If found, please return/mail to:
Pacific Bible College
28 S. Fir Street
Suite 212
Medford, OR 97501

Name: ____________________________________________

_____________________________________________________

Phone: _____________________________________________

_____________________________________________________

Email Address: _______________________________________

_____________________________________________________

Student Responsibility for Catalog & Handbook Policies

All students are responsible to read the PBC Catalog & Handbook and follow its policies/procedures. Enrollment is your agreement that you will abide by PBC’s policies. The catalog is also available online at www.pacificbible.com.

About this Catalog

Release date: 8/23/17. The purpose of this catalog/handbook is to give an overview of Pacific Bible College. It contains specific policies, procedures and requirements related to admissions, academics, and cost. This catalog/handbook is not a legal document. Every effort is made to have accurate information at the time of publication. Dates, policies, and programs are subject to change following appropriate institutional approval.

This school is a non-profit corporation and is authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR chapter 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court St NE, Salem, Oregon 97301.

Pacific Bible College is a candidate for accreditation with the Commission on Accreditation of ABHE. Association of Biblical Higher Education, 5850 T.G. Lee Blvd., Ste 130, Orlando, FL 32822, 407.207.0808.

Misrepresentation

Pacific Bible College is prohibited under federal regulations from making false or misleading statements to students, prospective students, or any member of the public. PBC strives to provide honest and clear information both on its website and any printed materials (Department of Education CFR Title 34 section 668.71-74). All violations of these policies will be taken seriously. PBC will strive to ensure any such actions are not repeated.
Welcome

Dear PBC Student:

Welcome to Pacific Bible College ("PBC"). You and your discipleship in Christ are why we exist. Our small college strategically leverages its resources to minimize the financial cost of post-secondary education while maximizing your academic, spiritual, and for many, professional training. We believe in developing a synergistic relationship with each student whereby God uses us to transform you for His purposes and you also help Him transform PBC towards a more effective academic institution.

Our mission is to provide a biblically focused education that equips students in character, leadership, and service to impact the church, community, and world for Jesus Christ. This is capsulized in our motto Kingdom Think whereby we train students to effectively apply critical thinking sourced from a biblical world view in all areas of one’s life. From our mission flows our key values to equip our students to become:

1) Biblically Competent
2) Academically Proficient
3) Spiritually Cultivated
4) Culturally-Engaged Servant Leaders

These values form the foundation of our ethos, and into this community you have been called and placed. We are excited for you and expectant on how God will use you to influence us. Welcome and may God richly transform and mature you through your participation in our mission.

Your Servant,

Mike Robinson
President
## Academic Calendar 2017-2018

### Fall 2017 Semester
- **Registration opens**: April 10
- **Orientation**: August 31
- **First day of classes**: September 4
- **Close of registration**: September 8
- **Last day to add classes**: September 8
- **Last day to drop courses without a fee**: September 8
- **Labor Day (no classes)**: September 4
- **Last day to add classes with instructor permission**: September 15
- **Registration opens for Spring 2017 semester**: October 2
- **Last day to withdraw from any course**: November 10
- **Thanksgiving Vacation (no classes)**: November 23-24
- **End of semester**: December 15

### Spring 2018 Semester
- **Registration opens**: October 2
- **First day of classes**: January 8
- **Close of registration**: January 12
- **Last day to add classes**: January 12
- **Last day to drop courses without a fee**: January 12
- **Last day to add classes with instructor permission**: January 19
- **Registration opens for Summer 2017 semester**: February 5
- **President's Day (no classes)**: February 19
- **Last day to withdraw from any course**: March 16
- **Spring Break (no classes)**: March 25-31
- **Registration opens for Fall 2017 semester**: April 9
- **Good Friday (no classes)**: March 30
- **End of semester**: April 27
- **Graduation**: April 28

### Summer 2018 Semester
- **Registration opens**: February 5
- **Registration opens for Fall 2017 semester**: April 9
- **First day of classes**: May 14
- **Close of registration**: May 18
- **Last day to add classes**: May 18
- **Last day to drop courses without a fee**: May 18
- **Last day to add classes with instructor permission**: May 25
- **Memorial Day (no classes)**: May 28
- **Fourth of July (no classes)**: July 4
- **Last day to withdraw from any course**: June 15
- **End of semester**: August 17
TRUSTEE BOARD
CORPORATE OFFICERS

Dean Fichtner
Board Member

David Gomez
Board Member

Steve Holst
Chairman of the Board

TimJackle
Board Member

Donna Milkowski
Board Member

Nicholas P. Nachbur
Board Member

Bill Pritchett
Board Member

Mike Robinson
College President

Stan Way
Board Member

ADMINISTRATION

Bill Boehning
Chief Development Officer

Kevin Monk
Dean of Student Affairs and Enrollment Services

Mary Neel
Administration Assistant

John Osbourn
Chief Academic Officer

Nicie Phillips
Financial Aid Coordinator

Mike Robinson
College President

Yvonne VonHolle
Office Manager

FACULTY

Anthony Abbott
  • Southern Oregon University-M.A., Teaching
  • Southern Oregon University-B.S., Physics

Dale Bartles
  • Western Conservative Baptist Seminary-M.Div.
  • Western Baptist College-B.S., Bible, Pastoral

Brian Boisen
  • San Francisco Theological Seminary-M.Div.
  • Gordon-Conwell Theological Seminary-M.A.,
    with emphasis in Church History
  • Vanguard University-B.A., Biblical Studies

Rick Booye
  • Western Seminary-D.Min.
  • Western Seminary-M.A., Exegetical Theology
  • Biola University-B.A., Biblical Studies

Victor Borchard
  • Luther Rice Seminary-M.Div., Ministry
  • Eastern Mennonite University-B.S., Summa
    Cum Laude

Jody Bormuth
  • Multnomah Biblical Seminary-M.P.A.,
    Pastoral Ministry
  • Southern OR College-B.S., Elementary
    Education
  • 30+ years’ experience working with youth &
    women’s ministries

Deana Chadwell
  • Southern OR University-M.A., Education
  • University of Nebraska-B.S., English
  • 28 years teaching English, writing curriculum,
    South Medford High School (Retired)

Kaaren Emberton
  • Oregon State University-M.S., Science, Math
  • Oregon State University-B.S., Exercise and
    Sport Science

Samantha Farinacci
  • Fuller Theological Seminary-M.A., Theology
  • California Lutheran University-B.A., English

Andrew Frye
  • Excelsior College-M.A., Liberal Studies
  • San Diego State University-B.A., History

Bill Gallagher
  • St. James School of Practical Theology
  • Associate Pastor-Trail Christian Fellowship,
    Eagle Point, OR

Randall Gleason
  • Dallas Theological Seminary-Ph.D., Systematic
    Theology
  • Western Seminary-TH.M., Biblical Literature
  • Western Seminary-M.Div., Pastoral Studies
  • Biola University-B.A., Humanities

Liz Hardy
  • Universidad Mayor de San Simon-B.A.,
    Industrial Engineering

Sarah Lee
  • The King’s University-B., Biblical Counseling
  • Pacific Bible College-A.A.S., Counseling
  • Global University-Minister's Certificate
Matthew McAuliffe
- Western Seminary-M.A., Biblical and Exegetical Studies
- Western Baptist College-B.S., Management & Communication
- Associate Pastor-Trail Christian Fellowship, Eagle Point, OR

Kevin Monk
- George Fox University-M.A., Teaching
- Eastern Oregon University-B.S., Liberal Studies
- Rogue Community College-AA., Education

Daniel O’Donnell
- Talbot Theological Seminary. M.Div.
- Los Angeles Baptist College-B.A., Bible: Pre-Theological

John Osbourn
- Tarleton State University-M.S., Liberal Studies
- Austin Peay State University-B.S., Public Management
- Embry Riddle Aeronautical University-B.S., Professional Aeronautics

Kimberly Phillips
- Professional Artist/Teacher
- [http://www.kimragsdale.com/artwork.htm](http://www.kimragsdale.com/artwork.htm)

Terry Pruett
- Western Conservative Baptist Seminary-M.A., Exegetical Theology
- Alaska Bible College-B.A., Bible
- Field Missionary-InFaith

Ana Ramos
- Vanguard University of Southern California-M.S., Clinical Psychology
- Rutgers-B.A., Social Psychology

Parker Reardon
- The Master’s Seminary-D.Min.
- The Master’s Seminary-M.Div.
- Pensacola Christian College-B.A.

Mike Robinson
- Western Seminary-M.Div., Exposition
- OR State University-B.S., Engineering Physics

Lee Ryker
- Oregon State University-Ph.D., Entomology
- University of Oregon-M.S., Biology
- University of Michigan-M.S., Biology
- Franklin College-B.A.

Mahabbat Snell
- Southern Oregon University-M.S., Applied Psychology, Mental Health Counseling
- Southern Oregon University-B.S., Psychology

Barnabas Sprinkle
- Fuller Theological Seminary-D. Min.
- Columbia Theological Seminary-M.A. Divinity
- Texas A & M University-MA., Organizational Communication
- Trinity University-B.A., Speech, Physics

Athena Thompson
- Southern Oregon University-M.S., Mental Health Counseling
- California State University, Chico-B.A., Industrial Art

Christopher White
- Prairie Bible College-A.A., Religious Studies
- Associate Pastor-Trail Christian Fellowship, Eagle Point, OR

LIBRARIAN
Terry Pruett
- Western Conservative Baptist Seminary-M.A., Exegetical Theology
- Alaska Bible College-B.A., Bible
- Field Missionary-InFaith
ENDORsing organizations
Pacific Bible College values the local churches/organizations that endorse our mission, motto, and values. We thank God for the community of believers joined together in like-mindedness and purpose through the saving-grace of Jesus the Christ as we reach our community and the world as servant-leaders.

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arca Del Pacto</td>
<td>5844 Crater Lake Hwy Bldg. A</td>
<td>Central Point</td>
<td>OR</td>
<td>(541) 646-2779</td>
</tr>
<tr>
<td>Brownsboro Community Church</td>
<td>PO Box 1147</td>
<td>Eagle Point</td>
<td>OR</td>
<td>(541) 826-2075</td>
</tr>
<tr>
<td>Community Bible Church Central Point</td>
<td>500 N 10th Street</td>
<td>Central Point</td>
<td>OR</td>
<td>(541) 664-5576</td>
</tr>
<tr>
<td>Cornerstone Christian Church</td>
<td>608 N Bartlett Street</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 773-8163</td>
</tr>
<tr>
<td>First Baptist Church of Medford</td>
<td>649 Crater Lake Ave.</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 779-8855</td>
</tr>
<tr>
<td>First Presbyterian Church of Jacksonville</td>
<td>P.O. Box 297</td>
<td>Jacksonville</td>
<td>OR</td>
<td>(541) 899-1287</td>
</tr>
<tr>
<td>Foots Creek Chapel</td>
<td>913 Foots Creek Road</td>
<td>Gold Hill</td>
<td>OR</td>
<td>(541) 582-2524</td>
</tr>
<tr>
<td>Gold Valley Fellowship</td>
<td>PO Box 546</td>
<td>Gold Hill</td>
<td>OR</td>
<td>(541) 951-3735</td>
</tr>
<tr>
<td>Grace Baptist Church</td>
<td>4233 E Evans Creek Rd</td>
<td>Rogue River</td>
<td>OR</td>
<td>(541) 582-2290</td>
</tr>
<tr>
<td>Heritage Christian Fellowship</td>
<td>943 Automation Way, Suite A</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 772-8200</td>
</tr>
<tr>
<td>Hope Presbyterian Church</td>
<td>P.O. Box 1047</td>
<td>Rogue River</td>
<td>OR</td>
<td>(541) 582-3282</td>
</tr>
<tr>
<td>InFaith</td>
<td>8282 24th Street</td>
<td>White City</td>
<td>OR</td>
<td>(541) 826-4553</td>
</tr>
<tr>
<td>mtn.church</td>
<td>1 E Main Street</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 770-1623</td>
</tr>
<tr>
<td>Phoenix Chapel</td>
<td>PO Box 426</td>
<td>Phoenix</td>
<td>OR</td>
<td>(541) 531-9545</td>
</tr>
<tr>
<td>Rogue Valley Fellowship</td>
<td>600 Whitman Place</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 773-4993</td>
</tr>
<tr>
<td>Ruch Community Church</td>
<td>190 Upper Applegate Rd.</td>
<td>Jacksonville</td>
<td>OR</td>
<td>(541) 899-1570</td>
</tr>
<tr>
<td>Sam's Valley Community Church</td>
<td>10663 Meadows Rd</td>
<td>White City</td>
<td>OR</td>
<td>(541) 855-1618</td>
</tr>
<tr>
<td>Talent Friends Church</td>
<td>PO Box 551</td>
<td>Talent</td>
<td>OR</td>
<td>(541) 535-1169</td>
</tr>
<tr>
<td>Trail Christian Fellowship</td>
<td>18882 Hwy 62</td>
<td>Eagle Point</td>
<td>OR</td>
<td>(541) 878-3502</td>
</tr>
<tr>
<td>Westminster Pres Church</td>
<td>2000 Oakwood Dr</td>
<td>Medford</td>
<td>OR</td>
<td>(541) 773-8274</td>
</tr>
</tbody>
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COLLEGE DIRECTORY

Administration
Office Hours: Monday - Friday, 9a – 5p
Phone Number: 541.776.9942
Fax Number: 541.770.9065

Bookkeeping Office
Office Hours: by appointment only
Contact: Yvonne VonHolle
Email: Yvonne.V@pacificbible.com

Development Office
Office Hours: 9a – 5p or by appointment
Contact: Bill Boehning
Email: Bill.B@pacificbible.com

Financial Aid
Office Hours: Tuesday & Thursday, 10a–2p or by appointment
Contact: Nicie Phillips
Email: Nicie.P@pacificbible.com

Student Services
Office Hours: 9a-5p or by appointment
Contact: Kevin Monk
Email: Kevin.M@pacificbible.com

Department Chairs
Department: Bible and Theology
Contact: Rick Booye
Email: booye@earthlink.net

Program Director, Associate of Biblical Studies
Certificate of Christian Ministries
Contact: Matthew McAuliffe
Email: mattmca33@gmail.com

Department: Counseling
Program Chair and Director, Associate of Applied Science
Christian Counseling
Contact: Mahabbat Snell
Email: mahabbatt@yahoo.com

Department: General Education
Program Chair and Director, Associate of Liberal Arts
Contact: Deana Chadwell
Email: dchad_02@centurylink.net

Library
Hours: Open during office hours and class times; librarian not always present.
Contact: Terry Pruett
Email: Terry.P@pacificbible.com
Phone Number: 541.776.9942

The main office is located at 28 S. Fir Street, Suite 212, Medford, OR 97501 with staff available to help students with a variety of functions such as course registration, class schedules, registration changes (add/drop), change of major declaration, transfer questions, concurrent registration, transcripts, and veteran’s benefits. Note all class registration is done online via Populi. Student login can be accessed from our web site at www.pacificbible.com.
MISSION STATEMENT & DOCTRINE

Pacific Bible College was founded in 1991 with the goal of providing classes and study towards enriching students understanding of the Bible. The College is not directly affiliated with any church or denomination. It is located in Medford, Oregon with classroom facilities in the building. Pacific Bible College is funded through student tuition and through the giving of God’s people. Presently, we are in the process of seeking accreditation through the Association of Biblical Higher Education (ABHE). Pacific Bible College is the only Christ-centered institution of higher learning between Eugene, Oregon and Redding, California, serving Southern Oregon and Northern California.

Mission Statement
Pacific Bible College is a Christ-centered learning community committed to equipping students to become biblically competent, academically proficient, spiritually cultivated, and culturally-engaged servant leaders.

Motto
Training students to “Kingdom Think”.

Vision
PBC trains and launches students for humble, loving, and transformational kingdom living in the 21st century American culture.

➢ We identify this generation as being uniquely challenged to understand the Gospel of Jesus Christ in its cosmological framework.
➢ The 21st century American church is transitioning into an exiled church. Existing on the fringes of society as ambassadors of reconciliation requires a unique set of skills embodied in what we call Kingdom Think. The times are unprecedented for knowing and operating, hearts and minds, in the Kingdom of God and God’s redemptive purposes.
➢ We provide collegiate level worldview training. We theologially train towards a fully-orbed and biblically integrated science of God grounded in applying this knowledge in one’s daily life through rigorous critical thinking.
➢ We enculurate leaders to practice love, servanthood, critical thinking, and to contextualize each decision against the fundamental kingdom reality. Actualizing the ethics and community of the kingdom in our daily lives.

Values
The community of PBC strives to exercise the following core values at every level/opportunity:

➢ Submissive attitude toward Biblical authority
➢ Pursuit of excellence in all endeavors
➢ Godly integrity in all decisions
➢ Community orientation in all relationships
➢ Passion for Christ’s kingdom work
➢ Authentically exercising His love

Definitions of Mission Outcomes
PBC defines each of the four student outcomes in our mission statement in the following manner:

➢ Biblical Competence
  • Able to articulate the biblical gospel and interpret the Bible in light of it
  • Able to articulate the nature of Scripture:
    o primacy of biblical authority in matters of faith and practice and,
    o canonicity, history, development and,
    o verbal plenary inspiration
  • Conversant with the biblical theology of redemption:
    o Creation, Fall, Redemption, and Renovation
  • Conversant with the systematic theological formulations:
    o Theology courses in place
    o Creedal formulations as per Nicaea and Chalcedon

➢ Academic Proficiency
  • Able to read scholarly material with comprehension
  • Able to think logically and critically with integration (“Kingdom Think”)
  • Able to communicate (writing, speaking) coherently and effectively
  • Able to do scholarly research appropriate to undergraduate level

➢ Spiritual Cultivation
  • Able to articulate the nature of mature Christian character
  • Able to articulate a personal experience of the gospel
  • Able to articulate how Christian truth applies to problem solving
  • Able to articulate the importance of Christian community in Spiritual growth
  • Conversant with spiritual disciplines
  • Conversant with various Christian traditions of worship and spirituality

➢ Culturally-engaged Servant Leadership
  • Able to articulate the Christian worldview to non-Christians
  • Conversant with major religions and prevailing cultural perspectives
  • Able to articulate the importance of mission both at home and abroad
  • Able to articulate how Christian faith impacts vocation, family, community
  • Equipped to engage in church and community service

Philosophy of Student Development
PBC seeks to participate in the education of mindful Christians who proactively “Kingdom Think” about all experiences, relationships, and challenges of life, thus learning to love and think as Jesus instructs, and exercise His kingdom realities in all walks of life. In
order for this proactive mandate to be accomplished we believe students at PBC should grow into being:

**Biblically grounded by:**
- Academic study of the Word of God to expand the student’s knowledge of who God is as revealed in Scripture and center student’s worldview on this essential reality
- Development of a life-long spiritual discipline of academic biblical study

**Theologically oriented by:**
- Integrating one’s knowledge of the Lord into an ever-expanding portrait of the personal and transcendent God of the Bible who is redeeming all of creation through Christ and His people
- Developing what we call “Kingdom Think,” which influences all areas of the student’s life

**Experientially focused by:**
- Becoming actively involved in local outreach ministries that allow application of the class theory
- Understand that everything they do in life is kingdom activity

**Continually developing love by:**
- Enriching their personal relationship with Jesus Christ
- Exhibiting and cultivating a teachable spirit
- Engaging mentoring by faculty, peers, and the PBC community
- Following the leading of Spirit in its exercising
- Community empowered through theological understanding and practical outworking of the gospel, the church, and the plans of God
DOCTRINAL STATEMENT OF FAITH

Article 1. Scripture
We believe in the plenary, verbal inspiration of Scripture. By this we mean that the Holy Spirit inspired the thoughts and wording of the text while using the vocabulary and syntax available to the human author. The result is authoritative as to instruction, infallible as to truth, and inerrant as to facts which it teaches (1 Cor. 2:13; 2 Tim. 3:16-17; 2 Pet. 1:20-21).

Article 2. Godhead
We believe in one triune God, three in person and one in essence - Father, Son, and Holy Spirit. All members of the Godhead are equal in power, glory, attributes and perfections (Matt. 28:19, 1 Pet. 1:2, Col. 2:8-9, 2 Cor. 3:17).

Article 3. Person and Work of Jesus Christ
We believe that the second Person of the Godhead took on human flesh permanently without in any way ceasing to be the eternal God. He was conceived of the Holy Spirit, born of the Virgin Mary and grew in normal human life, experiencing human death on the cross. He arose bodily on the third day and was seen by hundreds of people over the following 40 days, after which He ascended bodily into heaven where He is exalted at the right hand of the Father and where He exercises the ministry of High Priest, Intercessor, and Advocate (John 1:1-5, 14; Col. 2:8-9; Heb. 9:24; 7:25; 1 Jn. 2:1-2). We believe that Jesus Christ's death on the cross was a substitutionary atonement for our sins and that His resurrection from the dead assures His people of eternal, resurrection life (Luke 1:35; Rom. 3:24-25; 8:34; 1 Pet. 1:3-5). We believe that Jesus Christ will return physically to this earth at the close of this age to judge the earth and establish His Kingdom (Acts 1:9-11; 1 Thess. 4:13-18).

Article 4. Mankind
We believe that humanity was created in the image and likeness of God, but that through Adam's sin became alienated from God. This alienation involved a change in man's nature and destiny, producing both physical and spiritual death as a consequence of God's judgment. Man is desperately in need of rescue from this condition of alienation and judgment (Gen. 1:25-27; Rom. 3:22-23; 5:12-21; Eph. 2:1-3, 12).

Article 5. Holy Spirit
We believe that the Holy Spirit is the third Person of the Godhead. In the present age, He indwells and anoints Christian believers, baptizing them into the Body of Christ and sealing them for the day of redemption. Every believer in Christ is commanded to be filled with the Spirit and to walk in the Spirit (Rom.8:9; 1 Cor.12:12-14; Gal.5:16-25; Eph.1:13-14; 5:18-20).

Article 6. Salvation
We believe that eternal salvation is a free gift bestowed by God in grace and received by man through vibrant faith in Christ Jesus. This true faith issues in works congruent with eternal life and the character of God (Eph. 2:8-10; Titus 2:11-14).

Article 7. The Church
We believe that the Church is a spiritual organism composed of all born-again believers in Jesus Christ irrespective of their social, denominational or cultural affiliations (Eph.1:22-23; 5:25-27; 1 Cor.12:12-14).

Article 8. The Eternal State
We believe in an eternal and irrevocable judgment of the lost and blessedness of the saved. These states are both conscious and everlasting (Mark 9:43-48; Rev.20:15; 22:3-5, 11).

Conclusions: We believe that as Christians it is our duty to think, speak and live in such a way as to fulfill the Great Commission (Matt. 28:18-20) and the Great Commandment (Jn. 13:34-35). We realize that upon some points of doctrine not listed herein, there exists intramural debate among genuine Christians. We further realize that we serve a diverse body of believers with varying emphases and styles. Our desire is to promote Christian learning and ministry in an atmosphere of unity, mutual love, and loyalty to Christ. We seek to be gracious and tolerant where there is disagreement between theological perspectives.
## At a Glance

**TOTAL ANNUAL ENROLLMENT**

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>15-16</th>
<th>16-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Students</td>
<td>74%</td>
<td>66%</td>
<td>81%</td>
</tr>
<tr>
<td>Non-credit students</td>
<td>26%</td>
<td>34%</td>
<td>19%</td>
</tr>
</tbody>
</table>

**RACE/ETHNICITY**

- **Asian**: 2% 2% 0%
- **Black/Amr African**: 4% 6% 10%
- **Hispanic**: 4% 6% 10%
- **Native/Pacific Islander**: 2% 1% 1%
- **Two or more races**: 1% 6% 2%
- **White**: 91% 82% 83%

**AGE – PROGRAM STUDENTS**

<table>
<thead>
<tr>
<th></th>
<th>2014-15</th>
<th>15-16</th>
<th>16-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 &amp; Under</td>
<td>21%</td>
<td>25%</td>
<td>45%</td>
</tr>
<tr>
<td>23-25</td>
<td>17%</td>
<td>08%</td>
<td>08%</td>
</tr>
<tr>
<td>26-30</td>
<td>11%</td>
<td>16%</td>
<td>09%</td>
</tr>
<tr>
<td>31-45</td>
<td>26%</td>
<td>27%</td>
<td>17%</td>
</tr>
<tr>
<td>46-55</td>
<td>11%</td>
<td>11%</td>
<td>08%</td>
</tr>
<tr>
<td>56 &amp; Above</td>
<td>14%</td>
<td>13%</td>
<td>13%</td>
</tr>
</tbody>
</table>

**GENDER – PROGRAM STUDENTS**

- **Men**: 46% 47% 56%
- **Women**: 54% 53% 44%

### COST COMPARISON TO OTHER CHRISTIAN COLLEGES

![Tuition and Fees Comparison Graph](image)

*Source: OSAC, August 2016. Figures based on full-time, full-year enrollment at 15 credit hour/term and do not include insurance, loan fees, non-mandatory fees, or special program-specific fees. Actual budgets will vary depending upon program.*
STUDENT SUCCESS INFORMATION

Completions - Degrees Granted by Academic Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Program Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/2011</td>
<td>Associate of Biblical Studies (ABS)</td>
<td>3</td>
</tr>
<tr>
<td>2011/2012</td>
<td>Associate of Biblical Studies (ABS)</td>
<td>2</td>
</tr>
<tr>
<td>2012/2013</td>
<td>Associate of Biblical Studies (ABS)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Associate of Applied Science in Counseling (AASC)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Certificate of Christian Ministries (CCM)</td>
<td>1</td>
</tr>
<tr>
<td>2014/2015</td>
<td>Associate of Applied Science in Counseling (AASC)</td>
<td>2</td>
</tr>
<tr>
<td>2015/2016</td>
<td>Associate of Biblical Studies (ABS)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Certificate of Christian Ministries (CCM)</td>
<td>1</td>
</tr>
<tr>
<td>2016/2017</td>
<td>Associate of Biblical Studies (ABS)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Certificate of Christian Ministries (CCM)</td>
<td>2</td>
</tr>
</tbody>
</table>

GPA by Majors/Academic Year*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Christian Counseling</td>
<td>3.30</td>
<td>3.48</td>
<td>2.73</td>
<td>3.00</td>
<td>2.83</td>
</tr>
<tr>
<td>Associate of Biblical Studies</td>
<td>2.46</td>
<td>3.20</td>
<td>3.40</td>
<td>3.53</td>
<td>3.55</td>
</tr>
<tr>
<td>Associate of Liberal Arts</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3.32</td>
</tr>
<tr>
<td>Certificate of Christian Ministries</td>
<td>2.75</td>
<td>4.00</td>
<td>3.67</td>
<td>3.66</td>
<td>3.67</td>
</tr>
</tbody>
</table>

Graduates' Employment Status**

88% of graduates were employed at the time of or after graduating with the remaining 12% choosing to remain unemployed to volunteer in Christian ministry.

59% of the 88% were employed in Christian ministry.

*Pulled all incomplete and withdrawn students
**Based on graduates from 2010/2011 academic year forward

Full institutional data can be found on the College Navigator website: [https://nces.ed.gov/collegenavigator](https://nces.ed.gov/collegenavigator)
AUTHORIZATION, ACCREDITATION, AND ARTICULATION AGREEMENTS

ODA-Office of Degree Authorization (Oregon State Authorization)
This school is a nonprofit corporation authorized by the state of Oregon to offer and confer the academic degrees described herein, following a determination that the 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, 775 NE Court St, Salem, Oregon, 97301.

Accreditation
Pacific Bible College is a candidate for accreditation with the Commission on Accreditation of ABHE. Association of Biblical Higher Education, 5850 T.G. Lee Blvd., STE 130, Orlando, FL 32822, 407.207.0808. Inquiries concerning the standards or school compliance may be directed to the ABHE. http://pacificbible.com/wp/about/accreditation/

Transfer of PBC Credit to Other Schools
Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation.

Articulation Agreements
PBC currently has articulation agreements to facilitate credit transfer with the following institutions:

- Corban University
- Montana Bible College
- Multnomah University
- New Hope Christian College
- Northwest Christian University
- Oak Hills Christian College
- Simpson University

ADMINISTRATION

Campus Location
PBC is located in the Rogue Valley. The administrative office, classrooms, and library are located at 28 S. Fir Street, Suite 212 in Medford, Oregon.

Inclement Weather Policy
PBC’s weather policy will follow Medford Public Schools’ inclement weather policy.

PBC follows the Medford Public Schools system only when they are closed because of inclement weather but not other reasons that do not affect PBC (i.e. heating problems, etc.). During special events, PBC will follow the public schools’ policy unless an announcement is made. PBC encourages students to use wisdom when deciding to drive from their home should the weather be more inclement at their place of residence. Closure due to weather will be announced via Populi and PBC homepage.

Liability for Personal Items
The College does not accept responsibility for damage to or loss of personal property on its premises. Please keep cars locked and valuables out of sight.

Building Use and Endorsements
Pacific Bible College is available to advertise and host events and organizations led by students, faculty, and/or staff. The college may also advertise, sponsor, and endorse (either directly or indirectly) outside events and organizations as deemed appropriate by 1) the Dean of Students, regarding student life activities, 2) college administration, regarding intercollegiate programs, and professional/institutional development, and 3) the President and/or Board of Trustees, regarding large scale partnerships, public relations, and institutional outreach. PBC will make this determination according to the following minimum criteria:

1) Must be pertinent to the mission of the college
2) Must uphold the college’s Statement of Faith
3) Must be in full accord with our policies regarding student conduct, the safety of students, staff, and faculty, academic integrity

Organizations who wish to rent college facilities for an event must submit a Facilities Use Request Form (FURF). Students who wish to organize an extracurricular event which utilizes college facilities and/or takes place under the sponsorship of Pacific Bible College must complete an Event Submission Form for approval by the Dean of Students at least two weeks prior.

AVAILABILITY OF EMPLOYEE FOR DISSEMINATION PURPOSES
Pacific Bible College has a designated employee who is available on a full-time basis to assist all enrolled or prospective students in obtaining information on financial assistance, graduation and completion rates, the school in general, and security policies and crime statistics as required by the US Department of Education. The Chief Academic Officer is available during normal business hours, on a full-time basis for information regarding general information about the college and security policies and crime statistics. For information regarding financial assistance and graduation and completion rates, students should contact the Dean of Students or Chief Academic Officer. They are available during normal business hours on a full-time basis to respond to requests for information.

PBC’s Compliance Officer is Chief Academic Officer John Osbourn, 28 S. Fir Street, Suite 212, Medford, OR 97501, john.o@pacificbible.com, (541) 776-9942.
**ADMISSIONS**

**Admission Requirements**

**Full Acceptance**

Admission to Pacific Bible College is predicated on the student's ability to complete successfully one of our four programs as well as showing an exemplary Christian lifestyle. Full acceptance to PBC requires each of the following:

- Online application completed through our website: [www.pacificbible.com](http://www.pacificbible.com)
- High School Transcripts with graduation date*, GED, or an equivalent credential issued from outside the United States
- High School GPA of 2.0 or higher
- Testing requirements (one or more of the following):
  - Minimum composite SAT score of 890
  - Minimum composite ACT score of 18
  - Minimum score of 3 on Math and English Smarter Balanced Tests for applicants who attended high school in the state of Oregon after 2016
  - Wonderlic Verbal/Quantitative Placement Exam administered by PBC
  - Other standardized tests accepted and assessed on a case-by-case basis
- 500-word Statement of Purpose
- Agreement with the Statement of Faith

*High school students who apply for traditional undergraduate admission before their projected high school graduation date will be offered provisional admission. Full admission will be obtained upon providing a final official high school transcript indicating the date of graduation and final GPA.

**Transfer Student Admission**

Applicants who have previously earned 12 or more credit hours from an accredited institution of higher education or from an unaccredited institution that is authorized to confer degrees by the Office of Oregon Degree Authorization can apply for admission as a transfer student. The following items will be required for full admission as a transfer student:

- Online application completed through our website: [www.pacificbible.com](http://www.pacificbible.com)
- Official transcripts for all prior college coursework.
- Transfer GPA of 2.0 or higher
- Spiritual Life recommendation form completed by the applicant's pastor or another competent personal mentor
- 500-word Statement of Purpose
- Agreement with the Statement of Faith

**Non-High School Graduate Admission**

Applicants who have not obtained a high school diploma, GED**, or equivalent thereof from outside of the United States must submit the following:

- Online application completed through our website: [www.pacificbible.com](http://www.pacificbible.com)
- Spiritual Life recommendation form completed by the applicant's pastor or another competent personal mentor.

- 500-word Statement of Purpose
- Agreement with the Statement of Faith
- Wonderlic Placement Exam administered by PBC - OR – one of the standard test options indicated under the testing requirement for Traditional Undergraduate Admission

*Current high school students applying to earn dual credit should complete the application process for non-high school graduate admission.

**Pacific Bible College does not offer a GED program.

**Provisional Admission**

In some instances, an applicant might not demonstrate an immediate ability to thrive in the college environment. Examples of this may include but are not limited to:

- An applicant maintains a cumulative high school or previous college GPA below 2.0
- The 500-word Statement of Purpose demonstrates inadequate written communication proficiency
- Submitted test scores do not meet the stated threshold requirement
- Required documentation is missing from the application for admission

Applicants who do not meet the stated criteria for full admission will be contacted to schedule an interview to discuss provisional admission. Students who are provisionally admitted agree to the following terms:

- Provisional students must obtain a signature of approval from the Dean of Student Affairs and Enrollment Services for their first semester's schedule. PBC reserves the right to limit access to classes and credits attempted for any first-time provisionally admitted student as deemed appropriate by admissions staff.
- Provisional students must attend one mid-term conference per semester with an academic advisor to discuss progress.
- Provisional students will obtain full admission upon successfully completing a total of 12 credit hours in residency with a resident cumulative GPA of 2.0 or greater. These 12 credit hours must be earned within the time frame of four consecutive semesters (i.e. at a minimum average pace of 3 credit hours per semester).
- Provisional students who do not complete the required 12 credits within the appointed time frame, or who complete the 12 credits with a GPA below 2.0, may register a petition with their faculty Program Director to extend the provisional period no more than two additional semesters. If the student does not register a petition, or if the petition is denied, provisional admission will be rescinded.
- Provisional students receiving federal financial aid are subject to the same Satisfactory Academic Progress policy as fully admitted students.
- Provisional students are not eligible to receive in-house financial aid.
Admission Procedures
1) Request for your official high school, GED, and/or college transcripts, along with SAT, ACT or other standardized test scores to be sent directly to PBC
2) Submit your online application: www.pacificbible.com, including 2 references and 500-word Statement of Purpose
3) Submit the Spiritual Life Recommendation form
4) When your application file is complete, PBC will contact you with an admission decision and further information about how to enroll.

Audit Admission
Auditors are admitted to PBC as non-degree seeking, non-credit-earning self-enrichment students. Therefore, applicants who wish to audit classes do not need to apply for full admission but should complete the online application for Audit/Self-Enrichment. No other documentation is required. When the online application is submitted, an admissions representative will contact the applicant with instructions about how to register for classes as an auditor.

Tuition and Fees
1) A non-refundable admission fee is required upon notification of acceptance to PBC. This is $50 for credit students and $30 for audit/self-enrichment students.
2) Pacific Bible College charges $150.00 per credit hour for credit students and $100 per credit hour for auditors.

Textbooks
Pacific Bible College does not have a bookstore. Students will be provided required books’ ISBN numbers on the class syllabi once registered in the class. Students who have questions about books and materials can contact admissions.

Total Estimated Costs per Program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credits</th>
<th>Total Program Tuition Costs</th>
<th>Fees</th>
<th>Average Cost of Books for the Program</th>
<th>Estimated Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Christian Counseling</td>
<td>63</td>
<td>$9,450</td>
<td>$50</td>
<td>$500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Associate of Biblical Studies</td>
<td>65-66</td>
<td>$9,750</td>
<td>$50</td>
<td>$500</td>
<td>$10,300</td>
</tr>
<tr>
<td>Associate of Liberal Arts</td>
<td>63-66</td>
<td>$9,450-$9,900</td>
<td>$50</td>
<td>$500</td>
<td>$10,000-$10,450</td>
</tr>
<tr>
<td>Certificate of Christian Ministries</td>
<td>32</td>
<td>$4,800</td>
<td>$50</td>
<td>$250</td>
<td>$5,100</td>
</tr>
</tbody>
</table>


General Refund Policy
1) Refunds for tuition only will be pro-rated according to the day the student withdraws from class versus the total semester days.
2) All fees are non-refundable.
3) Refunds will be paid within 30 days of written notice of class withdrawal. It is the student’s responsibility to submit the written notice to the PBC office. Students who withdraw from a class without proper written notice are not eligible for refunds.
4) General Refund Schedule:

<table>
<thead>
<tr>
<th>Class Withdrawal Date</th>
<th>% Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of week 1</td>
<td>100%</td>
</tr>
<tr>
<td>By the end of week 2</td>
<td>90%</td>
</tr>
<tr>
<td>By the end of week 3</td>
<td>82%</td>
</tr>
<tr>
<td>By the end of week 4</td>
<td>74%</td>
</tr>
<tr>
<td>By the end of week 5</td>
<td>66%</td>
</tr>
<tr>
<td>By the end of week 6</td>
<td>58%</td>
</tr>
<tr>
<td>By the end of week 7</td>
<td>50%</td>
</tr>
<tr>
<td>By the end of week 8</td>
<td>42%</td>
</tr>
</tbody>
</table>

Note: Friday is considered the end of the week when calculating refunds. There are no refunds after the 8th Friday of the semester. Refund schedule may vary for shorter sessions and semesters with modified start/end dates.

Transfer Students
Pacific Bible College works one-on-one with each applicant to evaluate their prior credit, looking for potential transfer opportunities. Transfer credit evaluation begins once your admission’s application is complete.

Assessment of Prior Credit
Students desiring to get transfer credit towards their PBC degree program requirements must submit appropriate documentation for such credit as part of the admission process. Previous academic credit is evaluated on a course-by-course basis. Acceptable transfer work will be recorded on the PBC transcript. If courses are not applicable to the student’s degree program at PBC, they will be considered as electives in excess of minimum degree requirements. The level of credit (100 or 200 level) is determined by evaluation of the courses at PBC. The student must arrange to have official transcripts sent to our registrar. Transcripts that have been in the possession of a student are not considered official.
Transfer credit may be granted under the following conditions:

1. Appropriate coursework completed with a grade of C or above will be accepted.
2. PBC accepts college-level academic course work from regionally accredited two-or four-year colleges and universities. In addition, credits earned at institutions listed as degree-granting institutions in the Accredited Institutions of Postsecondary Education (AIPE) as published by the Council for Higher Education Accreditation (CHEA) will be considered for transfer credit. Academic credit is accepted without regard to the date that the course was completed.
3. Academic coursework from colleges outside the United States or those that do not meet any of the definitions above are evaluated on a case-by-case basis.
4. Transfer credit cannot exceed 50% of the designated PBC degree.
5. Awarding of credits is based on semester/quarter equivalency calculation.
6. PBC has sole discretion in determining which and how many transfer credit hours will be accepted toward degree requirements.

The transfer student’s records (transcripts, etc.) will be evaluated according to the rules and regulations as described in the catalog and in accordance with PBC policies in effect at the time of the student’s admission to a degree program. After evaluation, the student will be notified that an official evaluation has been completed and will be provided the details of all applicable transfer credit that has been accepted by the college.

Non-standard Options for Earning College Credit
The Office of Oregon Degree Authorization classifies the following six options for earning college credit as “Non Instructional methods”:

1. Advance Placement (AP) and International Baccalaureate (IB)
   PBC awards academic credit for AP/IB based on the credit recommendations from Oregon’s AP/IB Workgroup convened by Oregon’s Higher Education Coordinating Commission. PBC’s academic credit awards for AP/IB are on page 21-22. Students can earn credits up to 50% of a program through AP/IB credit.

2. Challenge Examination
   PBC can award credit by challenge examination. Students earn credit by successfully passing a final course examination covering all course content, in lieu of requiring class attendance. No more than 25 percent of a program may be earned through challenge examinations.

   To request a challenge exam, students must provide evidence of their prior learning experience that they believe warrants consideration for challenging a particular course or courses. This information will be reviewed by the Department Chair of the requisite program. The Department Chair will determine whether the student should be interviewed. The student will then be interviewed and will be required to respond to oral questions over the course that they desire to challenge. Once complete, the Department Chair will determine approval/non-approval within 7 working days of the interview. Students who are approved for a challenge exam will then work out a date with the designated faculty representative for the time and place for the exam. After the successful completion of the test, the appropriate credits will be posted to their academic transcript. The challenge exam fee is $150.00 and is non-refundable.

3. Non-Collegiate Learning (NCL)
   Students can earn credit towards a degree based on previous documented learning in a non-collegiate learning environment. No more than 25 percent of a program may be earned through NCL.

   Students wishing to get credit for their prior learning should notify an academic advisor. Students will need to accomplish the following to request and be evaluated for NCL:
   a. Provide documented proof of the experience for which they are requesting credit.
   b. Write a paper in accordance with the standards specified by the designated Department Chair that explains how their experience meets the outcomes for the designated course. Then they will participate in a follow-up review panel/interview overseen by the Department Chair or other faculty members as an oral defense of their written assignment. At the completion of their oral defense, the student will be notified within 7 working days of the status of their credit award or non-award. Students will still be obligated to pay 50% of full tuition for each credit awarded.

4. Veterans and American Council on Education (ACE) Credit
   PBC will generally follow the recommendations of the American Council on Education (ACE) for courses listed in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experiences in the Armed Forces. Students must provide appropriate documentation to verify they have completed the work or training experience that is designated by ACE for college credit. No more than 25 percent of a program may be earned through ACE credit.

5. National Career Readiness Certificate (NCRC) Credit
   PBC awards 3 elective credits for students who have completed the NCRC and achieved Silver Level or higher based on the ACE recommendation for college credit.

6. College Level Examination Preparation (CLEP)
   PBC will accept the minimum scores recommended by the American Council on Education (ACE) on all exams offered by College Level Examination Preparation (CLEP) for the award of academic credit. PBC’s academic credit awards for CLEP are on page 21. Students can earn credits up to 50% of a program through CLEP.
<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Exam Score</th>
<th>SCH</th>
<th>PBC max credit awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50 &amp; above</td>
<td>3</td>
<td>elective</td>
</tr>
<tr>
<td>American Literature</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Literature requirement for ALA degree or 6 SCH</td>
</tr>
<tr>
<td>Analysis &amp; Interpretation of Literature</td>
<td>50 &amp; above</td>
<td></td>
<td>elective</td>
</tr>
<tr>
<td>Biology (formerly General Biology)</td>
<td>50 &amp; above</td>
<td></td>
<td>B1OL211 or 6 SCH</td>
</tr>
<tr>
<td>Calculus</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Math requirement for ALA degree or 4 SCH</td>
</tr>
<tr>
<td>Chemistry (formerly General Chemistry)</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills 4 credits of ALA Science requirement or 6 SCH</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50 &amp; above</td>
<td></td>
<td>MTH111 or 4 SCH</td>
</tr>
<tr>
<td>College Composition</td>
<td>50 &amp; above</td>
<td>WR121 and WR122 or 6 SCH</td>
<td>elective</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50 &amp; above</td>
<td>3</td>
<td>SCH elective</td>
</tr>
<tr>
<td>English Literature</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Literature requirement for ALA degree or 3 SCH</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50 &amp; above</td>
<td>3</td>
<td>SCH elective</td>
</tr>
<tr>
<td>French/French Language (Levels 1 and 2)</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Language requirement for ALA degree or 6 SCH</td>
</tr>
<tr>
<td>German/German Language (Levels 1 and 2)</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Language requirement for ALA degree or 6 SCH</td>
</tr>
<tr>
<td>History of the United States I: Early</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Colonizations to 1877</td>
<td></td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>History of the United States II: 1865 to the</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Present</td>
<td></td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50 &amp; above</td>
<td>3</td>
<td>SCH elective</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50 &amp; above</td>
<td></td>
<td>PSY201</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50 &amp; above</td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50 &amp; above</td>
<td>MTH111 or 4 SCH</td>
<td>(elective)</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50 &amp; above</td>
<td>3</td>
<td>SCH elective</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50 &amp; above</td>
<td>3</td>
<td>SCH elective</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50 &amp; above</td>
<td>3</td>
<td>(elective)</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50 &amp; above</td>
<td>3</td>
<td>Social Science or 3 SCH</td>
</tr>
<tr>
<td>Spanish</td>
<td>50 &amp; above</td>
<td></td>
<td>Fulfills Language requirement for ALA degree or 6 SCH</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to</td>
<td>50 &amp; above</td>
<td>HS110 or 3 SCH</td>
<td>(elective)</td>
</tr>
<tr>
<td>1648</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>50 &amp; above</td>
<td>HS210 or 3 SCH</td>
<td>(elective)</td>
</tr>
</tbody>
</table>

**SCH • Semester Course Hour**
### Advanced Placement Course Credit Chart

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Exam Score</th>
<th>PBC max credit awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-History</td>
<td>4+</td>
<td>ART101</td>
</tr>
<tr>
<td>Art-Studio</td>
<td>4+</td>
<td>ART100</td>
</tr>
<tr>
<td>Biology</td>
<td>4+</td>
<td>BIOL211 and BIOL212</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MTH111</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4+</td>
<td>MTH111</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MTH111</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4+</td>
<td>MTH111</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4+</td>
<td>4 SCH Science or 4 SCH (elective)</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>3+</td>
<td>Fulfills Language requirement for ALA degree or 6 SCH (elective)</td>
</tr>
<tr>
<td>Computers Science A</td>
<td>4+</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Computers Science Principles</td>
<td>4+</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>English Language &amp; Comp</td>
<td>3+</td>
<td>WR121</td>
</tr>
<tr>
<td>English Literature &amp; Comp</td>
<td>3+</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3+</td>
<td>4 SCH Science or 4 SCH (elective)</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>European History</td>
<td>4+</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>3+</td>
<td>Fulfills Language requirement for ALA degree or 6 SCH (elective)</td>
</tr>
<tr>
<td>German Language &amp; Culture</td>
<td>3+</td>
<td>Fulfills Language requirement for ALA degree or 6 SCH (elective)</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3+</td>
<td>GEOG101 or 3 SCH (elective)</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>3+</td>
<td>Fulfills Language requirement for ALA degree or 6 SCH (elective)</td>
</tr>
<tr>
<td>Macro Economics</td>
<td>3+</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>Micro Economics</td>
<td>3+</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>Music Theory</td>
<td>4+</td>
<td>3 SCH Fine Arts or 3 SCH (elective)</td>
</tr>
<tr>
<td>Physics 1</td>
<td>4+</td>
<td>PHY100</td>
</tr>
<tr>
<td>Physics 2</td>
<td>4+</td>
<td>PHY100</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>4+</td>
<td>Fulfills 4 SCH Science or 4 SCH (elective)</td>
</tr>
<tr>
<td>Physics C - Elect &amp; Magn</td>
<td>4+</td>
<td>Fulfills 4 SCH Science or 4 SCH (elective)</td>
</tr>
<tr>
<td>Psychology</td>
<td>3+</td>
<td>PSY201</td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>3+</td>
<td>SPAN101 and 3 SCH (elective)</td>
</tr>
<tr>
<td>Spanish Literature &amp; Culture</td>
<td>3+</td>
<td>SPAN101 and 3 SCH (elective)</td>
</tr>
<tr>
<td>Statistics</td>
<td>4+</td>
<td>3 SCH Math or 3 SCH (elective)</td>
</tr>
<tr>
<td>Studio Art drawing</td>
<td>4+</td>
<td>ART100</td>
</tr>
<tr>
<td>United States Government &amp; Politics</td>
<td>4+</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>United States History</td>
<td>3</td>
<td>3 SCH Social Science or 3 SCH (elective)</td>
</tr>
<tr>
<td>United States History</td>
<td>4+</td>
<td>6 SCH Social Science or 6 SCH (elective)</td>
</tr>
<tr>
<td>World History</td>
<td>4+</td>
<td>6 SCH Social Science or 6 SCH (elective)</td>
</tr>
</tbody>
</table>

SCH - Semester Course Hour
### International Baccalaureate (IB) Course Credit Chart

<table>
<thead>
<tr>
<th>IB Exam</th>
<th>Standard Level Exam Score of 5 or higher</th>
<th>High Level Exam Score of 5 or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronomy</td>
<td>3 SCH (elective)</td>
<td>N/A</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL211 or 3 SCH (elective)</td>
<td>BIOL211 or 6 SCH (elective)</td>
</tr>
<tr>
<td>Business Management</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Fulfills 4 credits of ALA Science</td>
<td>Fulfills 4 credits of ALA Science</td>
</tr>
<tr>
<td></td>
<td>requirement or 4 SCH (elective)</td>
<td>requirement or 8 SCH (elective)</td>
</tr>
<tr>
<td>Classical Languages</td>
<td>Fulfills Language requirement for ALA</td>
<td>for ALA degree or 6 SCH</td>
</tr>
<tr>
<td></td>
<td>degree or 3 SCH (elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Computers Science</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Dance</td>
<td>Fulfills Fine Arts requirement for ALA</td>
<td>for ALA degree or 4 SCH</td>
</tr>
<tr>
<td></td>
<td>degree or 3 SCH (elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Design Technology</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Economics</td>
<td>(elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Environmental Systems and Societies</td>
<td>3 SCH (elective)</td>
<td>N/A</td>
</tr>
<tr>
<td>Film</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Further Mathematics</td>
<td>N/A</td>
<td>4 SCH Math or 4 SCH (elective)</td>
</tr>
<tr>
<td>Geography</td>
<td>GEOG101 or 3 SCH (elective)</td>
<td>GEOG101 or 4 SCH (elective)</td>
</tr>
<tr>
<td>Global Politics</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>History</td>
<td>(elective)</td>
<td>N/A</td>
</tr>
<tr>
<td>History: Africa and the Middle East</td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>History: Americas</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>History: Asia/Oceania</td>
<td></td>
<td>(elective)</td>
</tr>
<tr>
<td>History: Europe</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>History: Medieval Europe &amp; Islamic World</td>
<td>3 SCH (elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Info Tech in a Global Society</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Language A: Language &amp; Literature (English)</td>
<td>WR121</td>
<td>WR121, 3 SCH (elective)</td>
</tr>
<tr>
<td>Language A: Literature (other than English)</td>
<td>for ALA degree or 3 SCH (elective)</td>
<td>for ALA degree or 4 SCH (elective)</td>
</tr>
<tr>
<td></td>
<td>WR121</td>
<td>WR121, 3 SCH (elective)</td>
</tr>
<tr>
<td>Language A: Language &amp; Literature (other than English)</td>
<td>for ALA degree or 3 SCH (elective)</td>
<td>for ALA degree or 4 SCH (elective)</td>
</tr>
<tr>
<td>Language B: (all languages except English)</td>
<td>3 SCH (elective)</td>
<td>6 SCH (elective)</td>
</tr>
<tr>
<td>Literature and Performance (English)</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Literature and Performance (Spanish &amp; French)</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Marine Science</td>
<td>3 SCH (elective)</td>
<td>N/A</td>
</tr>
<tr>
<td>Math Studies</td>
<td>3 SCH (elective)</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Fulfills Math requirement for ALA degree</td>
<td>Fulfills Math requirement for ALA</td>
</tr>
<tr>
<td></td>
<td>or 4 SCH (elective)</td>
<td>degree or 6 SCH (elective)</td>
</tr>
<tr>
<td>Music (Solo, group or composition)</td>
<td>Fulfills Fine Arts requirement for ALA</td>
<td>for ALA degree or 4 SCH</td>
</tr>
<tr>
<td></td>
<td>degree or 3 SCH (elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PH210 or 3 SCH (elective)</td>
<td>PH210 or 3 SCH (elective)</td>
</tr>
<tr>
<td>Physics</td>
<td>PHY100 or 3 SCH Elective</td>
<td>PHY100, 3 SCH (elective)</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY201 or 3 SCH (elective)</td>
<td>PSY201 or 4 SCH (elective)</td>
</tr>
<tr>
<td>Social &amp; Cultural Anthropology</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Sports, Exercise, &amp; Health Science</td>
<td>3 SCH (elective)</td>
<td>3 SCH (elective)</td>
</tr>
<tr>
<td>Theater</td>
<td>Fulfills Fine Arts requirement for ALA</td>
<td>for ALA degree or 4 SCH</td>
</tr>
<tr>
<td></td>
<td>degree or 3 SCH (elective)</td>
<td>(elective)</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>3 SCH (elective)</td>
<td>4 SCH (elective)</td>
</tr>
<tr>
<td>World Religions</td>
<td>3 SCH (elective)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**SCH - Semester Course Hour**
STUDENT SERVICES – ENROLLMENT

New Enrollees
Upon receiving an offer of admission, applicants will be prompted to contact the PBC office and schedule an appointment with an academic advisor or dean. At this appointment, the applicant will complete and sign a Matriculation Agreement and receive the Financial Disclosure Statement. The advisor will then activate the new student’s Populi account and register the student for the semester. Subsequent registration for classes in following semesters will be performed online by students themselves, not by the advisor/registrar. Pacific Bible College does not compensate recruiters for enrollments.

Full and Part-time Student
A full-time course load is defined as registration for 12 or more credit hours in a single semester. Anything less is considered part-time.

Enrollment in a Degree Program
PBC offers the following degrees and certificates:

- Associate of Applied Science in Christian Counseling (AASCC)
- Associate of Biblical Studies (ABS)
- Associate of Liberal Arts (ALA)
- Certificate of Christian Ministries (CCM)

In order to graduate from PBC, a student must enroll in one of the above academic programs. There are two ways for a student to declare their intended program:

1) By indicating an intended program on the Matriculation Agreement signed upon admission to PBC, or

2) By providing written notice to Student Services of intent to complete a specific program.

The student’s degree requirements will be determined by the designated catalog year. The designated catalog year corresponds to the academic year wherein the student declared their program. If a student returns after a period of being unenrolled or absent which exceeds two semesters, or if the student is readmitted to the college after academic suspension, the previous catalog year will be replaced by the current one.

Students may request to change their declared program by providing written notice to Student Services. An academic advisor’s signature will be required in the event a student is changing programs.

Degree Progress
A full-time student taking 12 credits per semester can expect to complete an AASCC, ABS, or ALA over the course of at least six consecutive semesters, or the CCM over three consecutive semesters. Part-time students are encouraged to enroll consistently in subsequent semesters so as to display continual progress toward completing their program.

Graduation Requirements
Students must petition the Dean of Student Affairs in the fall semester of the school year they anticipate to graduate. Student Services will then confer with Faculty Department Head/Program Director to confirm eligibility for graduation.

The following criteria will determine eligibility for graduation:

- Program course requirements for the designated catalog year have been satisfied
- 50% of program requirements have been completed in residency
- Cumulative GPA of 2.0 or greater

STUDENT SERVICES - REGISTRATION

Registration Procedures
Registration dates are included in the academic calendar published in this catalog and online. Active students will be notified regarding open registration via email. First-time students will register for classes during an appointment with an academic advisor. Current students will be responsible for registering online through their student account in Populi.

All students who have completed the full admission process and are in good academic and financial standing with PBC are eligible to register for classes. A student who is accepted provisionally may be subject to limitations for first-time registration. Any student who maintains an outstanding tuition balance from a previous semester will be ineligible to register until their account is rectified.

Students should be aware that some classes have prerequisites that must be met before registration. More information can be found about specific classes and their prerequisites under the program descriptions beginning on page 41 of this catalog.

Students may attend and receive credit only for classes for which they have registered. The official class roster in Populi is the only basis an instructor has for counting a student as present in his class.

Auditing
Auditors are not awarded credit, and courses audited
do not count toward a cumulative GPA on PBC transcripts. The registration process for auditors is the same as for credit students; however, no advising appointment is required for first-time registration. Once notified of acceptance, an auditor will receive instructions on how to register for classes online through Populi.

Class and Employment Load
Every student faces a challenge to balance the time demands created by classes, employment, ministry, family and relationships. Student Services welcomes opportunities to discuss these demands and help students develop a workable schedule.

Because of the importance of having a balanced lifestyle, class load is limited to 18 hours. Students who want to take more than 18 hours must meet with the Chief Academic Officer for approval.

Course Cancellation Policy
The college makes an effort to offer any course required for a program but may cancel a class if the minimum enrollment of four has not been met.

Registration Changes
The student makes the following changes online via their student account:

- Updating of contact information
- Adding or dropping a class up to the first week of class

The student must submit a Student Status Change form for the following:

- Changing from audit to credit or vice-versa
- Withdrawal from a class

Withdrawal from Classes
A withdrawal from a course during weeks two through ten of the semester will be noted with a “W” (withdrawal) on the transcript. No withdrawals are accepted as of Monday of the eleventh week of the semester.

If a student does not withdraw from a course by the end of the tenth week of the semester, but stops attending the course, the student will receive the grade earned.

A student may request to switch to audit status in a course by submitting the ‘Class Changes Status’ form.

Requests for all adjustments to a student’s status in a course must be submitted to the Dean of Student Affairs by the end of the tenth week of the semester.

All approved adjustments to a student’s status in a course will be completed in their Populi record by the Dean of Student Affairs and forwarded to PBC’s bookkeeper.

Students who desire to complete the course during a future semester will be required to register and pay the current tuition for the course.

Withdrawal from School
Students who desire to completely withdraw from Pacific Bible College should contact the Dean of Student Affairs. (Students who depart the school for longer than one year will be required to follow the current catalog at the time of their readmission.)

Leave of Absence
A leave of absence is a temporary interruption in a student’s program of study and refers to a specific time period when a student is not in attendance.

STUDENT SERVICES - TRANSCRIPT REQUESTS

Transcript Services
Students may request an official transcript to be sent to any school or business by submitting a transcript request through their student account in Populi and paying a fee of $5.00 per transcript. Contact Student Services for a request form.

Unofficial transcripts may be exported by individual students through their student account in Populi. PBC will not release unofficial transcripts to any third party. Contact Student Services for technical assistance in downloading unofficial transcripts.

STUDENT SERVICES – STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)
PBC follows the Family Education Rights and Privacy Act (FERPA) of 1974 in regard to educational records. FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. PBC accumulates data and keeps records in order to plan educational activities that meet the needs of students and to effectively advise and counsel them. Student records are used to promote instruction, guidance and educational progress. FERPA provides for the protection of student records.

Notification of Student Rights under FERPA
Students have the following rights under FERPA:

1) The right to inspect and review their education records and the right to seek to amend those records.

2) The right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a PBC to comply with FERPA.

3) A student who believes the contents of their education records are inaccurate or misleading, or a violation of privacy or other rights, has the right to a hearing to challenge the contents. PBC will normally comply with requests to inspect records within 14 working days but in no case more than
45 days from the date of request. For information regarding review of official records or to challenge the content of those records, students may contact the administration.

**Definition of "School Official" and "Legitimate Education Interest"**

School Official - any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for PBC has a legitimate educational interest.

Legitimate Educational Interest - demonstrated need to know by those officials of an institution who act in the student’s educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information.

**Definition of Directory Information**

Under FERPA, PBC can non-consensually disclose personally identifiable information from a student’s education records when such information has been appropriately designated as “directory information”. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. PBC considers the following to be "directory information":

1. Name, address, and telephone number
2. Declared major
3. Dates of enrollment
4. Degrees and awards received
5. Participation in official recognized college activities and sports
6. Academic credit information
7. Email address
8. Photograph
9. Student ID (institutional user ID)

This information may be released without the student’s written consent unless the student requests a directory exemption through the registrar.

**Method of Disclosure**

Pacific Bible College must annually distribute to all enrolled students the availability of information required under FERPA and HEA section 485 (A1, F, G, and J). All required information is contained in the PBC Catalog and Handbook and/or the PBC website.

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**STUDENT SERVICES – TECHNOLOGY POLICY**

**Computers**

PBC currently has one computer available for Student use, free Wi-Fi, an online listing of library research materials, and two printers - one located in the reception area on campus and the other in the library. USB removable media may be used with the campus computer. It is each student’s responsibility to ensure the safety and security of personal data.

Students are expected to have an up-to-date version of anti-virus software installed on their computer. PBC is not responsible for any virus, any hardware or software problems, or offensive downloaded material. Student’s personal computers should also be kept up to date with all the latest operating system and application security patches. Thumb drives should be scanned for viruses before attaching to the PBC student computer.

Student-accessible campus technology exists primarily for academic use and as a provision for those students who lack requisite technology at home for the completion of coursework. The installation of any new software, programs, or insecure data is not allowed, nor is downloading of any non-text digital media (movies, music, etc.). All users are to note that our handbook policy on student conduct applies to how one appropriates any PBC-owned device or any personal device connected to the PBC network. Those students discovered to be in violation of acceptable standards of conduct or engaged in illegal activities will be disciplined accordingly.

1. Food may not be opened or consumed near the student computer. Drinks are allowed ONLY if they have a closed top (screw on cap, lid, etc.) but must not be consumed near the computer.
2. Copying and printing costs 5 cents per page. When printing or making copies, the Student Services office will be consulted to complete the transaction.
3. Limited and reasonable non-academic personal use is allowed on PBC devices (email, some social networking, etc.). However, users will defer to students whose need is more immediate.
4. PBC cautions against accessing private information such as bank accounts or sensitive email correspondence on PBC devices. If a user is going to leave the computer temporarily unattended, CTRL+ALT+DELETE must be used to lock down the device.
5. During high traffic hours, Student Services reserves the right to limit student use of devices as deemed appropriate. Students may reserve the computer at any time by contacting Student Services. Reservations are limited to one hour and may not be scheduled consecutively.
Printers
Students are allowed access to two printers - one in the library and the other in the reception area. The library's printer has a USB cord available for students to hook up to their laptops. The students' computers should auto-detect and load the drivers for the printer if the laptop is online. The printer in the reception area is connected to the student computer. Each copy costs 5 cents. Two sided pages are 10 cents.

Wireless Internet
Wireless internet access is available throughout the building. Please be advised that setting up a personal wireless access point is not allowed. Students that violate this policy by installing their own wireless access point will have their internet access terminated.

All internet activity is traceable. E-mail and internet use should be in keeping with good practices and the general mission of PBC. PBC cannot guarantee that messages or files are private or secure. The school may monitor and record usage to enforce its policies, and may use information gained in this manner for disciplinary and/or criminal proceedings in accordance with PBC's disciplinary standards and procedures, as explained in the Disciplinary Process section of the Student Handbook (starting on page 30).

What is Populi?
Populi is the data base software that manages student records and Administration procedures. All students are assigned a Populi username once they are admitted. Students will be emailed a link to create their own password that must not be shared with anyone. Students are responsible for keeping their contact information up-to-date. Student login is available at www.pacificbible.com.

In their Populi account, students will be able to enter class discussions, register for courses, review their transcript and degree audit, download class syllabi and other files the teacher has loaded, track assignments, turn in assignments, view grades, make online payments, and access their Library account.

E-mail
Once admitted, the college uses students' primary e-mail address for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their e-mail on a regular basis.

STUDENT SERVICES – FACILITIES
Library
The Pacific Bible College Library offers more than 2,500 books and a number of electronic subject databases as learning resources to help you in your studies. Access to the library catalog (for books) and electronic magazine articles is available on the “Academics” page of PBC’s website as well as through Populi. On the website, click on “Pacific Bible College Library” to see links to the Library Catalog, Gale Research Database, and the “Library Guides” page. The library guides will help you navigate and better understand the library; it is suggested that you start with the guide called “Library 101.” To access the Library catalog when in Populi, look at the top left corner when you are logged into your Populi account and click on “Library.” This will allow you to search for books, check the status of books you have out or on hold, write reviews, as well as access links to help with research and writing.

Books may be checked out at the circulation table. To check out a book, print the date, your name, and the barcode number of the book on the check-out sheet. Hint: the barcode number of the book is an 8-digit number, beginning with the digits 3000, usually on the first page inside the front cover. Occasionally, it will be on the back cover of the book. When checking a book out, you need to print only the last four digits (omitting the 3000). The librarian will input the checkouts into Populi and students will be able to access their accounts to renew or see their due dates via their Populi accounts.

Books not checked out will be considered stolen. Here are some circulation rules:

Rules of Circulation
1. Reference books (REF) may not be checked out (a copy machine is available in the library for your use; for each copy the fee is 5 cents; double sided copy is 10 cents).
2. Regular library books may be checked out for 28 days. Reserved books will have a limit of 2 days to 1 week depending on the current demand and need for the first three weeks. After this, they will be available for check out for the normal 28 days.
3. Holds can be made through the Library portal in Populi. Just click on the hold button under a book and you will receive an email when it has been pulled and set aside for you. You can pick up your book on the first shelf of the book shelf by the Reference section. Holds will be kept for you for 1 week before they are canceled.
4. Renewals can be made by the student through their Library account or by contacting the PBC Librarian.
5. There are no fines for late books (but by returning books promptly, you will demonstrate responsible use).
6. Books that are not returned within a year of due date, lost, or damaged will incur a fee equal to the value of the book and the charge will be added to the student’s account.

When finished with a book, just place it in the “Return” basket by the circulation desk; library staff will re-shelve it. To avoid mis-shelving, you may also place reference or other books that you have consulted on the second shelf of the book case by the Reference section.

Please see the “Library Guides” for additional help or contact the PBC Librarian.

Lost and Found
The lost and found is located at the Campus Office. Found items should be turned into the Campus Office during business hours: Monday through Friday from 9:00 am to 5:00 pm. Items are kept for 30 days from the date received. Unclaimed items are either discarded or donated to charity. PBC is not responsible for the
STUDENT SERVICES – VOCATIONS and MINISTRY

Employment & Career Opportunities
It is a part of PBC’s mission to assist students in obtaining gainful employment whereby the student is able actively and practically to apply the lessons of their coursework and earned degrees. Student Services will advertise known job openings, both secular and church-affiliated, which are pertinent to graduates through Populi and on the school’s bulletin board. Students desiring advice on a given career path are encouraged to inform PBC through Student Services so as to be referred to appropriate avenues of employment and professional enrichment.

Vocations and Ministry
In PBC’s effort to serve the local body of believers, we specialize in training and preparing students for active ministry roles, both at the professional and volunteer levels. Many PBC faculty are, or have been, pastors in the surrounding community. Students seeking formation for pastoral ministry are encouraged to cultivate an intentional relationship with their own pastor or with their instructors at PBC who possess the relevant experience. Student Services is able to help students in their search for a pastor-mentor, as well as aid students in discerning their vocation to ministry, pastoral or otherwise.

Ordination
PBC does not ordain for the ministry but provides the academic foundation for the process needed for study and entrance toward ordination.

STUDENT SERVICES - FINANCIAL SERVICES

Student Accounts
Students are encouraged to review their accounts in their Populi record, but may inquire about their finances with the bookkeeper, who is available to meet with students at the PBC office Monday-Friday, 9:00am – 3:00pm. Students may call the office to confirm the bookkeeper’s schedule.

The office will help students with:
• Payments: Cash, checks, Visa, MasterCard, and Discover are accepted for all payments.
• Refunds
• Information about disbursements of Federal Financial Aid

Students have 24/7 access to their account standing via our online college management system Populi.

Payment Schedule
PBC policy states that all tuition balances must be paid off before the end of the last week of the semester. Students who choose not to pay their account balance in full by the end of the fourth week must submit an approved payment plan by that same deadline in order to avoid being placed on financial lock. A financial lock prevents students from registering for classes, viewing, or exporting grades or transcripts, and being eligible for graduation. A student who is on financial lock may be excluded from classes in subsequent semesters as long as an outstanding balance remains beyond the last day of the semester in which the original payment was due.

Credit Balance Handling Policy
Credit balances will be resolved within 14 days. Whenever the amount of funding applied to a student’s account exceeds the student’s charges for a semester, a credit balance occurs. A Title IV credit balance occurs when the total amount of Title IV funding (Federal Financial Aid) applied to a student’s account exceeds account balance due for tuition and fees. Federal regulations require that all Title IV credit balances be resolved within 14 calendar days of the date the credit is created.

Federal regulations require PBC to obtain written authorization from students to retain Title IV funds for future charges such as additional tuition fees in the same academic year. Title IV credit balance reconciliation within 14 days is accomplished by one of the following:
• If authorization has been received, holding funds until end of academic year
• Payment by direct deposit into student’s bank account
• Payment by check to student

Return of Title IV Funds Policy
When students receive financial aid but totally withdraw before completing more than 60 percent of a term, or if they earn a combination of all F, NP, or W grades, PBC must calculate how much aid was unearned and must be repaid. Students may owe a repayment to PBC as well as to federal programs. Repayment in full is required before they can enroll again or get future financial aid. Students should carefully consider other options before withdrawing.

STUDENT SERVICES – FINANCIAL AID

Financial Aid
Students have a variety of options at their disposal for financing their education at Pacific Bible College, including both federal financial aid and internal scholarships.

Federal Financial Aid (Title IV)
Federal student aid is money from the federal government—specifically, the U.S. Department of
Education—that helps a student pay for higher education expenses (i.e., college, career school, or graduate school expenses). Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation.

There are three categories of federal student aid: grants, work-study, and loans. Currently PBC is processing Pell Grants.

**Federal Pell Grants**
Pell Grants are for undergraduates with financial need working towards a declared major. Grant money does not have to be repaid. For more information on grants, visit StudentAid.gov/eligibility.

**Eligibility and Program Information**
Some of the most basic eligibility requirements are:
- demonstrate financial need
- be a U.S. citizen or an eligible noncitizen
- have a valid Social Security number
- register with Selective Service, if a male between the ages of 18 and 25
- maintain satisfactory academic progress in college
- show qualification to obtain a college education by having a high school diploma or a General Educational Development (GED) certificate or a state-recognized equivalent; or completing a high school education in a home-school setting approved under state law

Find more details about eligibility criteria at StudentAid.gov/eligibility.

A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years).

**Annual Award Amount (subject to change)**
Amounts can change annually. For 2017-2018 (July 1, 2017 to June 30, 2018), the award amount is up to $5,920. For Federal Pell Grant details and updates, visit StudentAid.gov/Pell-grant.

**FAFSA Procedures**
Students can file a Free Application for Federal Student Aid (FAFSA) by visiting https://fafsa.ed.gov/. PBC’s school code is 042513.

1) Create an FSA ID. Students, parents, and borrowers should create an FSA ID, made up of a username and password, to submit their Free Application for Federal Student Aid (FAFSA®) online and to access U.S. Department of Education websites. FSA ID is used to confirm identity and electronically sign federal student aid documents. To create an FSA ID, visit StudentAid.gov/fsaid.

2) Complete the Free Application for Federal Student Aid(FAFSA®) at fafsa.gov.

3) Review Student Aid Report. After you apply, you’ll receive a Student Aid Report, or SAR. SAR contains the information reported on FAFSA and usually includes Expected Family Contribution(EFC). The EFC is a number (not a dollar amount) used to determine your eligibility for federal student aid. Review SAR information to make sure it’s correct.

4) Contact PBC’s Financial Aid Coordinator. Make sure all the information submitted is complete and correct as this is needed to determine your eligibility.

**When to Complete the FAFSA**
For attendance from July 1, 2017 through June 30, 2018, submit a 2017-18 FAFSA beginning on Oct. 1, 2016, with income and tax information from 2015.

New students may file a FAFSA at any point in the application process, or even before applying for admission to PBC. Both new and returning students are responsible for submitting their FAFSA before the appointed deadline for each year. To find out the current year’s deadline for FAFSA submissions, contact PBC admissions or visit https://fafsa.ed.gov/deadlines.htm.

**Notification of Financial Aid Award Package (Award Letter)**
Once a student has applied, eligibility has been determined, and the corresponding amount of Financial Aid has been determined along with acceptance to PBC, an award letter will be issued which reflects federal financial aid awards such as Pell Grants, the student will have an opportunity to review the financial aid package proposed with the Financial Aid Coordinator and accept or decline any portion thereof.

An Award Letter states the financial aid available to the student based on their eligibility.

**Receiving Aid**
PBC - not the U.S. Department of Education - will distribute aid, and federal student aid will be applied directly to school account.

**Verification**
Once a student has completed and submitted the FAFSA, there is a possibility that their application will be selected for a process called Verification. Over 30% of filers are selected for Verification which is the Department of Education’s process to ensure information collected on the FAFSA is accurate and that eligible students receive the federal financial aid to which they are entitled. Students will be notified by email if their application is chosen and informed as to what documentation will be required. All requested forms need to be handed into the financial aid office complete with signatures and any additional requested documentation. No federal aid can be awarded until the requested documentation is received, the student file has been verified, and the verification process is complete.

**Dependency Override and Professional Judgment**
When a student has extenuating circumstances which are not clear when completing the FAFSA, PBC offers the option of a dependency override by appeal.
However, a parent’s choice to not pay for their child’s education is not recognized under Title IV requirements for an appeal situation. As defined by the federal government when awarding financial aid, a student’s dependency status is not altered because:

- Parents do not claim student on their federal tax return
- Parents are not willing or able to pay for higher education expenses
- Parents live out of state

For more information regarding dependency status see http://www.fafsa.ed.gov

In rare instances, a financial aid professional may exercise professional judgment and change elements in the federal need analysis to account for extenuating circumstances not addressed in the original FAFSA. Pacific Bible College does not have the authority to change the need analysis formula itself or to make direct adjustments to the Expected Family Contribution (EFC). Instead the school may make adjustments to the inputs to the formula. The changes to the inputs are dictated by the impact of special circumstances of the family’s income and assets. The standard formula is then applied to the new data elements, yielding a new EFC. The decision of the Financial Aid Administrator is final. There is no appeal. By law, neither the school’s president nor the Department of Education can override the Financial Aid Administrator’s decision.

Internal Scholarships
Students who are enrolled for credit may be eligible for an in-house needs-based scholarship of up to $500. This scholarship may be applied to tuition only and does not cover associated expenses or fees.

- Scholarship applications can be obtained by calling or emailing the office: 541.776.9942 or kevin.m@pacificbible.com.
- Applications are administered online and are available exclusively to students who have completed the admissions process.
- The deadline for submission is Friday of the second week of each semester. Late submissions will not be accepted.
- Award notices will be emailed no later than the sixth week of each semester. The awarded amount will be credited to your account.

Calculation of Scholarship Awards

- Awards are determined based on the financial need of each student who applies.
- Students who apply before the Fall deadline will be eligible to receive up to $500 for the Fall-Spring academic year. Awards will be disbursed in increments of 50% per semester:
  - $250 for the Fall semester.
  - $250 for the Spring semester.
- Students who apply before the Spring semester will be eligible to receive up to $250 for the remainder of the academic year. 100% of the award will be disbursed for the Spring term only.

To Apply for a Scholarship

- The following information must be included with your online application before it is reviewed:
  - Income verification for the last 12 months (e.g. pay stubs or a letter from your employer) or last calendar year (copy of your federal 1040).
  - A letter of recommendation from a church or civic leader/mentor, or education leader/mentor explaining why they support your receipt of scholarship funds.
- You may also include any honors or awards you received, and offices/leadership positions you have held.

Veterans Education Benefits
The Associate of Liberal Arts and Associate of Biblical Studies (Biblical Studies Track) are approved by the Oregon State Approving Agency for the education and training of veterans and other eligible persons. Veterans or dependents of veterans who plan to attend PBC must be formally admitted into one of the above programs. A student who wishes to receive VA benefits must contact the PBC administrative office. All registration expenses are the responsibility of the student, and students should be prepared to follow standard PBC procedures regarding payment of their account while they wait for VA funding.

Veterans receiving GI Bill benefits while attending Pacific Bible College are required to submit transcripts from any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program. Veterans still must adhere to the college’s maximum amount of credits that can be transferred: 50%.

Pacific Bible College’s Facility Code is: 3400937.

Veterans Refund
The Pacific Bible College Veterans Refund Policy complies with CFR 21.4255. In the event the Veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of $10 of the formal admission application fee is subject to prorating. The amount charged will not exceed the exact prorated portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Refunds are made within 40 days of the last date of the student’s attendance.

Financial Aid Counseling
All students are encouraged to consult the Financial Aid Coordinator at PBC for additional information regarding financial aid. For financial aid questions and counseling contact nicie.p@pacificbible.com.
Satisfactory Academic Progress Policy (SAP)

SAP Standards

Federal Financial Aid regulations require that all financial aid recipients progress at a reasonable rate toward achieving a degree or certificate. Pacific Bible College uses the same policy regarding state and institutional aid.

Progress is measured by: (1) the student’s cumulative grade point average, (2) pace of progression (the number of cumulative credits earned in relation to those attempted), and (3) the maximum time-frame allowed to complete the academic program. These requirements apply to all semesters and all students regardless of whether or not they received financial aid. Progress is reviewed at the end of each semester. The following applies:

1. Cumulative Grade Point Average: Undergraduate students who drop below a 2.00 (Grade C) cumulative GPA will be placed on Financial Aid Warning.

2. Pace of Progression: Students who fail to complete 67% of cumulative credits attempted will be placed on Financial Aid Warning.

3. Maximum Time Frame: Students must complete their degree within 150% of published program length. Program length is based on the number of credits required for a degree or certificate, not calendar progression. Students are no longer eligible to receive financial aid if it becomes mathematically impossible to complete their degree within 150% of the published length of their program.

SAP Financial Aid Standings

Students who do not meet the standards of Satisfactory Academic Progress (SAP) at the end of a semester will automatically be placed on Financial Aid Warning for the following semester. Financial aid may still be received during the warning semester. At the end of the warning semester, the student must show progress toward achieving satisfactory academic progress as outlined above or they will be placed on Financial Aid Suspension. Progress is defined as increasing their cumulative GPA or their completion percentage (whatever conditions put them into a Financial Aid Warning standing) when it is still mathematically possible to complete their degree within 150% of the published length of their program. Once a student has achieved SAP standards, their Financial Aid Warning status will be removed.

Students placed on suspension can appeal their status. If the appeal is granted, the student will be placed on Financial Aid Probation and will be eligible to receive aid for the probationary semester. Notification of financial aid standing will be communicated to the student via e-mail as designated on their Populi user account. The following Financial Aid Standings apply:

1. Financial Aid Warning: Students may receive financial aid during the semester they are on warning. If the student has met SAP at the completion of that semester, the Financial Aid Warning will be removed. If the student fails to make progress towards meeting SAP standards at the end of the warning semester, they will be placed on Financial Aid Suspension.

2. Financial Aid Suspension: Financial aid suspension will result in the loss of eligibility for all federal, state and institutional aid, including grants, scholarships, loans and work-study. If a student successfully completes a semester without receiving financial aid and meets the SAP standards, the student will then regain financial aid eligibility. Private student loan lenders may allow a student who is not meeting SAP standards to receive those specific funds.

3. Appeal of Financial Aid Suspension: Students who are notified that they are not meeting SAP standards can submit an appeal to maintain financial aid eligibility for one more semester. The appeal must be made in writing and accompanied by appropriate supporting documentation. Appeals must be submitted to the Financial Aid Coordinator within 7 calendar days of the date on the notification email. The appeal must include the following information:

- Students' full name,
- Statement detailing the reason(s) for not meeting satisfactory academic progress standards,
- Explanation of what has changed so satisfactory academic progress standards will be met in the future and what plan is in place to ensure success.

The student's appeal will be reviewed by the Financial Aid Coordinator and the Dean of Students. The appeal decision made by the Dean of Students is final and cannot be appealed to another individual, group, or U.S. Department of Education.

4. Financial Aid Probation: If the appeal is approved, the student is eligible to receive financial aid during the following semester and is placed on financial aid probation. The student may be subject to course and/or credit limitations during the probationary semester. If the student is not meeting SAP standards at the end of the probationary semester, they will be placed on financial aid suspension. The student has the right to appeal again, but the appeal becomes less likely to be approved with each occurrence.

Other Information

1. Repeated Courses: Courses in which the student received a grade of "F" may be repeated and may be eligible for financial aid. Other courses in which the student received a passing grade may be repeated once and may be eligible for financial aid. When a course with a passing grade has been repeated, subsequent repeats of the course will be excluded from the total number of credits for the semester when determining financial aid eligibility. Credits attempted in repeated courses will be included in the cumulative credits attempted and GPA.

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

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

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

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

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

7. Transfer Students: Transfer credits are calculated into the credits attempted, and are factored into the cumulative GPA. Any transfer credits accepted into a student’s educational program will count as both attempted and completed credits when determining a student’s pace of progression.

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

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

Academic Standing and Financial Aid
A student’s progress must be satisfactory to maintain eligibility for federal or institutional financial aid.

STUDENT SERVICES - CAMPUS LIFE

Student Leadership Council
Extracurricular involvement at PBC is highly encouraged among students. Those who wish to take active part in governing student life, as well as representing students to faculty, staff, and administration, are encouraged to become a member of the Student Leadership Council. Students who commit to a permanent Council position are expected to maintain good academic and financial standing with PBC. Council meetings are open to all students and faculty regardless of standing.

Special Events
On occasion, PBC will host special extracurricular events. These may be academic or non-academic in nature. Student Leadership Council will be the typical facilitator in events planned and executed by the Council itself. Otherwise, students are encouraged to assist in hosting and representing PBC whenever possible. Students are especially encouraged to attend extracurricular lectures and academic conferences when the opportunity arises.

For student-led activities, an Event Submission Form must be turned in to Student Services within at least 30 days of the planned event. Depending on the nature of the event, a liability waiver may be required. Contact the Dean of Student Affairs to inquire about planning an event or starting a student club or organization.

Personal/Pastoral Counseling
PBC acknowledges and appreciates that students must always carefully manage a balance between academic growth, mental health and spiritual formation. Those students who feel they require personal or pastoral counseling from appropriate resources may inform their Dean of Student Affairs and will be referred accordingly.

Non-discrimination Policy
It is the policy of Pacific Bible College not to discriminate on the basis of race, color, national origin, sex, age or disability in admissions and access to, or treatment or employment in, its programs or activities.

Students with Disabilities
In keeping with the Americans with Disabilities Act, PBC shall provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all programs for qualified students with professionally verified disabilities. To schedule a consultation, contact the Student Services.

Constitution Day
Pacific Bible College celebrates Constitution Day on or near September 17th of each year. For more information visit http://www.constitutionday.com/.

Voter Registration
Students are encouraged to vote in state and federal elections. Voter registration and election date information for the state of Oregon can be found at http://sos.oregon.gov/voting-elections/Pages/default.aspx.

ACADEMIC STANDARDS

Class Attendance
PBC believes that regular class attendance is essential to a student’s education. Any student who is absent the first day of school without notifying the instructor or office staff will be administratively dropped from that class. Individual professors will determine specific attendance requirements and acceptable excuses for their classes. The syllabus for each class will state these requirements. For any absence, it is the student’s responsibility to contact his/her instructor(s) for class excuses and to make arrangements for any work that was missed.
• Students are responsible for class content when absent, whether excused or not.
• The instructor may not deny credit for the course based solely on attendance unless the student has missed more than 25% of the class.

Writing Standard
Students are expected to submit papers using the college’s MLA standard for research papers unless otherwise noted in the class’ syllabus.

Final Examinations
Dates for final examinations are announced in the class syllabus and unless otherwise noted, will be held during the last regular class period of the semester.

Under rare circumstances, the professor may excuse a student to leave school early. This gives permission to the student to take examinations early. This is done only in very unusual circumstances (as defined by the professor), and the student must receive permission from each professor affected by the change. If the student is absent because of excused illness (as defined by the professor) arrangements with his/her professor must be made to make up the examination during finals week.

At the scheduled final exam period for each class, all semester assignments are due unless otherwise noted by the professor. No work may be submitted after final examinations unless a student qualifies for an incomplete grade. If there is no final exam and the class does not meet during the final exam period, all assignments are due at the last class.

Academic Warning/Dismissal Policy
Grading at PBC provides for evaluation of student performance by letter grades and points. Students whose cumulative grade point average (GPA) falls below 2.00 (C) or who fail to complete 67% of their credits attempted with an A, B, C or P grade, are placed on academic warning. Notification of academic warning will be communicated to the student via e-mail as designated on their Populi user account. Academic warnings are designed to help students examine their objectives and progress in school. In cases of poor scholarship, students are encouraged to consult with professors, deans, or Student Services.

If a student is on academic warning for two consecutive semesters, they may be dismissed and can only return for a subsequent semester by submitting a written appeal to the Dean of Students.

If the appeal is granted, the student must establish a learning contract with the Dean of Students that specifies the conditions and parameters of their subsequent semester of course work. If a student on a learning contract fails to make progress towards achieving a cumulative GPA of 2.00 or the appropriate completion percentage, the result will be dismissal from school.

Students who are dismissed for academic reasons are not eligible to reapply for admissions until the third semester after their dismissal.

Grading
Good academic standing requires a cumulative grade point average of 2.0 (C) on all PBC course work. Grades for written work are typically based on completeness and accuracy of assigned work, scholarship, grammar, spelling, appearance, adherence to specification, and promptness.

The class grading percentage break down is:
A = 91-100%
B = 81-90%
C = 71-80%
D = 61-70%
F = 0-60%

Incomplete Coursework
A professor may record a course grade of Incomplete if a student fails to complete required coursework because of extenuating circumstances such as an extended illness, accident, or family emergency. To qualify for an Incomplete, students must have successfully completed at least 50% of course requirements. To request an Incomplete, a student must petition their instructor(s), who will then file an Incomplete Grade Contract with Student Services. The request for an Incomplete must be made at least seven days before the end of the semester. The terms of any Incomplete Grade Contract may allow no more than one year from the date of the contract for the student to complete required coursework. Faculty reserve the right to deny any request for an Incomplete prior to the filing of the contract.

A grade of I (Incomplete) is no indication of the caliber of work completed. If the work assigned is not completed within the allotted grace period, the Incomplete will be changed to the grade earned based on completed assignments with a zero for uncompleted assignments.

Late Class Assignments
The professor is responsible for establishing his/her class policy for late assignments up until the time of the final exam in his/her class and will list the policy on the course syllabus.

Repeating a Course
Repeating a course to improve the cumulative GPA is permitted at PBC. The higher grade will be recorded and the lower grade will be canceled. The student taking this option is reminded that the repeating of a course requires registration and payment of tuition, and adherence to financial aid policies, if applicable.

Grade Reports and Unpaid Debt
Any unpaid debt to the college should be paid in full before the end of the semester. Official transcripts will not be issued as long as fines or charges are owed. Students will also have their Populi record locked so they cannot register for any other class until the debt is
paid in full. Interest will not be charged on tuition and other similar overdue accounts.

**Grade Appeal Procedures**
A student who feels that his or her grade is below what was expected should discuss this with the instructor. This also applies to points given for participation in class, attendance, and grades on papers, projects, and tests.

If the student feels that he or she has been rewarded unjustly, he or she should make an appointment with the Chief Academic Officer (CAO). The CAO shall attempt to resolve the issue in an informed manner by contact with the instructor and the student. If the student still feels that he or she was unjustly graded, that student has further recourse to the President.

The student has a final appeal by the Formal Hearing process outlined in the disciplinary policy.

**Tutoring and Academic Support**
If you feel you need academic assistance or tutoring outside of the classroom, contact the Dean of Student Services for a consultation about various options available for assistance.

**HEALTH and SAFETY**

**Health Insurance**
PBC does not cover, nor offer, health insurance. All students need to provide their own health insurance. PBC assumes no financial responsibility for student injuries (either on or off campus), illnesses, hospitalization, or dental care.

**Immunizations/Vaccinations**
Pacific Bible College does not require a student to have immunizations/vaccinations to enroll in our school.

**Student Drug and Alcohol Prevention Policy**
The health and well-being of the students of Pacific Bible College is of great importance. PBC wants all students to be fully aware of the dangers of drug and alcohol abuse and the resources that are available to them. To this end, PBC has established programming to address this issue and to expand awareness, positively impact student decision-making in our college community.

Specifically, the use or possession of open containers of alcoholic beverages on the PBC campus is not allowed. Furthermore, the use, sale, or possession of illegal stimulants, intoxicants, drugs, or other controlled substances is strictly prohibited.

**Public Safety (Campus Security)**
In emergencies, students should first call 911 and then notify the college staff. In many situations, PBC personnel can typically be notified and respond before the city police. Emergencies can be reported directly to Public Safety 24-hours a day by anyone. The Safety Policy and Clery Report are made available to students online or a hard copy per request.

**Prohibition of Sexual Violence**
Pacific Bible College prohibits, condemns, and deplores all instances of sexual violence as an affront to the dignity of the victim, being a human person created in the Image of God, and as a disordered and self-destructive impulse in the offender. Whereas we will seek to approach all parties involved in such instances with compassion and understanding, we will maintain zero-tolerance for sexual assault, sexual harassment, relationship abuse, and stalking both on campus and among our students off campus. Anyone found participating in any of these activities will be subject to disciplinary action and/or prosecution in accordance with PBC policy and Oregon State laws.

**Weapons**
PBC is a gun-free zone. All firearms are to be kept at least 1,000 ft. away from the PBC campus. For reference, please see Oregon Revised Statutes (ORS) 166.360 (Definitions) and ORS 166.370. Weapons such as firearms, decorative swords, knives with blades over four inches, nun-chucks, firecrackers, brass knuckles, throwing stars, and other potentially harmful devices are not allowed on campus. Students may be dismissed from school if they have any of these items on campus. PBC reserves the right to determine the safety factor of such items. All violations will be reported to the Dean of Student Affairs and/or law enforcement as deemed appropriate.

PBC reserves the right to dispose of any weapon left or abandoned. PBC is required by law to keep all firearms off of the campus. Paintball guns, air soft guns and similar devices may be mistaken as a firearm and prohibited at all times on campus.

**Open Flames**
Due to fire regulations, open flame lamps, candles, and incense burning are not allowed at any time in any campus building.

**Safety Equipment**
Fire extinguishers, sprinklers, hall pipes, fire doors, smoke detectors, fire alarms, and other safety equipment must not be tampered with in any way. Misuse or tampering with such equipment will result in a $25 to $250 fine, plus any cleaning charges.

**Smoking and Vaping**
PBC observes the Indoor Clean Air Act (ICAA), or the Smoke-free Workplace Law, in accordance with the Jackson County Health and Human Services mission to promote health and wellness in Jackson County. This means that smoking, to include vaping, must be done 10 feet away from any entrance, exit, air-vent, windows, etc.

**STUDENT DISCIPLINES and CONDUCT**

**Spiritual Life Development**
Spiritual development is of critical importance to PBC, and students are encouraged and expected to be
Academic dishonesty involves such things as:

1. Class requirements: Most classes will require assignments applicable to spiritual development.
2. Chapel: PBC intermittently holds chapel and students are encouraged, not required, to attend. This is reflective of our high level of student employment and no campus dormitory.
3. Special events: Occasional outside speakers will be presented on campus to promote both academic and spiritual growth of students. Prayer meetings and community service events also occur. Attendance is again encouraged but not required.
4. Personal devotions: Each student is expected to practice daily devotions and interaction with the scriptures. These devotions can be integrated with class work when appropriate. Recognizing that this cannot be rigidly monitored and enforced, we promote community and maturity by trusting the integrity of the student to fulfill this.
5. Church Attendance and Affiliation: Pacific Bible College expects every student to affiliate with a local Christian church and to participate through faithful attendance at weekly services.

Christian Service
The basic objective of PBC is to train men and women to exercise love in every arena of their lives, exercising Kingdom realities in a fallen world. To facilitate this, we must offer more than just classroom teaching. Practical training in real life situations teaches many aspects of the Christian life that a textbook never can. The study of truth and the integration of that truth in life must go hand in hand. Teaching without practical experience produces an incomplete education. Therefore, PBC offers many opportunities to serve at the college. For more information, contact the administration.

Academic Integrity
Scripture is clear in its commands concerning the need for honesty and integrity in all things. This certainly applies to the academic community. Honesty and integrity are essential for learning and accomplishing educational goals. Without them, a fair evaluation for all students is impossible.

Academic dishonesty involves such things as:

- Plagiarism, which is claiming the work of others as one’s own without specific acknowledgment. Making minor changes in wording does not make the work one’s own.
- Submission of the same, or essentially the same, work in more than one course without prior consent of all professors involved.
- Submission of work completed earlier as new work.
- Submission of work as one’s own which has been significantly edited by another person.
- Allowing another student to use one’s work for an assignment or helping another student in any way to be dishonest.
- Giving or receiving unauthorized test information prior to the examination.
- Using unauthorized sources for answers during an examination.

Academic dishonesty is a serious offense. Penalties for dishonesty may include such consequences as a failing grade for the assignment or exam, lowered course grade and loss of course credit. When a faculty member becomes aware of a significant violation, he/she is encouraged to consult with Student Services to consider the appropriateness of further disciplinary action. Discovery or disclosure of dishonesty in a prior semester does not allow for an assignment or exam to be made up and will result in course grade reductions or course failure.

Academic Integrity in Online Courses
As part of our student online community, we would like to make you aware of our academic integrity policy regarding your courses online.

Federal guidelines for institutions of higher education require that there be some provision for making certain online or distance learning students are the actual persons submitting the course work, taking the tests or producing other evaluative assignments.

Statistically, most college students do not cheat on tests or plagiarize the work of others when submitting papers. We believe this to be even more true of our student body because of our Christian commitment to moral and academic excellence.

What our policy accomplishes is basic compliance with accreditation guidelines and online learning best practices. This will ensure your future degree and the degrees of other learners at PBC will always retain its credibility and good reputation in the academic community.

By registering for an online course at PBC, you are agreeing to the following:
1. You will rely solely on your own work when completing all assessments, problems, home-work and assignments (unless collaboration is expressly permitted).
2. You will not plagiarize and will properly acknowledge all external sources used in your work.
3. You will refrain from any activity that would dishonestly or fraudulently improve your results or disadvantage others in the course.
4. You will maintain only one user account and not let anyone else use your username and/or password; and not access or attempt to access any other user’s account, or misrepresent or attempt to misrepresent your identity while using Populi.
5. This academic integrity policy is not intended to prohibit discussion of course material. While users must submit work that is their own, you should feel free to discuss lectures or other course material with others either in-person or online.

* We would like to acknowledge Stanford University’s Honor Code as a primary source in developing our academic integrity policy regarding PBC’s courses online.
Copyright
Pacific Bible College (PBC) respects and abides by guidelines and laws concerning copyright in conjunction with our academic standards. If you have any questions regarding copyright material ask our librarian.

PBC’s copyright plan effectively combats the unauthorized distribution of copyrighted material by users of PBC’s network, without unduly interfering with educational and research use of the network. To see the plan details, go to: http://pacificbible.com/wp/copyright-info-page/

STUDENT CONDUCT
Overview
Because PBC is a tight-knit community built on biblical principles and comprised of growing individuals, the Student Conduct process exists to channel misconduct into redemptive and educational outcomes. A student who intentionally or unknowingly violates PBC’s code of conduct will follow the judicial process involving meeting directly with the Student Services and a third party. As this process is relational in nature, our hope is to foster growth in the individual while protecting the health of the community. The following statement was agreed upon in each student’s initial application: “As a student of Pacific Bible College, I will seek to live the Christian life in accordance with accepted practices and above all to be pleasing to the Lord Jesus Christ.”

PBC seeks to serve students who have come to a saving knowledge of Christ Jesus and are living a lifestyle reflective of that commitment. It is expected that PBC students will conduct themselves in a manner congruent with mature Christian discipleship. This means exemplary behavior in moral, ethical, and interpersonal dimensions of life.

Students are expected to dress in a manner appropriate to our community and the activity the student is attending. Immodest, suggestive, or socially violent clothing (clothing with violent, sexually explicit, racially bigoted or verbally abusive art or words on it), may cause the student to be excused from the class or activity at the discretion of the teacher or administrator in charge at the time.

Loss of privileges, specific disciplinary requirements, or separation from the college may be imposed on any student whose conduct on or off campus adversely affects the academic community, particularly as it shows failure to accept responsibility for the welfare of other persons. Fundamental kinds of misconduct which may lead to suspension or dismissal are as follows:

- Any form of sexual immorality (pre-marital sex, extra-marital sex, homosexual sexual conduct).
- Physical or verbal abuse, intimidation, or harassment of another person or group of persons.
- Deliberate or careless endangerment, tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession or use on campus of firearms, knives (excepting non-spring pocket knives), other weapons, explosives, or fireworks.
- Obscene, indecent, or grossly inconsiderate behavior; exposure; exposure of others to highly offensive conditions; disregard for the privacy of self or others; instruction from any college official or faculty member to discontinue or modify any action which is judged disruptive.
- Use or possession of open containers of alcoholic beverages on campus.
- Obstruction or forcible disruption of regular college activities, including teaching, research, administration, campus services, discipline, organized events and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from any college official or faculty member to discontinue or modify any action which is judged disruptive.
- Failure to comply with the lawful directions of any college official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the college in the absence of a particular official. (Emergency orders may supersede some written regulations. Students who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff members by writing to the office.)
- Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity.
- Dishonesty, including provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud.
- Use, sale, or possession of illegal stimulants, intoxicants, drugs, or other controlled substances.
- Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance into college facilities, possession of stolen property, and littering.

DISCIPLINARY POLICIES
Overview
The following are the stages of degrees of the disciplinary procedures utilized by PBC.

Complaint
The first official phase of discipline is a written complaint against a student by a teacher or administrator of Pacific Bible College. The Chief Academic Officer (CAO) will review the infraction, submitted in writing, and decide if an informal hearing is needed.
Informal Hearing
If the CAO decides that the infraction warrants further steps, a personal interview with the affected student(s) will be held to ascertain the facts surrounding the complaint.

The CAO may, at that time, either dismiss the case entirely, or proceed with any of the following steps: (This entire process is designed to assist the student in overcoming and coping with the behavior at hand).

On Notice: A written plan of assistance is developed to correct the infraction within a reasonable length of time. The student or person will sign the document and treat the document as an agreement. This stage can result in the continuation of school or work. Determination will be made as to whether the person needs outside assistance to cope with the behavior.

Probation Stage: A plan of assistance is generated by the CAO plus one faculty member. This stage shall contain periodic checks by the CAO. The CAO shall determine the termination of probation.

Suspension/Dismissal Stage: Suspension and/or dismissal will result if there is no satisfactory progress as determined by the CAO or if a single, but very serious violation warrants it.

Disciplinary action may take one of these forms:
- Brief suspension—removal from school for one to five days
- Suspension—removal from school and campus for one or two terms
- Indefinite suspension—removal from school and campus until specific conditions are met
- Dismissal—permanent removal from school

FORMAL HEARING
If a student charged with an infraction does not think he/she has received fair treatment in the process, he or she may ask for a closed formal hearing. A closed formal hearing will be a private gathering of the accused student and an ad hoc Appeals Committee composed of the President of the College, the CAO, one faculty member and one student member (the student member must be officially enrolled in a degree program and currently taking classes). The student member will be chosen by the committee faculty member. This committee will review the relevant catalog stipulations and the accusation against the student. They will determine by simple majority vote whether to overturn the Academic Dean’s original judgment on the matter.

The decision or recommendation of this committee will be final. No further appeal is possible. In the event of a deadlock, or the inability of the committee to come to a decision, the President of the College will give a decision which may not be challenged beyond this point. Written minutes of the above meeting will be kept on record and a brief notice of the committee’s findings put in the accused student’s file.

STUDENT GRIEVANCE PROCEDURES
Overview
The Student Grievance Procedure provides a way for students to seek resolution to decisions, conditions, and practices of Pacific Bible College, its faculty and staff, which they allege are a violation of published college policies and procedures. As students pursue their educational goals, they will be treated with professionalism and respect by college employees (referred to herein as "staff"). An alleged violation may be referred to as a "grievance" hereon. Students shall not be retaliated against for filing a grievance.

Students will attempt to resolve alleged violations with the staff member who is directly involved. Should a staff member directly involved in facilitating the resolution procedure be the object of an alleged violation or formal grievance, the college president will appoint a replacement. It is intended that alleged violations be resolved at any point in the process when the parties involved can agree on a resolution. All documentation submitted or created during the resolution process shall follow established filing procedures.

Students with a grievance shall follow the procedures and time-lines outlined below:
1. Direct Resolution: The student discusses the grievance with the college staff member who is directly involved and attempts to find resolution within a timely manner. The student may choose to be accompanied by a support person. The student must state a proposed resolution. If no resolution is reached, then proceed to the next step in the process.
2. Resolution with immediate supervisor. If the grievance is not resolved directly with the college staff member, the student discusses the grievance and seeks a resolution with the staff member’s immediate supervisor. The student may choose to be accompanied by a support person during these discussions. The student must provide a written explanation of the grievance and a proposed resolution. Appropriate written documentation will be maintained by the immediate supervisor and established filing procedures will be followed. If no resolution is reached, then proceed to the next step in the process.
3. Resolution with the Dean of Student Affairs: If the issue is not resolved with the staff member’s department head, the student may seek resolution with the Dean. Appropriate written documentation will be maintained by the Dean and approved filing procedures will be followed. Within seven (7) working days of notification of the student grievance, the Dean will contact the parties involved, and attempt to clarify the issue and arrive at a solution which is mutually satisfactory to the student and employee. During the Dean’s investigation, the persons involved may include a representative or other support person with first-hand knowledge of the issue. If resolution is reached, the Dean will summarize the resolution in writing for the student grievant and college employee and follow established filing procedures.
4. Appeal Process: If resolution is not reached, the student has the right of final appeal of the issue to the Chief Academic Officer (CAO) of PBC. The final appeal process requires the student to prepare and deliver a written appeal request to the CAO within seven (7) working days after the Dean gives notice to the student of the result of the investigation. The written appeal request must include an explanation of why the issue remains unresolved and provide the proposed remedy to the grievance.

Within ten (10) working days of receiving the student appeal, the CAO will review the grievance, investigation process, and proposed resolutions. The review may include, but not be limited to, an interview of the student grievant, college staff member and/or other involved parties. The CAO will report their findings and conclusions to the student grievant, college staff member(s) involved, and the Dean with a written and signed document. Established filing procedures will be followed.

**ACADEMIC FREEDOM STATEMENT**

Pacific Bible College affirms the importance of academic freedom as foundational to an effective educational environment. Academic freedom is a right to be exercised within the boundaries of responsibility to remain faithful to the mission and Statement of Faith of PBC. With the acknowledgement of PBC’s distinctive role as a Christian institution of higher education, the faculty and students can exercise academic freedom within the following framework of freedom and responsibility:

**Faculty**

1. Faculty are entitled to freedom in the classroom in presenting ideas and facts (including those that are unpopular or controversial) as well as discussing their subject in the manner of their choosing. Faculty are also entitled to freedom in research and in the publication of results. Within these freedoms, it is the faculty member’s responsibility to uphold the mission and Statement of Faith of PBC. In addition, free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or any activity that impedes the functions of the college. Faculty are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of PBC.

2. Faculty are citizens, members of a learned profession, and members of our institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and faculty members of PBC, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

**Students**

Students are free to examine and discuss all relevant points of inquiry and to present data fairly and objectively. Students may clearly state their own personal convictions but will evaluate all information in light of the PBC’s Statement of Faith. Students are responsible for exercising discretion and good judgment in classroom presentations, discussions and written assignments. Students are entitled to freedom of speech and expression. They are also entitled to freedom in research and in the publication of results. It is, however, the student’s responsibility to uphold the Statement of Faith in all matters while at PBC. In addition, free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or any activity that impedes the functions of the college. Students are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of PBC.

In any circumstance, Academic freedom does not permit faculty or students to ignore college regulations, inappropriately promote an individual’s agenda in the classroom or treat others with disrespect or is disruptive to the learning environment.

Finally, the responsibilities outlined in this Academic Freedom Statement do not eliminate the room for a student’s normal wrestling with understanding biblical knowledge, spiritual growth, doubts, or ponderings within their academic pursuits. To pretend that faith in Christ does not entail some places of wrestling for truth would be to deny the testimony of many in the scriptures. Therefore, it is through the lens of grace that this policy is to provide the best framework of responsibility to accomplish the highest attainment of Christian academic intellectual pursuit at PBC.

**SEX, SEXUALITY, and GENDER IDENTITY**

Pacific Bible College is a Christ-centered community that is missionally driven to honor the person, work and teachings of Jesus Christ. These include exercising love to all, understanding all humans carry the image of God, and a biblical worldview identifying an innate morality that governs creation derived from its Creator.

This policy applies our aforementioned identity to address the issues of sex, sexuality, and gender identity. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

We believe God created humans in His image, male and female. He created them, and that the designed relationship for sex is between a consenting husband (male) and wife (female). This physical union between male and female in the marital covenant brings glory to Jesus Christ and expresses love and obedience to Him. Lifelong monogamous relationships united in
covenantal marriage form the building block and foundation of our society and culture by God's design; sexual activity outside this context disobeys and dishonors God and produces destructive forces in our society and culture. Hence, any sexual activity outside this framework is inconsistent with God's design, and we hold all students, faculty, staff, trustees, and volunteers of Pacific Bible College to abstain from them. All who pursue an abiding relationship with Christ will conform to this by living a chaste life in an unmarried state, or monogamous conventional marriage relationship in obedience to Jesus' teachings.

This crosses all sexual orientation boundaries, same sex relationships, and gender identity issues. In terms of gender identity, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly, we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity.

For those in our community that struggle in these areas, we respond in a manner consistent with how Jesus has responded to our sinful lives: with unconditional love and grace sourced in repentance and forgiveness. Responses contrary to this, especially those destructive and bigoted, will not be tolerated. Rather our prayer is a communal response of love, trust, openness, blamelessness, and a striving for unity among the community of the College.

ACADEMIC PROGRAMS
Pacific Bible College is a Christ-centered learning community committed to equipping students to becomebiblically competent, academically proficient, spiritually cultivated, and culturally engaged servant leaders.

In support of this, we have designed our academic programs by incorporating a comprehensive curriculum to prepare students for the pastorate, lay ministry, career, or to begin their academic career with sound biblical education. In addition, we encourage non-program students to take classes for credit to receive the full benefit of each course or at least audit classes for personal enrichment.

Pacific Bible College conducts on a regular basis a process of continuous strategic improvement in accordance with our accrediting governing body and the Office of Degree Authorization. Plans for improving academic programs can be found at [http://pacificbible.com/wp/about/accreditation/assessment-and-strategic-plan/](http://pacificbible.com/wp/about/accreditation/assessment-and-strategic-plan/)

Articulation Agreements
PBC currently has articulation agreements to facilitate credit transfer with the following institutions:

- Corban University
- Montana Bible College
- Multnomah University
- New Hope Christian College (formerly Eugene Bible College)
- Northwest Christian University
- Oak Hills Christian College
- Simpson University

*Associate of Biblical Studies (Field Ministry Track)*
The Associate of Biblical Studies program provides professional training for the pastorate. Course work provides academic study of the Bible, an integrated systematic theology, and practical tools to effectively minister in daily life.

Recognizing the primacy of the Holy Spirit's ministry in producing a true minister of God, the Church as a whole seeks to cooperate with, and contribute towards, that labor by its purposed efforts in offering godly, biblical instruction to disciples hoping to enter into ministry, whether congregational, cross-cultural or parachurch in nature. The ABS degree offered by Pacific Bible College seeks to cultivate and equip Servant-Shepherds to the Body of Christ with the intention that by its completion the graduate will be able to:

1. **Model Christ by demonstrating...**
   a. Growth in discipleship
   b. Godly ethical behavior
   c. Pursuit of academic excellence
   d. Compassion in community

2. **Minister Effectively able to...**
   a. Comfort and encourage
   b. Clarify and counsel
   c. Mediate and resolve
   d. Nurture and restore

3. **Teach Faithfully able to...**
   a. Proclaim the Gospel fruitfully
   b. Affirm the truth of Scripture
   c. Interpret and exegete God's Word accurately
   d. Articulate and explain Biblical principles clearly

4. **Lead Lovingly able to...**
   a. Mentor and guide in discipleship
   b. Correct and admonish in discipline
   c. Protect and defend in doctrine
   d. Analyze critically and resolve creatively in difficulty

**Bible & Theology**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BI 101</td>
<td>Old Testament Survey</td>
<td>3</td>
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<tr>
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**General Studies**

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<tbody>
<tr>
<td>CO 111</td>
<td>Fundamentals of Communication</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science (100 level or above)</td>
<td>3-4</td>
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<tr>
<td>PH 101</td>
<td>Worldview &amp; Biblical Reality</td>
<td>3</td>
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<tr>
<td>SS 204</td>
<td>Gender, Marriage, Family Systems</td>
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<tr>
<td>WR 121</td>
<td>Intermediate College Writing</td>
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<td>WR 122</td>
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**Ministry Studies**

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<tr>
<td>FM 201</td>
<td>Field Ministry</td>
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<tr>
<td>HS 101</td>
<td>Church History Survey</td>
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<td>MN 203</td>
<td>Homiletics</td>
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<td>SF 101</td>
<td>Spiritual Formation</td>
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<td>Christ in Culture</td>
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**Electives** *(A minimum of 2 courses must be from Bible (BI) or Theology (TH))*

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**Biblical Studies Track**

Students take a minimum of 6 credits in any combination of Bible (BI) Theology (TH), Greek (GK), or Church History (HS)

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**Total Requirements**

- General Studies: 18-19 credits
- Ministry Studies: 13 credits
- Biblical Studies Track: 6 credits
- Electives (A minimum of 2 courses must be from Bible (BI) or Theology (TH)): 9 credits

**Total Requirements**: 65-68 credits

*The Field Ministry Track is not approved for Veterans Education Benefits.*

### Associate of Biblical Studies (Biblical Studies Track)

The Associate of Biblical Studies program provides professional training for the pastorate. Course work provides academic study of the Bible, an integrated systematic theology, and practical tools to effectively minister in daily life.

Recognizing the primacy of the Holy Spirit’s ministry in producing a true minister of God, the Church as a whole seeks to cooperate with, and contribute towards, that labor by its purposed efforts in offering godly, biblical instruction to disciples hoping to enter into ministry, whether congregational, cross-cultural or parachurch in nature. The ABS degree offered by Pacific Bible College seeks to cultivate and equip Servant-Shepherds to the Body of Christ with the intention that by its completion the graduate will be able to:

1. **Model Christ by demonstrating...**
   - a. Growth in discipleship
   - b. Godly ethical behavior
   - c. Pursuit of academic excellence
   - d. Compassion in community

2. **Minister Effectively able to...**
   - a. Comfort and encourage
   - b. Clarify and counsel
   - c. Mediate and resolve
   - d. Nurture and restore

3. **Teach Faithfully able to...**
   - a. Proclaim the Gospel fruitfully
   - b. Affirm the truth of Scripture
   - c. Interpret and exegesis God’s Word accurately
   - d. Articulate and explain Biblical principles clearly

4. **Lead Lovingly able to...**
   - a. Mentor and guide in discipleship
   - b. Correct and admonish in discipline
   - c. Protect and defend in doctrine
   - d. Analyze critically and resolve creatively in difficulty

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### Associate of Applied Science in Christian Counseling

The Associate of Applied Science in Christian Counseling is a terminal/transitional program designed to prepare counselors who are capable of providing counseling with individuals, couples and families under the organizational supervision of local churches and other agencies or an excellent application-based preparation for a baccalaureate program in Psychology, Social Work, Missions, Ministry and other care-giving related areas.

**Christian Counseling:**

- Provides assurance and guidance in resolving personal, social or psychological problems upon biblical principles
- Provides guided practical application of principles and theories in psychology and social sciences
- Applies critical thinking towards the integration of theological precepts and the exercising of counseling activities

**On successful completion of this program students will be able to:**

1) Demonstrate knowledge of Christian and secular understanding.
counseling principles, theories, and skills

2) Apply practical strategies in real-life counseling settings based on biblical, theological, and psychological foundations

3) Demonstrate a preparedness to partner with local churches and para-church organizations in providing effective counseling within the local community

4) Articulate from the basis of a Christian worldview those biblical principles which govern one’s understanding of the human person and the role of the Holy Spirit in the counseling process

A Christian liberal arts education is established on the premise that faith and learning are inseparable with respect to the social, intellectual, and cultural fabric of life. It recognizes that knowledge, wisdom and understanding begins with a faith in and reverence for Jesus Christ, acknowledging that He is the ultimate revelation of God’s purpose for mankind. All things were created through Him and for Him, therefore the seat of academic learning is fully-accomplished through the lens of a Christian faith.

On successful completion of this program students will be able to:

- Reason critically through the lens of a Christian world-view concerning truth, values, ideas, aesthetics, and community with the ability to engage the culture with compassion and understanding

- Demonstrate a breadth of knowledge in the disciplines of biblical studies, theology, natural science, fine arts & humanities, social science, mathematics, language, writing, and human development

- Demonstrate skill in the professional and personal competencies of communication, analytical thinking, problem-solving, reading for information, listening for understanding, innovation and teamwork

- Achieve academic success at four-year baccalaureate institutions and beyond

Graduation Requirements
Students must complete the required credits in this program with a grade of 2.0 or better.

*Arts and Humanities Requirements (minimum 4 courses) 10-12
Students must take at least one class from each of the following academic disciplines:

**Philosophy**
PH 101 Worldview and Biblical Reality 3
PH 210 Moral Philosophy 3

**Fine Arts**
ART 100 Intro to Drawing/Color Theory 3
ART 101 Historical Impact of Art 3
MU 101 Beginning Guitar and Worship 2
MU 110 History and Practice of Worship Music 3
MU 201 Intermediate Guitar and Worship 2

**Literature**
LIT 101 Icons of Western Literature 3
LIT 201 The Christ Figure in 20th Century Literature 3
LIT 202 Intro to Poetic Expression 3

* Students may also use a Bible or Theology course as one of their Art and Humanities requirements. This does not include core courses required for the Liberal Arts degree.

The Associate of Liberal Arts is an interdisciplinary program of study that provides a broad exploration of the ideas, values, issues, and heritage of civilization. Students develop a broad understanding of the liberal arts and sciences, their interrelationships, and their integration with the Christian worldview. This core program offers instruction in Bible, theology, philosophy, fine arts, literature, communication, language, math, science, social sciences, and writing.

**Associate of Liberal Arts**

The Associate of Liberal Arts is an interdisciplinary program of study that provides a broad exploration of the ideas, values, issues, and heritage of civilization. Students develop a broad understanding of the liberal arts and sciences, their interrelationships, and their integration with the Christian worldview. This core program offers instruction in Bible, theology, philosophy, fine arts, literature, communication, language, math, science, social sciences, and writing.

**General Studies**
BIOL 211 General Biology I 4
CO 111 Fundamentals of Communication 3
PH 101 Worldview & Biblical Reality 3
SF 101 Spiritual Formation 2
SS 204 Gender, Marriage and Family Systems 3
WR 121 Intermediate College Writing 3
WR 122 Advanced College Writing 3

**Psychology**
PS 201 General Psychology 3
PS 202 Theories & Systems of Psychology 3
PS 215 Life Span Development 3
PS 219 Abnormal Psychology 3

Total Requirements 63

**Bible/Theology**
BI 101 Old Testament Survey 3
BI 102 New Testament Survey 3
TH 120 God, Christ, Holy Spirit 3
TH 210 Man, Sin, Salvation 3

**Counseling**
CS 101 Counseling Field Experience 3
CS 105 Christian Counseling I 3
CS 106 Christian Counseling II 3
CS 207 Group / Family Counseling 3
FM 102 Counseling Practicum I 3
FM 202 Counseling Practicum II 3

**Arts and Humanities Requirements** (minimum 4 courses) 10-12
Students must take at least one class from each of the following academic disciplines:

**Philosophy**
PH 101 Worldview and Biblical Reality 3
PH 210 Moral Philosophy 3

**Fine Arts**
ART 100 Intro to Drawing/Color Theory 3
ART 101 Historical Impact of Art 3
MU 101 Beginning Guitar and Worship 2
MU 110 History and Practice of Worship Music 3
MU 201 Intermediate Guitar and Worship 2

**Literature**
LIT 101 Icons of Western Literature 3
LIT 201 The Christ Figure in 20th Century Literature 3
LIT 202 Intro to Poetic Expression 3

* Students may also use a Bible or Theology course as one of their Art and Humanities requirements. This does not include core courses required for the Liberal Arts degree.
### Biblical/Theology (minimum of 4 courses)
- BI 101 Old Testament Survey: 3 credits
- BI 102 New Testament Survey: 3 credits
- TH 120 God, Christ, Holy Spirit: 3 credits
- TH 210 Man, Sin, Salvation: 3 credits

### Communications (minimum of 2 courses)
- CO 111 Fundamentals of Communication: 3 credits
- CO 110 Rhetoric and Logic: 3 credits
- CO 201 Public Speaking: 3 credits

### Health (minimum 1 course)
- HE 295 Health and Fitness for Life: 3 credits

### Language (minimum 1 course)
- GK 101 Introduction to Biblical Greek: 3 credits
- SPAN 101 Spanish I: 3 credits

### Math (minimum 1 course)
- MTH 101 Mathematics for the Liberal Arts: 3 credits
- MTH 111 College Algebra: 4 credits

### Science (minimum 2 courses)
- BIOL 211 General Biology I w/lab: 4 credits
- BIOL 212 General Biology II w/lab: 4 credits
- GEO 201 Geology w/lab: 4 credits
- GS 201 Physical Science w/lab: 4 credits
- PHY 100 Conceptual Physics w/lab: 4 credits

### Social Science (minimum 3 courses)
- GEOG 101 World Geography: 3 credits
- HS 101 Church History Survey: 3 credits
- HS 102 Early Church History: 3 credits
- HS 103 Medieval Church History: 3 credits
- HS 104 Renaissance and Reformation: 3 credits
- HS 110 History of Western Civilization I: 3 credits
- HS 201 American Church History: 3 credits
- HS 210 History of Western Civilization II: 3 credits
- POL 201 Foundations of Western Political Thought: 3 credits
- POL 202 American Political Founding: 3 credits
- PS 201 General Psychology: 3 credits
- PS 202 Theories and Systems of Psychology: 3 credits
- PS 215 Life Span Development: 3 credits
- PS 219 Abnormal Psychology: 3 credits
- SS 203 Christ in Culture: 3 credits
- SS 204 Gender, Marriage, and Family: 3 credits

### Writing Requirements (minimum 2 courses)
- WR 121 Intermediate College Writing: 3 credits
- WR 122 Advanced College Writing: 3 credits

### Open Electives: 3 credits

**TOTAL PROGRAM CREDITS: 63-66**

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### Certificate in Christian Ministries

The Certificate of Christian Ministries program provides a one-year intensive introduction to the basic elements of Christian ministry and biblical worldview. This program is designed to offer a solid foundation upon which the student will be able to build ministry skills and personal maturity. This certificate will be very helpful for those seeking to volunteer in their Evangelical church or missions' organization. The CCM is the first half of PBC's Associate of Biblical Studies degree.

**On successful completion of this certificate students will be able to:**

- Articulate the gospel as it is revealed in the Old and New Testaments.
- Explain basic Christian systematic theological formulations regarding the Trinity, Salvation, and the Bible.
- Demonstrate growth in academic skills of reading and writing within the subject range of this program.
- Demonstrate growth in practical ministry.
- Articulate the underlying foundations of a Christian worldview and its ongoing interface with historical & current non-Christian cultural narratives.

**Bible/Theology**
- BI 101 Old Testament Survey: 3 credits
- BI 102 New Testament Survey: 3 credits
- TH 110 Introduction to Bible Study and Interpretation: 3 credits
- TH 120 God, Christ, Holy Spirit: 3 credits
- TH 210 Man, Sin, Salvation: 3 credits

**General Studies**
- CO 111 Fundamentals of Communication: 3 credits
- WR 121 Intermediate College Writing: 3 credits
- PH 101 Worldview and Biblical Reality: 3 credits

**Ministry**
- FM 201 Field Ministry: 3 credits
- HS 101 Church History Survey: 3 credits
- SF 101 Spiritual Formation: 2 credits

**Total Requirements: 32 credits**

*The Certificate of Christian Ministries is not approved for Veterans Education Benefits.*

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**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course Abbreviations</th>
<th>Course Name</th>
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<td>ART</td>
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<tr>
<td>BI</td>
<td>Biblical Studies</td>
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<td>BIOL</td>
<td>Biology</td>
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<td>CE</td>
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ART 100 Introduction to Drawing/Color Theory
3 credits
Students will learn the fundamentals of drawing and color theory. This course focuses on the development of observational skills and drawing techniques, employing a wide range of drawing media and subject matter. Students in this course will develop both technical abilities and creative responses to material and subject matter. Our goal is to awaken and embolden students to take responsibility for naming, developing, and expressing their creative gifts. Because the Arts are a large part of Christian worship, students are taught to use their talents for the glory of God in church, school, and the community. No prior experience with drawing is required or expected.

ART 101 Historical Impact of Art
3 credits
For good or for evil, images successfully shape our thoughts and our feelings, our actions and our attitudes. This course provides a historical survey of influence of visual art from the early Renaissance to the present. Students will explore the powerful nature of images and how they can convey God’s love, truth, beauty and plan for redemption in any culture.

BI 101 Old Testament Survey
3 credits
Through readings, lecture and discussion, this course will survey the entire Old Testament. We will follow a historical approach, tracking the major people, events, and cultures along a chronological progression. Throughout our study together we will explore how the Old Testament shapes our understanding of God, His will for our lives, and His great plan of salvation in Jesus Christ and the establishment of His eternal Kingdom.

BI 102 New Testament Survey
3 credits
This course will survey the entire New Testament, looking at the Gospels (Matthew, Mark & Luke & John) with respect to how they relate to one another as well as the content they possess. The remainder of the books will be addressed primarily on individual basis. We will examine the historical settings, theological significance and overall importance of each book. Along the way we will discuss Old Testament connections to New Testament events/ideas, the radical nature of early church around which the books were written, and how it all points to - or stems from - the redemptive work of Christ on the cross.

BI 202 The Gospels
3 credits
The life and teachings of Jesus Christ and his inaugurated Kingdom are central to the Christian faith. This course will explore His life and teachings as presented in the four theological biographies of Matthew, Mark, Luke, and John. It will also examine ways we may study these books for further understanding, including genre, literary framework, use of the Hebrew Scriptures, and each book’s individual characteristics. The overall goal is for students to know Jesus better through Scripture.

BI 203 General Epistles
3 credits
Hebrews reveals how life in the Kingdom is grounded deeply in Christ’s work as High Priest. The General Epistles work out many of the practical implications of this new Kingdom life we share as the community of the King. This course will survey these books, presenting the literary structure, the theological implications, and the practical application to our present world. Most of the class time will be spent in the text of Scripture.

BI 204 Romans
3 credits
St. Paul’s epistle to the Romans is, according to many scholars, the most important single theological treatise in the New Testament. Though it is certainly a pastoral letter, yet it is also a rich and comprehensive doctrinal treatment of the gospel. One commentator refers to it as “The Gospel According to Paul.” This 3-unit survey course will take the student through the entire text of Romans, examining the flow and direction of Paul’s argument, the development of his gospel thought, and the application of that thought for Christians today both individually and as a community.

BI 205 Hebrews
3 credits
Hebrews contains two basic charges -- the supremacy of Christ over all, and the necessity of Christians persevering in their Christian walk. This course will provide an exposition of the book of Hebrews with special attention to its historical setting, occasion and purpose, structural features, use of the Old Testament, Christology, and other key concepts with the purpose of applying its message to the student’s faith and Christian walk.

BIOL 211 General Biology I
4 credits (w/lab)
Course content is intended for pre-professional students preparing for the biological sciences, science education, nursing and medicine related fields. Emphasis is on molecular and cellular biology, living systems and biological organizations. Topics include characteristics and origin of life, the nature and methods of science, cell structure and function, enzymes and energy transfer, photosynthesis and respiration at the cellular level, cell cycle (mitosis), reproduction (meiosis), genetics, DNA-RNA protein synthesis and
regulation. Systematics, evolutionary thought and speciation, and the characteristics and reproduction of virus, bacteria, fungi, algae and plants, are also studied. Appropriate laboratory investigations will support this content.

**BIOL 212 General Biology II**  
4 credits (w/lab)  
Course content is intended for pre-professional students preparing for the biological sciences, science education, nursing and medicine related fields. It extends and builds on concepts covered in General Biology I, such as the structure and function of cells, tissues, organs and organ systems of plant and animal life, including man. Also covered are plant growth, regulation, reproduction, pollination and seed dispersal strategies. The attributes and systematics of the animal kingdom, invertebrate and vertebrate classes, organ systems and evolution, particularly of primates, are considered. Ecological concepts are studied on several levels: populations and population dynamics, community ecology, interactions and energy flow in ecosystems, climate and biospheres, and conservation biology. Appropriate laboratory investigations will support this content.  
**Prerequisites:** BI211

**CE 100 – Academic Worship: Loving God with all Your Mind**  
1 Credit  
As Christians, we are called to supplement our faith with virtue and knowledge (2 Peter 1:3-10). We are also called to love God with not only our heart and soul, but our mind (Matt. 22:37; Mark 12:30; Luke 10:27). A student’s education is one of many ways they will serve and worship God. In order to do this well, students have to know how to learn and whether their current habits and mindsets help or hinder them. In this course, the student will be invited to become more aware of their ideas about learning and will be handed a basic toolbox of skills that they will be able to use to become more efficient and responsible learners. These skills include study skills, self-care techniques, engaged reading, basic research, respectful and confident speaking, time and stress management, and ultimately, understanding of the importance of education to spiritual development and Christian character.

**CE 110 Introduction to Christian Apologetics**  
3 credits  
Students will examine the art and discipline of Christian Apologetics. Part One of the course will explore types and purposes of apologetics; the integration of apologetics with culture; epistemology in a postmodern context; and historical apologetics. In Part Two, the student will explore issues in apologetics including origins, the existence and nature of God, the moral argument, historical reliability of Scripture, deity of Christ, the problem of evil, and the uniqueness of Christianity.

**CE 205 Introduction to Biblical Archeology**  
3 credits  
This study will focus on the relationship between the Bible and Archaeology. Utilizing the complete array of sources available to the modern archaeologist, we will examine the main narratives of the Biblical story, book by book and period by period, to see how archaeology documents, illuminates, reconstructs, and testifies about the Bible as history and tradition. Emphasis will be placed upon learning the context of Scripture in order to foster stronger Biblical interpretation as an aid to its application for ministry, scholarship and personal spiritual growth.

**CO 110 Rhetoric and Logic**  
3 credits  
Logic is the art of thinking rightly and Rhetoric is the art of persuasive communication. This course provides an introduction to logic, critical thinking and persuasive communication. Students will learn the distinction between logic and rhetoric, the distinction between deductive and inductive arguments, the analysis of ambiguities and the nature of common fallacies in reasoning. They will apply the foundational tools of logic to practice and develop their rhetorical skills in communicating the Christian worldview.

**CO 111 Fundamentals of Communication**  
3 credits  
Communication is a God-given gift that benefits from training and practice in all areas of life. This course presents an overview in the theory and practice of communication: intrapersonal, interpersonal, intercultural, group, and in the public arena. Students will be empowered to observe and analyze communication, and to communicate more effectively with others in daily life and ministry.

**CO 120 English for Beginners**  
3 credits  
This beginner English/Grammar course introduces students to basic grammar structures and vocabulary of the English language through the skills of reading, writing, speaking, and listening. The class will cover many relevant topics including basic conversation, sentence structure, writing basics, as well as review basic English grammar. We will be using the Bible as part of our reading in each lesson. Christian music will be incorporated to help students to practice their listening, pronunciation, and reading skills.

**CO 201 Public Speaking**  
3 credits  
Public speaking is a learned skill applicable both in ministerial and professional arenas. This course offers the student necessary training to effectively and persuasively communicate in the public speaking forum. Building on skills learned in CO101, students learn content, organization, and delivery of informative and extemporaneous speeches.  
**Prerequisites:** CO111 recommended

**CS 101 Counseling Field Experience**  
3 credits  
This course is designed for students to explore the history, nature and goals of Christian counseling as well as the personal qualities associated with effective counselors. Students will have opportunity to observe and have direct exposure to a variety of counseling
settings and occupations. The course will also cover ethics and confidentiality required in specific settings as well as expected behaviors. The goal of the course is to provide students with a realistic view of counseling to compare/contrast to their perceived view.

**CS 105 Christian Counseling I**
3 credits
Within a Biblical foundation Christian Counseling I focuses on basic counseling skills such as Discerning, Encouraging, Listening, Confronting, and understanding Personality Types. In addition to skill building, this course also establishes the foundations of Ethics and Confidentiality necessary for the professional counselor. Actual practice of counseling skills will be in and out of class. This course is foundational and required to enroll in Counseling Practicum courses.

**CS 106 Christian Counseling II**
3 credits
Christian Counseling II will focus on the dilemmas and issues that Christian Counselors most frequently encounter. There are two parts to the 15-week course. Part I and II will focus on walking with the client through both relational concerns as well as spiritual understandings of how God works through our pain. Some of the sessions included in this class are Tough Love Decisions (Boundaries) in Relationships, Growing Through Divorce, Blending Families, Remarriage Issues and Step-parenting. In addition, we’ll address: The Parent/Teen Dynamic, Accepting Life’s Losses, Discerning God’s Will with the Client and the Powerful Difference between True Guilt and False Guilt.

**Prerequisites: CS105 (can be taken concurrently)**

**CS 207 Group/Family Counseling**
3 credits
The Group Counseling course is designed to offer students preparing to enter a helping profession with an understanding of group/family theory, and understanding of the types of groups used in group counseling, and the experience of being a member in a counseling group/family. The course focuses on methods, problems, and leadership skills in working with a group. Includes ethics.

**Prerequisites: CS101, PS201, PS215**

**FM 102 Counseling Practicum I**
3 credits
Building upon concepts and skills learned in Christian Counseling I & II, this course provides students with the opportunity to observe individual counseling techniques and skills in a supervised setting. Students will be mentored in the counseling process during sessions with peers and counselees. Students are required to complete minimum 45 hours of supervised experience.

**Prerequisites: CS101, CS105**

**FM 201 Field Ministry**
Variable 1-4 credits
Our purpose in cultivating the skills and knowledge that equip a servant in God’s Kingdom is for that servant to grow and bear spiritual fruit within the environment of applied ministry. To that end, this Course is designed to engage the student in individual and/or group ministry under the direction of a local Christian church, a ministry outreach agency or a community organization that emphasizes service and personal advocacy to those in need. Under the supervision of a Ministry Mentor as well as their PBC Instructor, the student will receive guidance, counsel, and evaluation in the execution of tasks purposed to secure progress towards fulfilling self-directed goals in character growth and ministry skills. Such practical involvement will familiarize the student with the experiential, relational and logistical challenges that attend the practice of ministry in a real-world setting.

**Prerequisites: SF201 (can be taken concurrently)**

**FM 202 Counseling Practicum II**
3 credits
This course is designed to provide supervised counseling experiences for students preparing to work in the community. Students will provide direct counseling services to counselees, participate in weekly supervision and training sessions, write and present SOAP notes; personally review all videotaped sessions, present cases for supervision by faculty and peers, learn to supervise peer counselees. Total hours: 100 min. face-to-face counselees contact. **Prerequisites: FM102**

**GEO 201 Geology w/lab**
4 credits
Covers the history of the earth through the ages. Considers the origin of the universe, the solar system, and the beginning of the earth. Looks at the fossil record, glaciers, arid lands, the earth’s resources, depositional environments, the system of geologic time, and the earth’s history. Students will compare and contrast the evidence for Genesis Flood, Catastrophism, and Uniformitarianism Geology.

**GEOG 101 World Geography**
3 credits
Examines the 11 regions of the world and their interconnections. Perspectives from biblical, physical, political, historical, economic, and cultural geography used to characterize the individual regions and the ways in which they are knit together into a spatial framework.

**GK 101 Introduction to Biblical Greek**
3 credits
This course is designed to introduce students to the fundamentals of Koiné Greek, the Greek of the New Testament. The primary objective of the course is to learn the essentials of Greek grammar in order to read the Greek New Testament. You will learn the Greek Alphabet, declensions of nouns, and be introduced to verbs.

**GS 201 Physical Science w/lab**
4 credits
A survey of astronomy, cosmology and the earth sciences: geology, oceanography and meteorology. Topics discussed will include: theories of origin, the solar system, galaxies, structure of the Earth materials, erosion and weathering processes, theories of geologic time, fossils, plate tectonics, the atmosphere, oceans,
storms, the hydrologic cycle, global air circulation and the basics of eco-systems. Considers the historical observations made by the biblical writers concerning each of these fields of study.

HE 295 Health and Fitness for Life
3 credits
Examines the relationship between optimal health, wellness, and physical fitness by gaining knowledge of the interacting roles of physical fitness, nutritional status, and the ability to cope with stress. Provides and in-depth look at biblical tenants and practices that contribute to good physical and mental health.

HS 101 Church History Survey
3 credits
History is part of God’s general revelation to mankind and as such has value to the believer in learning wisdom and living charitably among the wider Body of Christ. This course will provide the student with an overview of the major events, personalities, and movements of the Christian Church from its beginnings at Pentecost to the present day. Attention will also be given to the major trends and philosophical shifts in secular history that have either shaped the Church or were shaped by the Church.

HS 102 Early Church History
Credits 3
History is part of God’s general revelation to mankind and as such has value to the believer in learning wisdom and living charitably among the wider Body of Christ. This course will provide the student with an overview of the major events, personalities, and movements of the Christian Church from its beginnings at Pentecost (c.30 AD) to the rise of the Medieval Papacy at the end of the Classical period (c.600 AD). Attention will be given to the character of the church in the first centuries, the origins of the Christian monastic movement, the development of Canon and Christological doctrine through Patristic consensus and the Ecumenical Church Councils as well as the changes wrought by the rise of the Byzantine Empire and the Latin Church in Rome.

HS 103 Medieval Church History
3 credits
The 5th century collapse of the Roman Empire in the West ushered in an era long misidentified as the “Dark Ages”. Contrary to popular understanding, the millennium we know today as the Middle Ages was a formative period of growth, not only for the Church, but also for the Christian culture which became largely synonymous with Western Civilization. This course will examine the development of that culture as it was shaped by new dynamics in theology, philosophy and Christian praxis, just as it was by the pressures of encroaching peoples, cultures and ideologies. Spiritual, cultural, academic and even technological changes, originating in the Middle Ages, still exert a profound influence on contemporary life. Our examination of these elements offers a deeper understanding of the Christian Faith in the modern world, as well as the God who created them both.

HS 104 Renaissance and Reformation
3 Credits
History is part of God’s general revelation to mankind and as such has value to the believer in learning wisdom and living charitably among the wider Body of Christ. The period we know today as the “Renaissance and Reformation” conjures in most modern minds a vague image of paintings and church squabbles. In truth, this period (1400 – 1650) represents the most profound spiritual-cultural crossroads since Calvary. The seismic shifts which took place in technology, art, war, commerce, faith and philosophy ushered not just Western Civilization, but all of global humanity into the modern world. As Dante, DaVinci and Michelangelo helped shape the changing face of Europe, so did Wycliffe, Luther and Calvin mold and direct the growth of its spirit. From the Black Death to the Enlightenment, God’s hand is evident in the lasting imprint left by this era upon our own.

HS 110 History of Western Civilization I
3 credits
Explores the recurring political, economic, intellectual diplomatic, and social themes in the history of western civilization from the time of the ancient Greeks until the middle of the seventeenth century with emphasis on the impact of Christianity on the western world.

HS 201 American Church History
3 Credits
This class presents a survey of major events and personalities associated with the development of the church in America. Puritan antecedents and the changes they underwent with the coming of the Enlightenment will be examined. Evolution in the Christian interface with indigenous peoples will be contrasted with American participation in global missions. Civil struggles with slavery, industry, depression and World War will offer opportunities to analyze the responses of the Christian Faith community to obstacles effected by changing theologies, values and social paradigms. The challenges of modeling Christ in an increasingly “post-Christian” culture will be explored as well.

HS 210 History of Western Civilization II
3 credits
Explores the recurring political, economic, intellectual diplomatic, and social themes in the history of the western civilization from the middle of the seventeenth century until the present with emphasis on the impact of Christianity on the western world.

LIT 101 Icons of Western Literature
4 credits
Provides a glimpse into the effect of Christian thought on Western culture through a sampling of iconic writings of the Western world. The course is organized chronologically beginning with early Greek literature in order to create a baseline. It then moves to Beowulf – one of the earliest Christian epics, to The Canterbury Tales, a satire attacking the corrupt church, through Shakespeare, Milton, Locke, early American essayists and ends with Thornton Wilder’s Our Town. The course will instill a systemized approach to the interpretation of literature as well as tracing the
changes of worldview during the last 2,000 years.

**LIT 201 The Christ Figure in 20th Century Literature**  
3 credits  
Explores both the methods of understanding literature, and one of the ways in which Christ continues to influence secular culture. Students will examine the use of the Christ figure (a character who represents some aspect of Jesus Christ) in modern fiction. The course will cover such works as Steinbeck's *Grapes of Wrath*, C.S. Lewis' *Chronicles of Narnia*, Harper Lee's *To Kill a Mockingbird*, James Hurst's *The Scarlet Ibis*, Leif Enger's *Peace Like a River*, and J.R.R. Tolkien's *Lord of the Rings*. The class will require intense, but entertaining reading, and the writing of several interpretation &/or application essays.

**LIT 202 Intro to Poetic Expression**  
3 credits  
This course will introduce the main concepts of both poetic theory and poetic technique. It will cover a wide expanse of poetry from ancient Hebrew poetry to modern American poetry and will include instruction in how to read and write poetry in a verity of genre. This course is a broad immersion in the appreciation and production of poetry.

**MN 203 Homiletics**  
3 credits  
This course will equip the student to use their solid hermeneutic Bible study methods in producing consistent Biblically accurate teaching/preaching which results in the continuing maturation of God’s church as people who know God intimately though His Word and live that out in their daily lives. Throughout this course we will engage in exercises which hone this skill in light of the need to respect the authority of ALL scripture, continually keep the intended audience in mind, and deliver the sermon with proper decorum. Additionally, we will analyze sermons from those who have gone before us, such as Jonathan Edwards, George Whitfield, etc.  
**Prerequisites:** TH110, TH120, TH210 (TH120 and TH210 can be taken concurrently)

**MTH 95 Intermediate College Algebra**  
3 credits  
Intermediate College Algebra is designed to prepare students to succeed in their future college math classes. Students will learn the basic algebra necessary for studying college algebra and/or statistics. This course covers algebra topics that include problem solving, linear equations, systems of equations, polynomials and factoring techniques, rational expressions, radicals and exponents, and quadratic equations.  
**Prerequisites:** Students should have completed the equivalent of high school Geometry and Algebra 1 or higher.

**MTH 101 Mathematics for the Liberal Arts**  
3 credits  
Students learn how to use math seamlessly in a variety of practical areas such as thinking both analytically and visually about data, making sound monetary and nonmonetary decisions, evaluating risk, strategizing to win games, and appreciating more fully, art, music and humor. This mathematics course for non-math majors will enable students to learn the valuable role that mathematical concepts have in making our daily lives more productive, understandable, and creative.

**MTH 111 College Algebra**  
4 credits  
Examines in detail, the applied, real-world, and theoretical mathematical implications of the mathematical concept of a function. Emphasis will be on solving problems symbolically, numerically and graphically and understanding the connections among these methods in interpreting and analyzing results. Quadratic, polynomial, rational, exponential, and logarithmic functions will be studied. This course is a transfer mathematics sequence for science, mathematics, and engineering students, and for general education math credit. A graphing calculator is required.  
**Prerequisites:** MTH95 or Students can provide a high school transcript that shows they completed high school Geometry, Algebra 1 & 2 or higher.

**MU 101 Beginning Guitar & Worship**  
2 credits  
This two-unit course is designed for the beginning guitar player who is interested in learning the basics of worship guitar while growing deeper into the heart of worship. Commitment to daily practice and keeping up with the reading and writing assignments is another critical component.  
**MU 110 History and Practice of Worship Music**  
3 credits  
The historical development of hymns, hymn tunes and other worship music from the Early Church to the present. Covers standards of evaluation of hymns, hymnals, praise and worship music, choruses, and application of hymnology in its use in the Church.

**MU 201 Intermediate Guitar & Worship**  
2 credits  
This two-unit course is designed for the intermediate guitar player who already has a solid grasp of basic chords and scales but wants to expand their knowledge and technique while learning more about the power and purpose of worship from a Biblical perspective. Daily practice and keeping up with the reading and writing assignments are essential components for success in this class.

**PH 101 Worldview and Biblical Reality**  
3 credits  
Worldview is the Operating System used by every human mind that has ever lived. As the cumulative outcome of our experience, beliefs, assumptions and choices, our worldview is the lens through which we perceive, ponder & interpret every sense impression and thought we experience. Most worldviews are taken for granted by their possessors, only rarely being subjected to examination of any kind. It is incumbent however, upon each believer to investigate his or her
worldview in relation to its Biblical foundation as well as to its ability to answer the inquiries of logic and reason. This course will provide the student with just such an opportunity, by examining the development of Western philosophy, the nature of worldview and the methods of logic and apologetic associated with a reasoned defense of the Christian faith.

**PH 210 Moral Philosophy**  
3 credits  
An investigation into the fundamental principles, basic concepts, and justification of human action individually and in community. Both theistic and non-theistic philosophic approaches to ethical systems are considered and assessed in light of Christian ethical principles.

**PHY 200 Conceptual Physics w/lab**  
3 credits  
This course covers the fundamentals of physics from a conceptual rather than a mathematical viewpoint. Students will learn how physics underlies their everyday experiences. Real-life applications, which every student can relate to, will be used to explain concepts such as motion, matter, heat, sound, electricity, magnetism, and light. Numerous discussions, video demonstrations, and discovery-based laboratories will be used to further enrich the learning experience.

**PHY 201 Conceptual Physics w/lab**  
4 credits  
Non-calculus based physics that deals with fundamental principles of physics. Topics covered in this course include Newton's laws of motion, mechanics, energy, waves, heat, gravitation, fluids, and sound. Considers how these interactions speak to the magnificence of God and the evidence of design in the universe.

**POL 201 Foundations of Western Political Thought**  
3 credits  
Survey and examination of the history and critical and enduring ideas in political thought from its roots in the ancient world up through the French Revolution. Students will be exposed to basic methods of the discipline and the fundamental issues of biblical integration and political science.  
**Prerequisites:** WR121 or equivalent placement score

**POL 202 American Political Founding**  
3 credits  
Examines the course of political thought from modern through contemporary times with a focus on American political culture. Beginning with English declarations of rights and freedoms and continuing through the American colonial period and the founding era. Among other texts, we will study the Declaration of Independence, the U.S. Constitution, Federalist Papers, the Anti-Federalists, and Tocqueville's Democracy in America. Examines the influence of bibles in the founding of American government and political thought.  
**Prerequisites:** WR121 or equivalent placement score

**PS 201 General Psychology**  
3 credits  
This course is designed as an introduction to the field of psychology and the scientific study of human behavior and mental processes. It will provide an introduction into the major principles and theories of human psychology. We will provide an introduction into the major principles and theories of human biology of the mind, a basic understanding of the function of the nervous system, learning, sensation and perception, cognition, intelligence, consciousness, motivation, normal and abnormal behavior, psychological testing, emotion, stress, health, and social relationships.

**PS 202 Theories & Systems of Psychology**  
3 credits  
A comparative survey of contemporary theories and their etymology from the field of psychology as they relate to the human condition. Primary goal is to develop Christian-based thought, through which to filter theories and systems, for assimilation into Christian counseling and ministry.

**PS 215 Life Span Development**  
3 credits  
The study of psychological theories of human growth in the physical, cognitive, emotional, moral, and social domains: the usefulness of developmental theory for construction methodology integrated with Biblical thought to be implemented in counseling and ministry.

**PS 219 Abnormal Psychology**  
3 credits  
This course explores a wide variety of psychological disorders, where students will learn the presenting symptoms, criteria, possible causes and treatments for each disorder discussed. A variety of class activities, such as a small group exercises, videos, and case studies will be integrated in the class to develop an understanding of each mental disorder. Additionally, clinical assessment, diagnosis and treatment of abnormal behavior will be briefly discussed. By the end of this course, students are expected to increase their knowledge, critical thinking and integrate their Christian faith in the study and understanding of abnormal psychology.

**SF 101 Spiritual Formation**  
2 credits  
Spiritual formation is the accumulative effect that individuals, events and processes have had on us in conjunction with our responses to them. This course is designed to examine these elements and how we can maximize them for the Kingdom of God. Spiritual formation is more than just what happens to us but what we allow God to do through us.

**SF 201 Vocational Ministry Training**  
2 credits  
Christian vocational ministry presents unique challenges and training. This course will provide the student with an introduction to the dangers, difficulties and obstacles common to vocational ministry, as well as the methods, techniques and precautions best suited for their prevention or correction. While self-examination
will be emphasized, attention will also be given to time-management, effective prioritization, and biblical principles of administration in application to professional ministry.

SPAN 101 Spanish I
3 credits
Begins the systematic study of Spanish emphasizing speaking and listening, basic grammar, vocabulary, reading, writing, and conversation practice. One specific outcome of this course is that students will be able to communicate the Gospel and basic principles of the Christian faith in Spanish.

SS 203 Christ in Culture
3 Credits
This course is an introduction to cross-cultural witness and Missions as presented in the Bible and practiced by followers of Jesus Christ throughout Church history, especially in the past several centuries. Selected biblical passages will be studied to better understand God’s mandate for His Church. Special attention will be given to the critical importance of culture and worldview in human society and the relevance they have for believers seeking to communicate the Gospel message in a cross-cultural context. Basic issues of anthropology and sociology will also be addressed as well as the process of preparing for, and entering into, long-term missional ministry.

SS 204 Gender, Marriage, Family Systems
3 credits
God’s original design and purpose for mankind has remained the same since Genesis 1 and 2. He created male and female for relationship with Him and each other, forming the environment to marry and form a family unit, the foundational basis of society. This course will inductively study the Biblical theologies of this and comparatively analyze secular offerings. The student will access a complementary gender view as well as theologically grasp God’s plan, purpose and blessing in a marriage and family unit.

TH 110 Introduction to Bible Study and Interpretation
3 credits
The Evangelical Christian holds the Bible as God’s revelation of His reality to all men and as such, it is foundational to all we know and experience. This course begins your journey to learn and apply theological thinking through academic study of the Bible. A survey of the languages, canonicity, and transmission of the Bible is presented, followed by its claims about inspiration and authorship. Interpretive methods, practice of the grammatical/historical method, and instructions on usage of critical thinking in one’s personal biblical understanding and application will also be covered.

TH 120 God, Christ, and the Holy Spirit
3 credits
This is a systematic theology course that covers the Christian doctrine of God, Christ, and the Holy Spirit. In this course, we examine the biblical evidence for God’s personhood, his nature and attributes, the Trinity, the dual nature of Christ, and the person and work of the Holy Spirit. As we work our way through the historical and biblical importance of these doctrines, we seek to experience the Lord’s presence and power more deeply. Our main text is of course the Bible itself, though there is significant collateral reading.

TH 210 Man, Sin, and Salvation
3 credits
A study of Christian doctrine which develops a student’s personal integrated theology. Systematic study of man (anthropology), sin (hamartiology), and salvation (soteriology), and atonement will be covered. Each doctrine is reviewed historically and biblically with emphasis on critically applying the doctrine in one’s faith by integrating the student’s mind, heart, and knowledge of God into a coherent system that can be clearly communicated and exercised.

TH 220 Ecclesiology and Eschatology
3 credits
A study of Christian doctrine which develops a student’s personal integrated theology. Systematic study of the church (ecclesiology) and end times (eschatology) are covered. Each doctrine is reviewed historically and biblically with emphasis on critically applying the doctrine in one’s faith by integrating the student’s mind, heart, and knowledge of God into a coherent system that can be clearly communicated and exercised.

WR 121 Intermediate College Writing
3 credits
This course will concentrate on improving vocabulary, writing technique, basic research and organization of abstract thought. It will use as models some of the best 20th and 21st-century non-fiction writing, both Christian and secular. As Christians, we must be prepared to write about our beliefs with articulate precision and as students we need to be able to write well in other classes; this class will assist you in reaching this goal.

WR 122 Advanced College Writing
3 credits
Writing 122 addresses the core of using language to write persuasively by presenting an overview of the history of English, a study of logical fallacies, and methods of rhetorical and cause & effect research writing. This course will require daily journal writing, at-home reading, and the writing of two major research papers. 

Prerequisites: WR121 or equivalent placement score
Map of PBC and Jackson County Library—Medford

Pacific Bible College
28 S Fir Street
Suite 212
Medford, OR 97501
Office, classes, and library
541-776-9942

Jackson County Library-Medford
205 S Central
Medford, OR 97501
http://jcls.org/medford
541-779-3246
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