve Day and Christmas Day
December 24th and 25th
- New Year's Eve Day and New Year's Day December
31st and January 1st
- Martin Luther King, Jr. Day
Monday of January
- Memorial Day, 5th Monday of May
- Independence Day, July 4th
- Labor Day, 1st Monday of September

Calendar and Special Events

Spring term 2010	March 29 – June 10, 2010
June 1, 2010	Honors and Graduation Program

Summer term 2010	TBA
Fall term 2010	Sept. 27 – Dec. 9, 2010
November	Annual Friends and Partners Banquet
Winter term 2011	January 3 – March 17, 2011
Spring term 2011	March 28 – June 9, 2011
June 10, 2010	Honors and Graduation Program
Summer term 2011	TBA



Student Rights and Responsibilities

In any relationship, there are responsibilities and benefits. At North Portland Bible College, we agree to provide students with quality education in every class. NPBC also offers students the opportunity to pursue God’s calling on his/her life by pursuing a strong biblical foundation through personal enrichment, certificate programs, and/or the Associate of Christian Ministry Degree. The college provides a multi-ethnic and multi-denominational environment, which provides a foundation for racial and religious conciliation and positive cross-cultural relationships.

Students are to present their needs to God, trusting that He will provide. Students have the responsibility to attend classes faithfully and to do the best work possible. They have the responsibility to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on campus, and in the community. A student's registration obligates him/her to comply with the policies and regulations of the college. If a student does not observe these rules, NPBC will restrict a student's admission to or registration with the College and will withhold degrees and academic transcripts as prescribed by the College. North Portland Bible College is granted the right by law to adopt such rules as is deemed necessary to govern its operations.

Student Standards of Conduct

North Portland Bible College programs are designed to serve Christians in many occupations who desire to know the Lord and His Word better, thereby strengthening the moral and spiritual character of the global community and expanding the Kingdom of God on earth as in heaven.

NPBC desires to honor and respect the moral and ecclesiastical tradition of the churches who entrust students to us for education. However, NPBC reserves the right to dismiss any student who, in its judgment, does not conform to the stated policies and programs in the College Catalog and Student Handbook. Students are expected to exhibit personal integrity, a desire for moral spiritual maturity, and mutual accountability. Scriptures and a commitment to its authority regarding all matters of Christian faith and living guide the ethical standards of NPBC.

The standards of conduct outlined below are not presented as an exhaustive list and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality.

NPBC reserves the right at any time to create additional standards of conduct, or modify existing ones, as needs may dictate. The standards of conduct are:

- Academic Freedom
- Academic Integrity
- Standard of Dress
- Non-Discrimination
- Sexual Harassment
- Respect for Others
- Personal Property
- Respect For and Use of NPBC Classrooms & Facilities
- Substance Abuse
- Firearms and Weapons
- Right of Grievance

The standards and policies of the College apply to every student, whether part-time or full-time. It is expected that the standards of student conduct will be observed for the duration of the time that one is a student at the NPBC.

Academic Freedom

Students are not required to sign the Statement of Faith and are free to take reasoned exception to the data or view offered by the college. In their public expressions, students and student organizations should make it clear that they speak only for themselves.



Faculty members are responsible for safeguarding the academic freedom of their students to learn by encouraging free inquiry into controversial issues, presenting alternative viewpoints, and reframing from undue influence.

Academic Integrity

The standard of academic integrity relies upon honesty and is the responsibility of both students and faculty members. NPBC faculty members have the right and obligation to set and clarify academic requirements for the work of students. It is the personal responsibility of the student to present their own work in reports, papers, projects, or examinations. Students and faculty have a collective responsibility to uphold the spirit and letter of academic integrity. Conduct regarded as violating academic integrity includes:

- In an examination, copying from the examination paper of another student
- Allowing one's own examination paper to be copied by another student
- Reading a copy of an examination prior to the examination without the consent of the instructor
- Giving and receiving non-permitted assistance on a take home examination or the submission of the same work product in more than one course without the expressed permission of the instructor(s)
- Plagiarism, stealing the ideas or words of another, whether another student, a published source, or an Internet source-without documentation, and passing it off as your own on a paper or portion of a paper, project or other academic assignment
- Illegal Use or Removal of Library Materials (taking materials from the library without checking them out properly; destroying or defacing library materials)

Charges of academic integrity shall be handled according to procedures for processing grievances.

Standard of Dress

“Since we have these promises, dear friends, let us purify ourselves from everything that contaminates body and spirit, perfecting holiness out of reverence for God.” (II Corinthians 7:1)

The clothing we wear often expresses our personality or individual tastes. Attire in the classroom and other public areas of the college should be modest, neat, and clean. Clothing should not promote activities, attitudes, or products that are inconsistent with biblical lifestyle. As believers we should be concerned about the inner attractiveness of a Christ-like spirit. Our hope is that choices made by students in their attire will reflect the true nature of their heart.

Non-Discrimination

NPBC does not discriminate on the basis of race, age, color, religion, national origin, gender disability, or veteran status in the administration of its educational policies, admissions policies, scholarship programs, or any other school-administered program. NPBC admits qualified men and women to all privileges, programs, and activities generally accorded or made available to students at the College. Based on NPBC's mission to train and equip student's for Christian ministry, admitted students are expected to follow the *Standards of Conduct of the School*.

Sexual Harassment

North Portland Bible College is strongly opposed to sexual harassment and such behavior is prohibited both by the policy of the college and by law (cf. Title VII of the Civil Rights Act, 1964; Title IX of the Educational Amendments, 1972). All forms of sexual harassment or abuse, whether verbal or physical are inconsistent with biblical standards of respect for one another as people created in the image of God. NPBC fully enforces the standards of the college as well as the governmental laws regarding sexual harassment.

Respect for Others

Students should have an attitude that respects the ideas and feelings of other students and their instructors, and seeks to present no offense to anyone.

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” (Philippians 2:3-4)

Personal Property

We should use our possessions wisely and respect the possessions of others by using them only with permission and with great care.

NPBC cannot assume responsibility for loss due to theft of money, valuables, or personal property left in classrooms or public areas. College insurance does not cover the property of students for loss by fire, theft, or other natural disasters.

Respect For and Use of NPBC Classrooms/Facilities

The use and upkeep of the facilities at North Portland Bible College are the result of the faithful and often sacrificial giving of our donors, students, faculty, and staff. All persons are expected to take personal interest in the care of buildings, equipment, and furnishings on the campus.



Students will not destroy or vandalize school property, and will take personal responsibility for any accidental damage by reporting it to the appropriate person as soon as possible.

Food and non-alcoholic beverages in closed containers are permitted in campus classrooms with the expectation that those bringing in those items clean up and dispose of them at the end of class.

Classrooms and facilities at NPBC are provided primarily for instructional purposes and approved campus events. Classrooms may be used for study and meetings when they are not scheduled for classes, and with the proper approval.

There is one computer available for use by students located in the Gantenbein House. Students must see someone in the business office prior to its use. Students are able to use this computer during regular business hours.

North Portland Bible College is considered an adult evening school and children are not allowed in the classrooms or to be left unattended in other areas of the school and property.

Substance Abuse.

NPBC is a drug free campus and prohibits the possession, use, or distribution of illicit drugs and alcohol by students, faculty, or staff on its property or as part of any college activity. Anyone who violates such prohibition will be terminated and/or expelled from the college with one day's notice.

NPBC does not provide drug counseling for its students, faculty, or staff.

Firearms and Weapons

Except for policemen, law enforcement officers, and military personnel on active or reserve duty, it is not permissible to possess or carry a firearm of any kind on the NPBC campus. Weapons of any kind (even "toys" which resemble weapons) are not permitted on-campus property (including, but not limited to, knives, fireworks/explosives, stun guns, air-soft/paintball guns, flammable liquids, etc.) This regulation also includes malicious use of any instrument capable of inflicting bodily harm to any person.

Possession of a gun or weapon should be reported immediately to a staff member.

Right of Grievance

If a dispute involving an academic issue occurs or a conflict arises between a student and faculty member that cannot be resolved, the student may complete an academic petition form and submit it to the Academic Affairs Committee. The committee will respond to complaints within a two-week time frame. If a student is not in

agreement with the Academic Affairs Committee's decision, they may appeal the decision to the President and/or Board of Directors who will make a final decision concerning the matter.

North Portland Bible College Guidelines for submitting written work

1. North Portland Bible College uses MLA (Modern Language Association) style for documenting sources cited in work
2. All papers must be typed. However, exceptions may be approved by the instructor and/or Academic Dean.
3. Type on one side only of good, white, non-ruled, standard-sized paper (8.5 x 11 inches). Erasable bond and onionskin are not acceptable. If you must prepare the paper on erasable bond, prepare a good copy of the paper on a copying machine and submit the copy instead of the original.
4. Double space throughout.
5. Leave one-inch margins on sides, top, and bottom of paper.
6. Indent paragraphs 5 spaces. Indent blocks and quotations 10 spaces.

7. Start with the title page, not numbered. (See attached example.)
8. Follow the title page with the unnumbered outline page (if required).
9. The first page of the paper itself begins with the title repeated, and no page number.
10. The second page of the paper starts with the page number in the center on the bottom of the page.
Example: 2 (There is no p. abbreviation, no period, or anything else except the numeral.)
11. Other pages are numbered consecutively in the same way.
12. Graphs, maps, charts, and so on are put in an Appendix, and given a page number. An Appendix, if any, comes at the end of the paper before the Words Cited page.
13. The bibliography page comes last without a page number. This section is also titled Works Cited.
14. Proofread carefully and correct any errors in ink.

Remainder of this page intentionally left blank.

North Portland Bible College
Sample Title Page

The Tabernacle in the Wilderness

By

Suzy Student

Old Testament Survey I:
Dr. James Coleman
November 28, 2010



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