

Catalog & Handbook 2022-2023



Start your journey.



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

Student Name

Phone

Email Address

STUDENT RESPONSIBILITY FOR **CATALOG & STUDENT HANDBOOK** **POLICIES**

All students are responsible to read the Pacific Bible College (PBC) Catalog & Handbook and follow its policies & procedures.

Enrollment at PBC is your agreement that you will abide by PBC's policies. The Catalog & Handbook is also available online at pacificbible.edu.

ABOUT THIS CATALOG & HANDBOOK

Release date: 06/06/2022. The purpose of this Catalog & Handbook is to give an overview of Pacific Bible College. The Catalog & Handbook 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.

Pacific Bible College 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 583-30. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission, Office of Degree Authorization, 3225 25th Street S.E., Salem, Oregon 97302, or info.pps@state.or.us.

Pacific Bible College is nonprofit authorized accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.

Pacific Bible College is a nonprofit authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission Office of Degree Authorization, 3225 25th Street SE, Salem, Oregon 97302, or info.pps@hecc.oregon.gov

Per OAR 583-030-0035(12)(b), a school without regional accreditation shall print in a separate section of its catalog titled "transfer of credit to other schools" a statement warning students verbatim that "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. Other comments may follow concerning the school's documented experience in credit transferability, but it must be clear that a student should make no assumptions about credit transfer.

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.

PRESIDENTIAL WELCOME

Dear Brother / Sister,

Welcome to Pacific Bible College – We are so happy you have joined us! We believe that God has led you to PBC to deepen His relationship with you, molding you in love and preparing you for the good works He has in store for you. You are entering a loving, caring and authentic Kingdom-minded community which assists the Spirit and the Word as well as the generations of Christians who have left behind a legacy of faith in their witness and their writings. These influences will fill you with awe, confusion, disagreement, wonder and humility while transforming your inner self to become more and more like the image of our King.

Our faculty will nurture, challenge, debate, probe and pray with you during this process. They will become some of the most valued and respected mentors in your life. Your mind will be renewed, your worldview reevaluated, your theology integrated and applied; all toward a life-changing experience impacting not only you, but those around you as well. Your salt will become saltier, your light will burn brighter. You will lead others with greater knowledge, confidence, faith and love and become a Kingdom influence in all the areas of your life.

I challenge you to embrace the opportunity that God has set before you, knowing that many others have done so successfully. The race is strenuous at the human level but the spiritual muscles that result are deep; they will last through this earthly lifetime and into eternity. Enjoy the journey.

Your eternal brother,



Mike Robinson, President



STUDENT LIFE

Southern Oregon is an adventurer's playground!

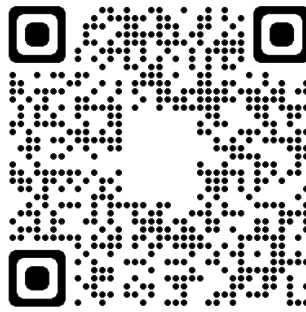
Pacific Bible College, located in Southern Oregon's Rogue Valley, is surrounded by beautiful lakes, rivers and mountains. Medford is the perfect place to live for the hiker, rock climber, cyclist, runner, backpacker, fisherman, paddleboarder, kayaker, skier, and more.

Southern Oregon isn't just for adventurers, it's a foodie paradise. Home to some of the tastiest cuisine on the West Coast, students have a hard time choosing between hot spots like Kaleidoscope Pizza, Ram, Jaspers Burgers, Forage Coffee & Tea, Common Block, Misoya Bistro, and dozens of food trucks within city limits.

Medford is also less than twenty minutes from both Jacksonville and Ashland. Jacksonville is known for the internationally renowned Britt Festival, and Ashland is famous for its sShakespeare Productions.



Want to learn more about the area?
Check out Travel Southern Oregon!



(Scan this code)



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ACADEMIC CALENDAR 2022–2023

FALL SEMESTER SCHEDULE 2022 – 15 Week Semester

Registration Open – Fall Semester 2022	1 st Monday in June	June 6, 2022
Fall Student Orientation		August 25
First Day of Fall Semester	Last Monday of August	August 29
Provisional Admission Deadline	Friday Week 1	September 2
LABOR DAY – Campus Closed – NO CLASSES		September 5
Registration Closed	Friday Week 2	September 9
Add/Drop Course Deadline – No Fee / Add Course Permission Only	Friday Week 2	September 9
Tuition Invoiced	Tuesday Week 3	September 13
Full Tuition or Approved Payment Plan Contract Due	Friday Week 3	September 16
Add Course – Instructor Permission Only Deadline	Friday Week 3	September 16
Constitution Day		September 17
Registration Open – Spring Semester 2023	1 st Mon in Oct	October 3
Course Withdrawal Deadline	Friday Week 10	November 4
Financial Lock on Student Accounts – Unpaid Balances	Friday Week 10	November 4
THANKSGIVING Break – Campus Closed – No Classes		November 24-25
End of Fall Semester	Friday Week 15	December 9
Faculty Course Closure	Friday Week 16	December 16

SPRING SEMESTER SCHEDULE 2023 – 15 Week Semester

Registration Open – Spring Semester 2023	1 st Monday in October	October 3, 2022
Spring Student Orientation		January 5, 2023
First Day of Spring Semester	2 nd Monday in January	January 9, 2023
Provisional Admission Deadline	Friday Week 1	January 13
Registration Closed	Friday Week 2	January 20
Add/Drop Course Deadline – No Fee / Add Course Permission Only	Friday Week 2	January 20
Tuition Invoiced	Tuesday Week 3	January 24
Full Tuition or Approved Payment Plan Contract Due	Friday Week 3	January 27
Add Course – Instructor Permission Only Deadline	Friday Week 3	January 27
PRESIDENT'S DAY – Campus Closed – No Classes		February 20
Registration Open – Summer Semester	1 st Monday in March	March 6
Course Withdrawal Deadline	Friday Week 10	March 17
Financial Lock on Student Accounts – Unpaid Balances	Friday Week 10	March 17
SPRING BREAK - Campus Closed –No Classes		March 20 – 24
Good Friday/Resurrection Day – Campus Closed – No Classes		April 7 & 9
End of Spring Semester	Friday Week 15	April 28
Faculty Course Closure	Friday Week 16	May 5
Graduation	Saturday	May 13, 2023

SUMMER SEMESTER SCHEDULE 2023 – 14 Week Semester

Registration Open – Summer Semester 2023	1 st Monday in March	March 6, 2023
First Day of Summer Semester	2 nd Monday in May	May 8
Provisional Admission Deadline	Friday Week 1	May 12
Registration Closed	Friday Week 2	May 19
Add/Drop Course Deadline – No Fee / Add Course Permission Only	Friday Week 2	May 19
Tuition Invoiced	Tuesday Week 3	May 23
Full Tuition or Approved Payment Plan Contract Due	Friday Week 3	May 26
Add Course – Instructor Permission Only Deadline	Friday Week 3	May 26
MEMORIAL DAY – Campus Closed – No Classes		MAY 29
Registration Open – Fall Semester 2023	1 st Monday in June	JUNE 5
INDEPENDENCE DAY – Campus Closed – No Classes		JULY 4
Course Withdrawal Deadline	Friday Week 10	JULY 14
Financial Lock on Student Accounts – Unpaid Balances	Friday Week 10	JULY 14
End of Semester – Summer Semester	Friday Week 14	AUGUST 11
Faculty Course Closure	Friday Week 15	AUGUST 18

GOVERNANCE, ADMINISTRATION AND FACULTY

BOARD OF TRUSTEES

Ryan Pech, Chair
Greg Harshfield, Vice Chair
Jonathan Bilden, Secretary
Tracey Williams, Treasurer
Donna Buck, Board Member
Sarah Carlyle, Board Member
Travis Connick, Board Member

ADMINISTRATION

Mike Robinson, President
Matthew McAuliffe, Chief Academic Officer and Academic Dean
Kathy Curran, Administrative Assistant
Amy Stonehill, Financial Aid Coordinator
Elijah Thomas, Student Success Coordinator, Recruitment, Assistant Librarian
Garrett Trott, Librarian

FACULTY

Anthony Abbot

- Southern Oregon University – M.A., Teaching
- Southern Oregon University – B.S., Physics

Brian Boisen

- San Francisco Theological Seminary – M. Div.
- Gordon–Conwell Theological Seminary – M.A.
- Vanguard University – B.A., Biblical Studies

Rick Booye

- Western Seminary – D. Min.
- Western Seminary – M.A., Exegetical Theology
- Biola University – B.A., Biblical Studies
- Senior Pastor – Trail Christian Fellowship, Eagle Point, Oregon

Victor Borchard

- Corban University – D. Min.
- Luther Rice Seminary – M. Div., Ministry
- Eastern Mennonite University – B.S., Summa Cum Laude
- Staff Pastor – Table Rock Fellowship, Central Point, Oregon

Jody Bormuth

- Multnomah Biblical Seminary – D. Min., Cross-Cultural Engagement
- Multnomah Biblical Seminary – M.A., Pastoral Ministry
- Southern Oregon College – B.S., Elementary Education
- Youth & Women's Ministries, 30+ Years

Kyle Buck

- Simpson University – B.A., Psychology
- George Fox University – Ed.S., Psychology

Deana Chadwell

- Southern Oregon University – M.A., Education
- High School English Teacher, Retired, 28 Years with South Medford High School

Sarah Ginther

- University of Oregon – B.A. Dance
- Danced in Eugene Ballet Academy, Eugene, Oregon
- Experience in kinesiology and somatics, Feldenkrais body awareness.

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

Tyler Goens

- Liberty University – M.Div., Biblical Studies
- Simpson University – B.A., Bible and Theology Honors Program
- Campus Pastor – River Valley Church / Redwood Campus, Grants Pass, Oregon

Kenner Gotzman

- Multnomah University – M.A., Applied Theology Missional Leadership
- Pacific Bible College – A.A.S., Biblical Studies

Jered Gritters

- Fuller Theological Seminary – M.Div.
- George Fox University – B.A., Biblical Studies

Paul Lingren

- Rosemead Graduate School of Psychology/Biola – Ph.D., Clinical Psychology/Theology Minor
- Rosemead Graduate School of Psychology/Biola – M.A., Clinical Psychology
- California State University Los Angeles – M.S., Counseling / School Psychology

Matthew McAuliffe

- Western Seminary – M.A., Biblical and Exegetical Studies
- Western Baptist College – B.S., Management & Communication
- Associate Pastor, Retired – Trail Christian Fellowship, Eagle Point, Oregon

Melissa Maldonado

- Andersonville Theological Seminary – D.B.C., Doctor of Biblical Counseling (ABD)
- Liberty University – M.A., Human Services specialization in Marriage, and Family Counseling
- Marymount Manhattan College – B.A., Communication Arts

Amy Ponder

- Western Oregon University – M.A., Education and Reading Endorsement
- Oregon State University – B.S., Human Development & Family Science
- Oregon State University – B.S., Early Childhood Development & Education

Terry Pruett

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

Mike Robinson

- Western Seminary – M.Div., Exposition
- Oregon 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.

Natalie Reebel

- Multnomah University – M.A., Applied Theology Affective Spirituality & Christian Formation
- Pacific Bible College – A.A.S., Biblical Studies

Athena Thompson

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

Jacob Thompson

- Pacific Bible College – A.A., Associate of Biblical Studies
- Pastor – Trinity Baptist Church, Central Point, Oregon

ENDORISING CHURCHES

Pacific Bible College values the local churches/organizations that endorse our mission, motto, and values. We thank God for the community of believers joined in like-mindedness and purpose through the saving-grace of Jesus the Christ as we reach our community and the world as servant-leaders.

Name	Mailing Address				Phone
Brownsboro Community Church	PO Box 1147	Eagle Point	OR	97524	541.826.2075
Calvary Crossroads	1051 M Street SE	Grants Pass	OR	97526	541.479.4334
Community Bible Church Central Point	500 N 10th Street	Central Point	OR	97502	541.664.5576
Cornerstone Christian Church	608 N Bartlett Street	Medford	OR	97501	541.773.8163
First Baptist Church of Medford	649 Crater Lake Ave.	Medford	OR	97504	541.779.8855
First Presbyterian Church of Jacksonville	425 Middle Street PO Box 297	Jacksonville	OR	97530	541.899.1287
Foots Creek Chapel	913 Foots Creek Rd	Gold Hill	OR	97525	541.582.2524
Gold Valley Fellowship	PO Box 546	Gold Hill	OR	97525	541.951.4663
Grace Baptist Church	4233 E Evans Creek Rd	Rogue River	OR	97537	541.582.2290
Grace Point Fellowship	213 S Fir St	Medford	OR	97501	541.200.2164
Heritage Christian Fellowship	943 Automation Way, Suite A	Medford	OR	97504	541.772.8200
Hope Presbyterian Church	P.O. Box 1047	Rogue River	OR	97537	541.582.3282
In-Faith	8282 24th Street	White City	OR	97503	541.826.4553
Mountain Church	1 E Main Street	Medford	OR	97501	541.941.2500
Rogue Valley Fellowship	600 Whitman Place	Medford	OR	97501	541.773.4993
Ruch Community Bible Church	190 Upper Applegate Rd.	Jacksonville	OR	97530	541.899.1570
Sam's Valley Community Church	10663 Meadows Rd	White City	OR	97503	541.855.1618
Set Free Christian Fellowship	1032 W. Main St	Medford	OR	97501	541.773.4004
Talent Friends Church	PO Box 551	Talent	OR	97540	541.535.1169
Trail Christian Fellowship	18882 Hwy 62	Eagle Point	OR	97525	541.878.3502
Trinity Baptist Church	2555 Corey Rd	Central Point	OR	97502	541.826.3572
Westminster Presbyterian Church	2000 Oakwood Dr	Medford	OR	97504	541.773.8274

OFFICE AND DEPARTMENT DIRECTORY

Pacific Bible College's main office is located at 28 S. Fir Street, Suite 212, Medford, OR 97501. Staff are 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, financial aid, and veteran's benefits. All class registration is done online via Populi. Student login can be accessed from our website at pacificbible.edu

ADMINISTRATION

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FINANCIAL AID

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Phone: 541.776.9942 ext.7005

LIBRARY

Garrett Trott, University Librarian
Email: garrett.t@pacificbible.edu
Elijah Thomas, Assistant Librarian
Email: elijah.t@pacificbible.edu
Phone: 541.776.9942 ext.7007
Library Hours: Open during office hours and class times. Librarian not always present.
Available by appointment.

STUDENT SUCCESS

Elijah Thomas, Student Success Coordinator
Recruitment, Enrollment Services, Assistant Librarian
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Available by appointment.

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ASSOCIATE OF APPLIED SCIENCECHRISTIAN COUNSELING

Matthew McAuliffe, Interim Program Director
Email: mattmca33@gmail.com

ASSOCIATE OF EARLY CHILDHOOD DEVELOPMENT

Amy Ponder, Program Director
Email: amy.p@pacificbible.edu

MISSION STATEMENT AND DOCTRINE

Pacific Bible College was founded in 1991 and trains Christian leaders for the marketplace and ministry grounded in a Kingdom of God worldview. The College is not directly affiliated with any church or denomination. PBC is located in Medford, Oregon with on-site classroom facilities. PBC is funded through student tuition and through the giving of God's people. PBC is the only Christ-centered institution of higher learning between Eugene, Oregon and Redding, California, serving Southern Oregon and Northern California. PBC is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels.

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 Christian Church in America finds itself increasingly at odds with the culture in which it lives. Exiled on the edges of society as ambassadors of reconciliation requires of us a unique set of skills embodied in something we call "Kingdom Think". It is critical in these times for believers in Christ to align their hearts and minds with the redemptive purposes that drive and define the Kingdom of God.
- » We provide collegiate level worldview training. We theologically 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 enculturate 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 and 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 four outcomes:

1. Biblical Competence

- a. Able to articulate the biblical Gospel and interpret the Bible in light of it.
- b. Able to articulate the nature of Scripture:
 - i. Primacy of biblical authority in matters of faith and practice,
 - ii. Canonicity, history, and development, and
 - iii. Verbal plenary inspiration.
- c. Conversant with the biblical theology of redemption:
 - i. Creation, Fall, Redemption, and Renovation.

- d. Conversant with the systematic theological formulations:
 - i. Theology courses in place, and
 - ii. Creedal formulations as per Nicaea and Chalcedon.

2. Academic Proficiency

- a. Able to read scholarly material with comprehension.
- b. Able to think logically and critically with integration ("Kingdom Think").
- c. Able to communicate (writing, speaking) coherently and effectively.
- d. Able to do scholarly research appropriate to undergraduate level.

3. Spiritual Cultivation

- a. Able to articulate the nature of mature Christian character.
- b. Able to articulate a personal experience of the Gospel.
- c. Able to articulate how Christian truth applies to problem solving.
- d. Able to articulate the importance of Christian community in spiritual growth.
- e. Conversant with spiritual disciplines.
- f. Conversant with various Christian traditions of worship and spirituality.

4. Culturally Engaged Servant Leadership

- a. Able to articulate the Christian worldview to non-Christians.
- b. Conversant with major religions and prevailing cultural perspectives.
- c. Able to articulate the importance of mission both at home and abroad.
- d. Able to articulate how Christian faith impacts vocation, family, community.
- e. Equipped to engage in church and community service.

PHILOSOPHY OF STUDENT DEVELOPMENT

PBC seeks to help educate mindful Christians in the development and practice of "Kingdom Think", a worldview orientation that views all of life's experiences, relationships, and challenges through the eyes of Jesus Christ, learning to love and think according to His instruction and exercising His Kingdom realities in all walks of life. To accomplish this mandate, PBC cultivates student growth towards their becoming Biblically grounded, theologically oriented, and experientially focused in ever growing love.

For this proactive mandate to be accomplished we believe students at PBC should grow into the following 4 (four) areas:

1. Biblically Grounded

- a. Academic study of the Word of God to expand the student's knowledge of who God is as revealed in Scripture and to center student's worldview on this essential reality.
- b. Development of a life-long spiritual discipline of academic biblical study.

2. Theologically Oriented

- a. 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.
- b. Developing what we call "Kingdom Think," which influences all areas of the student's life.

3. Experientially Focused

- a. Becoming actively involved in local outreach ministries that allow application of class theory.
- b. Understanding that everything done in life is Kingdom activity.

4. Ever Growing Love

- a. Enriching one's personal relationship with Jesus Christ.
- b. Exhibiting and cultivating a teachable spirit.
- c. Engaging mentoring by faculty, peers, and the PBC community.
- d. Following the leading of the Holy Spirit and His exercising.
- e. 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 Holy Spirit and to walk in the Holy 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

FALL 2021 STATISTICS

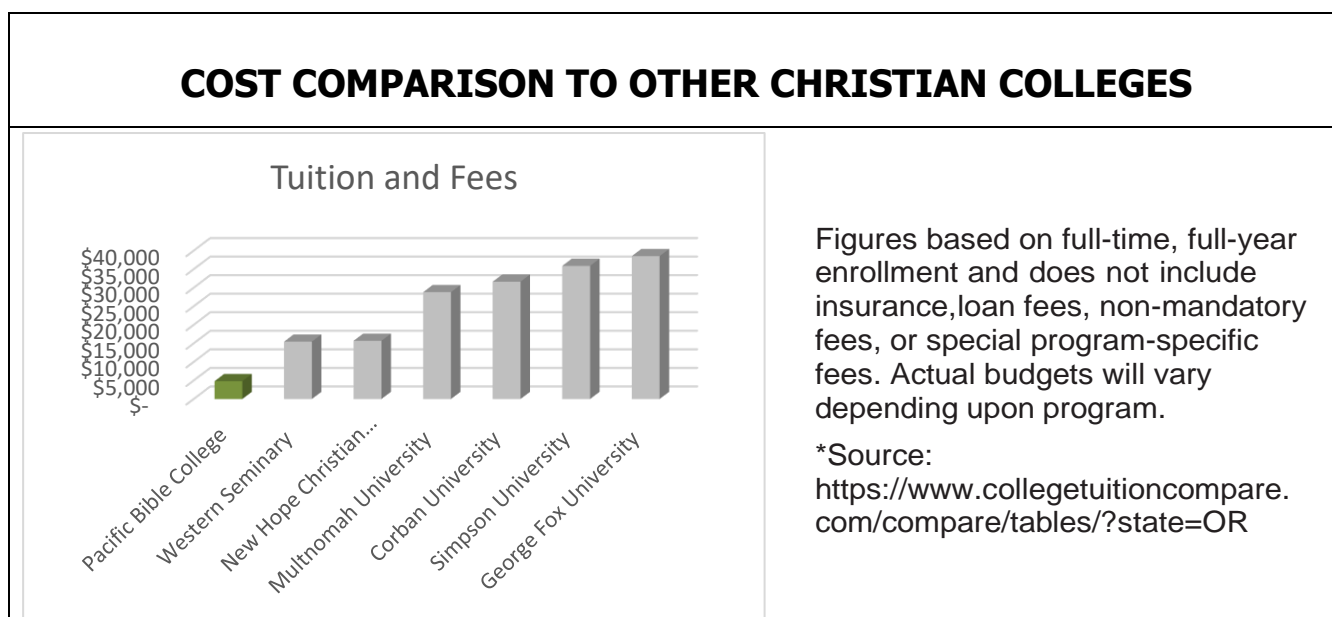
TOTAL ANNUAL ENROLLMENT			
Academic Year	2021-2022	2020-2021	2019-2020
Credit	76%	69.8%	72%
Audit / Self-Enrichment	24%	30.2%	28%

GENDER			
Academic Year	2021-2022	2020-2021	2019-2020
Men	56%	52.3%	48%
Women	44%	47.7%	52%

RACE / ETHNICITY			
Type	2021-2022	2020-2021	2019-2020
American Indian / Alaska Native	2.5%	0%	0%
Asian	0%	0%	0%
Black/African American	0%	0%	0%
Hispanic	4.8%	7%	4%
Native/Pacific Islander	1.2%	2.3%	2%
Two or More Races	2.5%	5.8%	2%
White	89%	92%	92%

AGE (Programmatic)			
Age Range	2021-2022	2020-2021	2019-2020
22 and Under	30%	34.9%	32%
23-25	13%	8.1%	11%
26-30	10%	5.0%	4%
31-45	29%	17.4%	20%
46-55	8%	8.1%	20%
56+	11%	25.6%	13%

STUDENT TO FACULTY RATIO FOR 2021-2022
3.6 : 1



Full institutional data can be found on the College Navigator website:
<https://nces.ed.gov/collegenavigator>

AUTHORIZATION, ACCREDITATION, AND ARTICULATION AGREEMENTS

AUTHORIZATION

OFFICE OF DEGREE AUTHORIZATION (ODA) – OREGON STATE AUTHORIZATION

PBC 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 HIGHER EDUCATION COORDINATING COMMISSION, Office of Degree Authorization, 3225 25th Street SE, Salem, OR 97302, or info.pps@state.or.us.

ACCREDITATION

ASSOCIATION OF BIBLICAL HIGHER EDUCATION (ABHE)

Pacific Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to grant certificates and degrees at the Associate and Baccalaureate levels. Inquiries concerning the standards or school compliance may be directed to ABHE, pacificbible.edu/about/accreditation

ARTICULATION AGREEMENTS

PBC currently has articulation agreements to facilitate credit transfer with the following institutions.

- Calvary Chapel Bible College
- Corban University
- George Fox
- Montana Bible College
- Multnomah University
- New Hope Christian College
- Bushnell University (fka: Northwest Christian University)
- Oak Hills Christian College
- Simpson University
- Shasta Bible College

ADMINISTRATION CAMPUS LOCATION

PBC is located in Medford, Oregon, a hub for the Southwest Oregon / Northern California geographic region. The administrative office, classrooms, and library are located at:

28 S. Fir Street, Suite 212
Medford, Oregon, 97501

INCLEMENT WEATHER POLICY

PBC's weather policy will generally follow the Medford K–12 Public School system.

PBC follows the Medford Public School system only when they are closed because of inclement weather but no other reasons, and not affecting 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 travel from their home should the weather be more inclement at their place of residence. Closure due to weather will be announced via Populi and the PBC website homepage.

LIABILITY FOR PERSONAL ITEMS

PBC 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

The PBC campus is a leased facility and therefore unable to rent the building for events outside the organization.

However, student, faculty, and/or staff events may be considered. PBC may agree to advertise, sponsor, and endorse (either directly or indirectly) outside events and organizations as deemed appropriate by:

1. The Academic Dean
2. The Student Success Coordinator and PBC administration regarding student events, intercollegiate programs, and professional / institutional development

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:
 - A. Must be pertinent to the mission of PBC
 - B. Must uphold PBC's Statement of Faith
 - C. Must be in full accordance with PBC policies regarding student conduct, safety, and academic integrity

Students, faculty, and staff desiring to organize events utilizing college facilities and/or is under PBC sponsorship must submit a Facilities Use Request Form obtained from the administrative office preferably 30 days prior to the event.

AVAILABILITY OF EMPLOYEE FOR DISSEMINATION PURPOSES AND STUDENT ASSISTANCE

PBC has designated employees who are 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.

For information on security policies, crime statistics, requesting a Facilities Use Request Form and information regarding PBC events:	Kathy Curran Administrative Assistant Email: kathy.c@pacificbible.edu Phone: 541.776.9942 ext. 7001
For information on registration, student issues, graduation and completion rates, and student success:	Elijah Thomas Student Success Coordinator Email: elijah.t@pacificbible.edu Phone: 541.776.9942 ext. 7007
For information on Financial Aid and Financial Aid assistance:	Amy Stonehill Financial Aid Coordinator Email: amy.s@pacificbible.edu Phone: 541.776.9942 ext. 7005
To contact the Compliance Officer:	President Pacific Bible College 28 S. Fir Street, Suite 212 Medford, Oregon, 97501 (541) 776-9942

ADMISSIONS

ADMISSION REQUIREMENTS

Full admission to PBC requires each of the following:

1. Completed application. Applications are submitted online. To access the application: pacificbible.edu/application. See “Choosing the Right Application” section of this Catalog & Handbook.
2. High School Transcripts with graduation date:
 - a. High School GPA of 2.0 or higher.
 - b. GED or an equivalent credential issued from within or outside the United States.
3. Testing requirements (one or more of the following):
 - a. Minimum cumulative SAT Score:
Pre-2018 SAT Score: **890**
Post-2018 SAT Score: **695**
 - b. Minimum composite ACT score: **18**
 - c. Verbal/Quantitative Placement Exam administered by PBC.
 - d. Other standardized tests accepted and assessed on a case-by-case basis.
4. Two references: 1 spiritual and 1 academic or professional reference.
5. A 500-word statement of purpose.
6. Agreement with the PBC Statement of Faith.

APPLICATION DEADLINES

Applications are accepted year-round. The deadlines below are in reference to applicants applying for the upcoming semester.

Undergraduate applications need to be submitted by the Friday before the semester begins (10 days before the start of the new semester). Exceptions may apply.

International applications should be turned in at least six months before the desired start date. Applications may take longer.

Audit/Self-Enrichment applications are due before applicant can officially attend any class. An Audit/Self-Enrichment applicant may unofficially attend a class for one day before deciding to apply. Applicant must contact the Student Success Coordinator prior to attending unofficially.

APPLICATION PROCEDURES CHOOSING THE RIGHT APPLICATION

There are different types of applications:

- Application for Admission–Undergraduate
- Application for International Students
- Audit/Self-Enrichment Application

ENGLISH PROFICIENCY

It is essential that all students be able to speak, read, and understand English.

UNDERGRADUATE APPLICATION ADMISSION STATUS

Provisional Admission

Students who need to provide additional information such as transcripts, reference/recommendation, 500-word statement, or test scores may be placed on provisional status until their record is complete. These students may sign up for classes upon approval of admission by registrar personnel. The student will be placed on registration lock before the next registration opens until all necessary documentation is received. This will give the student time to complete the application file.

Probational Admission

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

1. An applicant maintains a cumulative high school or previous college GPA below 2.0.
2. The 500-word statement of purpose demonstrates inadequate written communication proficiency.
3. Submitted test scores do not meet the stated threshold requirement.

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

1. Probational students must obtain a signature of approval from the Chief Academic Officer 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 probationally admitted student as deemed appropriate by admissions staff.
2. Probational students must attend one mid-term conference per semester with an academic advisor to discuss progress.
3. Probational 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 period of four consecutive semesters (i.e. at a minimum average pace of 3 credit hours per semester).
4. Probational students who do not complete the required 12 credits within the appointed timeframe, or who complete the 12 credits with a GPA below 2.0, may register a petition with their faculty Program Director to extend the probational period no more than two additional semesters. If the student does not register a petition, or if the petition is denied, probational admission will be rescinded.
5. Probational students are not eligible to receive in-house Financial Aid.
6. Probational students who have declared a degree and are taking the required courses and seeking that degree are eligible to apply for Title IV funds.

INCOMING FRESHMEN

Applicants of any age who have completed high school seeking full admission to PBC with no or under 12 transferable credits.

NON-STANDARD OPTIONS FOREARNING COLLEGE CREDIT (AP/IB)

The Office of Oregon Degree Authorization (ODA) classifies the following options for earning college credit as "Non-Instructional Methods":

- **Advanced 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.

In some cases, a student may have completed AP courses in high school. The completion of AP courses *does not* guarantee the award of college credit at PBC. However, AP is taken into consideration in the transfer process. A good exam score on a course such as biology or mathematics may be considered for the award of credit. According to the *Oregon Administrative Rule* (OAR) 583-930-0035(b)(A):

"Advanced Placement credit integral to the approved degree curriculum may be awarded in the lower-division up to a limit of one academic year (30 semester credit hours or 45 quarter credit hours) for passing examinations constructed by testing organizations satisfactory to the Commission."

NON-HIGH SCHOOL GRADUATES

Applicants without a high school diploma or GED should complete the Application for Undergraduate application. Applicants must complete full admission requirements excluding high school transcript stipulation. Testing requirements may be fulfilled by taking the Wonderlic Placement Exam. Applicants who pass the Wonderlic Placement Exam are eligible for Title IV funds. PBC does not offer a GED program or an eligible career pathway program.

TRANSFER CREDIT

Applicants who have previously earned 12 or more transferable credit hours with a 2.0 GPA or higher 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. Official transcripts from all previous institutions must be submitted.

Applicants who successfully transfer 12 or more credits with a 2.0 GPA or higher are not required to submit testing scores or high school transcripts. All other requirements must be completed in the admissions process.

TRANSFER OF CREDIT TO OTHER SCHOOLS

Per OAR 583-030-0035(12)(b), a school without regional accreditation shall print in a separate section of its catalog titled "transfer of credit to other schools" a statement warning students verbatim that "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. Other comments may follow concerning the school's documented experience in credit transferability, but it must be clear that a student should make no assumptions about credit transfer.

ASSESSMENT OF PRIOR CREDIT

Students desiring transfer credits toward a 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. If electives have been met, courses may be considered not mapped to a course degree. The level of credit (100 or 200 and above level) is determined by evaluation of the courses at PBC. The student must arrange to have official transcripts sent to PBC's Registrar/Academic Dean. Transcripts that have been in the possession of a student are not considered official.

Transfer credits 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-year 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 credits 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 (official transcripts, etc.) will be evaluated according to the rules and regulations as described in this Catalog & Handbook 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 credits that have been accepted by PBC.

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. Students can earn credits up to 1 year of degree program through CLEP.

CREDIT FOR PRIOR LEARNING

Students can earn Credit for Prior Learning (CPL) toward a degree based on previous documented learning in a non-collegiate learning environment. No more than 25% of a program may be earned through CPL. Students wishing to receive credit for their prior learning should notify an academic advisor.

Students will need to accomplish the following to request and be evaluated for CPL:

1. Provide documented proof of the experience for which they are requesting credit.
2. 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.

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% of a program may be earned through challenge examinations.

AUDIT / SELF-ENRICHMENT

Audit/Self-Enrichment applications are appropriate for: Non-credit/Non-degree seeking applicants taking classes for self-enrichment.

Audit/Self-Enrichment courses 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. A non-refundable \$35 admission fee is required.

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. After the successful completion of the exam, the appropriate credits will be posted to their academic transcript. The challenge exam fee is \$50.00 and is non-refundable.

ENGLISH PROFICIENCY

It is essential that all international students be able to speak, read, and understand English, as all instruction, reading and research is in English.

INTERNATIONAL APPLICATIONS

International applications are appropriate for: Individuals who are non-immigrants to the United States (U.S.) applying for a temporary U.S visa. Applicants from other countries seeking admission should complete the Application for International Students and all necessary admission forms as provided by the school's Admission Office. The application is found at pacificbible.edu.

The term "international student" refers to a student who is not a citizen or permanent resident of the U.S. is classified as an international student. International students are non-immigrants to the U.S. and will be applying for a temporary U.S. visa. PBC reserves the right to change tuition or other costs at any time. All costs are estimates only; actual costs and expenses may vary.

PBC is authorized to receive qualified students. Students enrolled in other universities on an F-1 visa who wish to transfer to PBC must maintain their F-1 status.

International students are required to submit translated and certified documents attesting to academic performance in secondary school and university, when applicable. International students must also submit official documents certifying their ability to pay for all four years of their educational and personal living expenses.

International students shall submit the following 4 (four) documents:

1. A copy of Passport: Information page.
2. Financial support documents: A bank letter, signed by a bank official, certifying that the student's family or sponsor has sufficient funding on deposit to cover all costs of the educational and personal living expenses.
3. TOEFL test results (excluding Australia, Canada, Ireland, New Zealand, South Africa, and United Kingdom).
4. A letter from the student's family or sponsor: Family or sponsor agree to submit the necessary payment to PBC to cover all the student's educational expenses.

Further clarification of required documents involves the following elements:

Prospective students who are not citizens of the U.S. who have applied and have been admitted by PBC will be issued Form I-20 for the purposes of obtaining an F-1 student visa.

To be awarded Form I-20, the student must be able to provide proof of the following:

1. English Proficiency

It is essential that all international students be able to speak, read, and understand English, as all instruction, reading and research is in English. To determine the applicant's proficiency in English, the applicant must take either the Test of English as a Foreign Language (TOEFL) or the International English Language

Testing System as administered by the Educational Testing Service at the nearest examination center.

Minimum required TOEFL scores:	
PBT Score	550
IBT Score	80

For a testing site near you, contact:
Educational Testing Service
P.O. Box 6155
Princeton, New Jersey 08541-6155
Tel: 609.771.7100

2. Financial Responsibility

All international applicants must establish the degree of their financial capability to meet the costs of an education at PBC. International students must demonstrate the ability to provide sufficient funds and/or has

a sponsor willing to provide financial assistance to meet the student visa requirements. Any non-English documents such as transcripts, diplomas, bank statements, or test scores must be accompanied by a certified English translation. Questions concerning the visa application process should be directed to the Office of Admissions.

3. Admission Procedures

All international students must meet the following admission requirements to become a student at PBC. Admission is predicated on the applicant's ability to complete successfully one of our programs as well as showing an exemplary Christian lifestyle. Required documents are:

1. International Documents
2. International Student Form Affidavit of Support
3. International Transcript Evaluation
4. Other documents as requested

VETERANS EDUCATIONAL BENEFITS

VETERANS

The U.S. Department of Veterans Affairs provides Veteran Education Benefits (VA Benefits) for qualifying Veterans and their family members (dependents) to receive money to cover some or all of the costs for postsecondary education. For details on all Veterans Benefits, please visit va.gov/education.

PBC's School Certifying Official
Amy Stonehill
School Certifying Official and Financial Aid Coordinator
amy.s@pacificbible.edu
541-776.9942 Ext 7005

Facility Code for PBC's is: 3-1-000937

Degree programs

- The Bachelor of Arts in Biblical Studies
- Associate of Biblical Studies
- Certificate of Christian Ministries
- Associate of Liberal Arts
- Associate of Applied Science in Christian Counseling
- Associates of Early Childhood Education

PBC's degree programs are approved by the Oregon Department of Veterans Affairs State Approving Agency for the education and training of Veterans and other eligible persons, oregon.gov/odva/agency-programs.

Qualifying Veterans and their family members (dependents) who plan to attend PBC must be formally admitted into one of the above degree programs. A student who wishes to receive VA Benefits should contact the School Certifying Official. 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.

HOW TO APPLY FOR VETERAN EDUCATIONAL BENEFITS

To apply for VA Benefits, go to www.explore.va.gov/education-training to begin application process with the U.S. Department of Education. This is in addition to completing the PBC application process.

All applicants are required to request military transcripts be sent directly to PBC. Once your VA Benefits application is complete, you will receive a Certificate of Eligibility (COE). Provide the COE to PBC's School Certifying Official as soon as you receive it so we can continue processing your college application, but no later than the first day of the semester the student will be attending.

VETERANS ATTENDANCE

It is the Veteran's responsibility to report attendance monthly to the U.S. Department of Veterans Affairs. If the student does not report monthly, tuition, housing stipend and book stipend will be directly affected. At the present time, the Biden Administration does not allow students to go back to report after the month has passed. Please contact the VA Student Hotline at 888.442.4551 for details and to set up auto-texting.

VETERANS REFUND

PBC's Veterans Refund Policy complies with U.S. Code of Federal Regulations CFR 21.4255. In the event a qualifying 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 to the VA if the term has not started, or to the student if the term has started. 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 refund amount will be determined by the VA. Refunds are made within 40 days of the last date of the student's attendance.

VETERAN SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

SAP FINANCIAL AID STANDARDS

Federal Financial Aid regulations require that all Financial Aid recipients progress at a reasonable rate toward achieving a degree or certificate. PBC uses the same policy regarding state, federal, Veterans, and institutional aid. All students are held to the same SAP standard. For additional information on SAP, please see the SAP section (Page 36).

DELAYED VA DISBURSEMENT POLICY

Recipients of VA Benefits will not be penalized due to the delayed disbursement of funds. PBC will not impose any penalty, including the assessment of late fees, the denial of full access to classes, Populi, libraries, or other institutional facilities because of the individual's inability to meet his or her financial obligations to PBC due to delayed disbursement funding from VA.

PBC requires any payment or fee for the difference between the amount of the student's financial obligation and the amount of the VA Benefit disbursement follow the policy for that fee or payment. Veterans whose VA Benefit does not cover the full cost to attend may be eligible to receive a Pell Grant. For additional information Pell Grants, please see the Pell Grant section (Page 33).

VETERANS TRANSFER 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% of a program may be earned through ACE credit.

**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.

FINANCIAL COSTS

TUITION AND FEES

Tuition

For Credit Students:	\$216 per credit unit
For Audit / Self-Enrichment Students:	\$140 per credit unit

Fees

A non-refundable admission fee is required upon completion of online application.

For Credit Students:	\$60 admission fee
For Audit / Self-Enrichment Students:	\$40 admission fee

TEXTBOOKS

PBC 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.

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.

TOTAL ESTIMATED COSTS PER PROGRAM

Program	Total Program Credits	Total Tuition	Total Fees	Estimated Cost of Textbooks	Estimated Total Program Cost
Bachelor of Arts in Biblical Studies Full 4 Year Cost	122	\$26,352	\$60	\$1,100*	\$27,512
Associate of Biblical Studies Full 2 Year Cost	62	\$13,392	\$60	\$550*	\$14,002
Certificate of Christian Ministries Full 1 Year Cost	33	\$7,128	\$60	\$275*	\$7,463
Associate of Liberal Arts Full 2 Year Cost	62	\$13,392	\$60	\$550*	\$14,002
Associate of Applied Science in Christian Counseling Full 2 Year Cost	62	\$13,392	\$60	\$550*	\$14,002
Associate of Early Childhood Education Full 2 Year Cost	61	\$13,176	\$60	\$550*	\$13,786

*Approximate costs as of May 2022.

Additional Estimated Costs to Consider:

Degree	Room	Board	Transportation	Personal
BABS	\$1,200*/month \$4,800/semester \$10,800/academic year	\$380*/month \$1,520/semester \$3,420/academic year	\$200*/month \$800/semester \$1,800/academic year	\$150*/month \$600/semester \$1,350/academic year
ABS				
CCM				
ALA				
AASCC				
AECE				

*Approximate costs as of May 2022. Adjust figures in proportion to current economic data.

Net Price Calculator – pacificbible.edu/net-price

PBC believes that students can and should graduate with little or no tuition debt when earning their degree through us. This best prepares them for serving Christ's Kingdom in the marketplace.

We work hard to keep our tuition and fees low to make debt free graduation attainable.

GENERAL REFUND POLICY

1. Refunds for tuition 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 45 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 tuition refunds.
4. If a student received Title IV funds, the student is subject to the U.S. Department of Education refund schedule which is calculated daily.

REFUND SCHEDULE

Class Withdrawal Date	% Refunded
By the end of week 1	100%
By the end of week 2	90%
By the end of week 3	82%
By the end of week 4	74%
By the end of week 5	66%
By the end of week 6	58%
By the end of week 7	50%
By the end of week 8	42%

STUDENT SERVICES

ENROLLMENT – NEW ENROLLEES

Upon receiving an offer of admission, applicants will complete, sign, and return their Matriculation Agreement, Financial Disclosure Statement, and other registration/orientation forms. The Student Success Coordinator will activate the new student's Populi account and the student will then be able to register for the semester.

REGISTRATION COUNCILING

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

ENROLLMENT IN A DEGREE PROGRAM

PBC offers the following degrees and certificates:

1. Bachelor of Arts in Biblical Studies (BABS)
2. Associate of Applied Science in Christian Counseling (AASCC)
3. Associate of Biblical Studies (ABS)
4. Associate of Early Childhood Education (ECE)

5. Associate of Liberal Arts (ALA)
6. Certificate of Christian Ministries (CCM)

To graduate from PBC, a student must enroll in one of the listed academic programs. The student will indicate on the Matriculation Agreement form which program they have decided to pursue.

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 the Student Success Coordinator. An academic advisor's signature will be required to change a student's program.

FULL AND PART TIME STUDENTS

Full Time	12 or more Credit hours
3/4 Time	9 – 11 Credit hours
1/2 or Part Time	6 – 8 Credit hours
Less than 1/2 Time	3 – 5 Credit Hours

DEGREE PROGRESS

A full time student taking 12 credits per semester can expect to complete an AASCC, ABS, ALA, or ECE over the course of at least six consecutive semesters, or the CCM over three consecutive semesters. A full time student taking 15–16 credits per semester can expect to complete the BABS program over the course of at least eight semesters. Part-time students are encouraged to enroll consistently in subsequent semesters to display continual progress toward completing their program.

DEAN'S LIST

Students who maintain a minimum number of semester credit hours with a satisfactory GPA and demonstrate consistent progress towards the completion of a degree program will be eligible for honorary placement on the Dean's List. The minimum criteria are as follows:

1. The student must complete a minimum of 6 semester credit hours in two consecutive semesters (Fall, Spring, Summer).

2. The student must earn and maintain a minimum cumulative GPA of 3.5 for the qualifying semesters to become eligible for enrollment on the Dean's List.
3. Should the student fail to register for 6 semester credit hours for two consecutive semesters (Summer semester exempted), or their cumulative GPA fall below 3.5, the student will no longer be eligible for listing.
4. The student must also comply with PBC's Student Conduct policy.
5. Graduating students who have completed their degree program with a cumulative GPA of 3.5 and above will receive their degree "with honors".

REGISTRATION

Registration dates are included in the academic calendar published in this Catalog & Handbook and online. Current students will be notified regarding open registration via email. Current students will be responsible for registering online through their student account in Populi. First-time students will register for classes upon approval of admission by registrar personnel. 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 not be eligible to register until their account is rectified unless prior arrangements have been made for an approved payment plan with the Financial Aid Coordinator.

Students who habitually fail to pay their tuition balances may be required to pay in full upon receiving their tuition invoice (issued third week of the semester) or have their registered class enrollments cancelled in the fourth week of the semester.

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 in this Catalog & Handbook.

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.

REGISTRATION CHANGES

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

1. Update contact information.
2. Add/drop courses up to the end of the 2nd (second) week of class.

For registration changes during weeks 3 (three) through 10 (ten) including credit to audit or withdrawal, the student must submit a written request (paper or email) to the Student Success Coordinator.

No changes in status will be accepted after the end of the 10th (tenth) week.

COURSE AND EMPLOYMENT LOAD

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

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

COURSE CANCELLATION POLICY

The college tries to offer any course required for a program but may cancel a class if the minimum enrollment of six has not been met.

INCOMPLETE POLICY

An "Incomplete" grade may be requested by a student who, due to unexpected events, is not able to complete their course work by the last day of the semester. It is intended for use only as a response to unforeseen events (illness, injury, family crises, or extraordinary circumstances acceptable to both the instructor and Academic Dean). This option is only available to students who have already completed course assignments which are due by Week 10 of the semester schedule.

A qualifying student will notify their instructor as soon as possible but no later than the final week of class. With the instructor's approval, the student will request an "Incomplete Grade Request Form" from the Student Success Coordinator. Both the student and the instructor will fill out the form, identify the missing assignments and the final due date agreed on for completion. The form must be signed by both the student and the instructor. The student will return the completed form to the Student Success Coordinator. At this time the student must also notify the Financial Aid Coordinator. Six weeks from the last day of the semester is the maximum extension for an Incomplete (unless approved by the Academic Dean).

Upon successful completion of the course work agreed upon in the "Incomplete Grade Request Form", the instructor will request from the Academic Dean that the class record be unlocked. The instructor will then update the "Incomplete" with the subsequent grade. If the student fails to complete the work on time, the instructor will post a grade based on all work completed with a zero for uncompleted assignments.

WITHDRAWAL FROM COURSES

A Withdrawal from a course during weeks two through ten of a semester will be noted with a "W" (withdrawal) on the transcript. No withdrawals are accepted as of Friday of the tenth week of a semester.

If a student does not withdraw from a course by the end of the tenth week of a semester, the student will receive the grade earned. The grade will be based on the completed assignments with a zero for uncompleted assignments.

WITHDRAWAL FROM SCHOOL

Students who desire to completely withdraw from PBC need to contact the Academic Dean and complete the Change of Status Request form. Students who depart the school for longer than one year will be required to follow the current Catalog & Handbook at the time of their readmission.

LEAVE OF ABSENCE

A leave of absence is an interruption in a student's program of study and refers to a specific period when a student is not in attendance.

GRADUATION REQUIREMENTS

The student's degree requirements will be determined by the designated Catalog & Handbook year. The designated Catalog & Handbook 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 PBC after academic suspension, the previous Catalog & Handbook year will be replaced by the current one. Students must petition the Academic Dean in the Fall semester of the school year they anticipate graduating. The Student Success Coordinator will then confer with Faculty Department Head/Program Director to confirm eligibility for graduation.

The following criteria will determine eligibility for graduation:

1. Program course requirements for the designated Catalog year have been satisfied.
2. 50% of program requirements have been completed in residency.
3. Cumulative GPA of 2.0 or greater.
4. All tuition, library, fees, and other balances must be paid in full before the end of the last week of the semester in which the student is graduating.

TRANSCRIPT SERVICES

Students may request an official transcript 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.

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 the Student Success Coordinator for technical assistance in downloading unofficial transcripts.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

CONFIDENTIALITY

Directory Information may be defined as: a student's name, local and permanent addresses, telephone numbers, date and place of birth, academic major, enrollment status, participation in school recognized activities and sports, dates of attendance, degrees and awards received, as well as the previous educational agency or institution attended. Pursuant to the Family Educational Rights and Privacy Act, PBC is permitted to release such directory information to third parties without obtaining written consent for its disclosure.

A student may request to keep all "Directory Information" as defined above confidential. The desire to exclude one of the above informational items will result in the exclusion of all items. This option can be made by filing a written, dated, and signed request to the administrative office. This option remains in effect, even after graduation, until officially withdrawn by the student. A student may revoke confidentiality at any time through a privacy removal request obtained through the PBC administrative office.

Annual Notification of Student Rights

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

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 business 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.

Social Security Number Disclosure and Consent Statement

Pacific Bible College will request student's Social Security Number (SSN) at the time of application. The SSN will not be used as the student ID number but will be provided to entities requiring a SSN, including but not limited to the federal government for Financial Aid and Tax Relief Act (1997) reporting, Immigration and Naturalization Service, and as required by court order in accordance with the Family Education Rights and Privacy Act.

The privacy and confidentiality of PBC student records are protected by Federal and State law. PBC will not disclose a student's SSN number without consent for any other purpose except as allowed by law.

DEFINITION OF "SCHOOL OFFICIAL" AND "LEGITIMATE EDUCATION INTEREST"

School Official: Any school official who needs information about a student while 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.

TITLE IX

Pacific Bible College (PBC) complies with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits unlawful discrimination based on sex in the college's programs and activities. PBC does not unlawfully discriminate based on sex in any of its education or employment programs and activities, nor does PBC tolerate sex discrimination or sexual harassment. PBC prohibits sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation, which are harmful to the well-being of the PBC

community and its members, the learning and working environment, and collegial relationships amongst students, faculty, and staff. PBC will respond to reports of sex discrimination and sexual harassment with measures designed to eliminate such misconduct, prevent its recurrence, and remedy any adverse effects of the misconduct on individuals, members of the PBC campus community, related programs and activities.

Pursuant to 34 CFR 106.45(b)(10)(i)(D), “all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.” Such training materials must also be kept for seven years and made public on its website.

For more information about PBC’s Title IX–related policies, or to make a report, visit our website or contact:

Kathy Curran
Title IX Coordinator
541.776.9942 ext. 7001
kathy.c@pacificbible.edu

ADVISING AND ACADEMIC COUNSELING FACULTY OFFICE HOURS

Faculty members are available one office hour per week for students outside of the classroom. Information regarding specific times is generally listed in the class syllabus, but students will need to contact their faculty member to set up an appointment.

STUDENT ACADEMIC ADVISING

The Student Success Coordinator is the primary student academic advisor to help guide progression toward degree completion. Program Chairs can also provide information about meeting requirements of your specific degree program. Contact the Student Success Coordinator to schedule an academic advising appointment.

Elijah Thomas
Student Success Coordinator
Phone: 541.776.9942 ext. 7007
Email: elijah.t@pacificbible.edu

EMPLOYMENT

It is a part of PBC’s mission to assist students in obtaining gainful employment whereby the student can actively and practically apply the

lessons of 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 campus bulletin board. Students desiring advice on a given career path are encouraged to inform PBC through the Student Services to be referred to appropriate avenues of employment and professional enrichment.

CURRENTLY EMPLOYED AND VOLUNTEER STUDENTS

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. The Student Success Coordinator can 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.

TECHNOLOGY POLICY COMPUTERS

PBC currently has laptops available to loan to students, free Wi-Fi, an online listing of library research materials, and printers. There is a kiosk–computer located in the library for the use of checking out books. The library kiosk–computer may also be used for research use and for the printing of class materials. 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 personal computer, as well as the latest operating system and application security patches. PBC is not responsible for any virus, any hardware or software problems, or offensive downloaded material.

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, nonacademic 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 student 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.

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.

1. 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, they should be sure to lock the screen.
2. 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.
3. When using college computers, students are to save information on personal, portable storage devices such as USB drives. Removal of personal devices from the computer is mandatory at the end of the session. Nothing is to be stored on college computers.

PRINTERS

Students are allowed access to a printer in the library. Please seek office staff for assistance with printing on any of the office printers.

WIRELESS INTERNET

Wireless internet access is available throughout the campus. Students that violate this policy by installing their own wireless access point will have their internet access terminated.

All internet activity is traceable. Email 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 Policies section of this Catalog & Handbook (Page 44).

WHAT IS POPULI?

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

In Populi student accounts, students will be able to enter class discussions, register for courses, review personal 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.

EMAIL

Once admitted, the college uses students' primary email address listed in their Populi account for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their email on a regular basis.

FACILITIES LIBRARY

The PBC Library offers more than 2,500 books and several 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 "PBC Library" to see links to EBSCO Host, 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.

Following a link to EBSCO host under the “Library–Links” page in Populi will automatically log the user into EBSCO Host using a “single–sign–on” system. The user can conduct research, save books and bookmark pages within EBSCO Host once logged in.

Books may be checked out at the library Kiosk computer. By opening the Microsoft Edge browser, the user will be taken to the library circulation page via the Library Kiosk Populi account. Check out books and materials by scanning the barcode on the inside page (typically starts with 3000) type in your name and click “check-out” to complete. Books not checked out will be considered stolen.

RULES OF CIRCULATION

1. Reference books (REF) may not be checked out; however, copies may be made of the pages for student’s use.
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 3 weeks. After this, they will become available for checkout 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.
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 (however by returning books promptly, you demonstrate responsible use and allow other students to access those resources).
6. Books that are not returned within 1 year of the due date, are lost or damaged, will incur a fee equal to the value of the book and this charge will be added to the student’s Populi account.
7. When finished with a book, please place it in the “Return” bin; the library staff will re-shelve it.

OVERDUE LIBRARY BOOK POLICY

PBC maintains the library for students’ benefit. We exist to serve students in their God–directed academic pursuits. By accepting responsibility for the resources they check out, students will make it possible for PBC to continue to provide students with all the materials they need to further their Christian education. Thank you for assisting your fellow classmates in this effort.

1. Populi will send automatic reminders of overdue books; please respond to these emails.
2. If your book is at least one month overdue and you do not respond to Populi emails, you will receive a friendly email from library staff asking you to please return your overdue book(s) within two weeks.
3. If the book(s) is/are not returned during that period, the library will bill you for the amount it will cost us to replace the book with a new copy, if it is still in print, or for a used copy if not. You will have two weeks to pay the bill.

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 4:00 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 condition of any items received in lost and found and reserves the right to dispose of leftover food or offensive items before the 30–day period is complete.

BULLETIN BOARD

If a student or outside community member wants PBC to promote an event or article, all items must be submitted to the Administrative Assistant for approval. Priority will be given to PBC–related information, higher education opportunities and community events related thereto.

FINANCIAL SERVICES – STUDENT ACCOUNTS

Students are encouraged to review their accounts in their Populi record. Students have 24/7 access to their account standing via our online college management system Populi. Payments may be made with Debit cards, Credit cards (VISA, Mastercard, and Discover) on Populi.

PAYMENT POLICY

Tuition is billed on Tuesday of the 3rd (third) week of each semester. Students' statements are available in their Populi account. PBC policy states that all tuition balances must be paid off before the end of the 4th (fourth) week of the semester. Students who choose not to pay their account balance in full by the end of the 4th (fourth) week must submit an approved payment plan agreement by that same deadline. If the student does not make agreed-upon payments per the approved payment plan agreement, the student will be placed on Financial Lock the 10th (tenth) week of the semester. A financial lock prevents students from registering for classes, viewing, or exporting grades or transcripts, Financial Aid appeal, disciplinary formal hearing, grade appeal, and being eligible for graduation. A student who is on financial lock may be excluded from classes in subsequent semesters if an outstanding balance remains beyond the last day of the semester in which the original payment was due.

OUTSTANDING DEBT BALANCE POLICY

Any student who has a record of not paying previous tuition balances will be required to pay for full tuition up front prior to registering/enrolling in any course.

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 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 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:

1. If authorization has been received, holding funds until end of academic year, or
2. Payment by direct deposit into student's bank account, or
3. Payment by check to student.

FINANCIAL AID

PBC processes Federal Pell Grants and General Scholarship Funds. Please see Federal Pell Grant section (below) and General Scholarship Fund section for additional information (Page 35).

FEDERAL FINANCIAL AID

Federal Student Aid (Title IV) funds are distributed by the U.S. Department of Education. Title IV Funds include Grants, Federal Work Study, and Federal Student Loans. Currently PBC processes Pell Grants.

FEDERAL PELL GRANTS

Federal Pell Grants are for undergraduate students with financial need working toward a declared major. For more information, visit studentaid.ed.gov.

PELL GRANT ELIGIBILITY AND PROGRAM INFORMATION

To qualify for a Pell Grant, students:

1. Demonstrate financial need
2. Are a U.S. citizen or an eligible non-citizen
3. Have a valid SSN
4. Must register with the Selective Service (male ages of 18 and 25 must register with Selective Service*)
5. Maintain Satisfactory Academic Progress

6. High school / GED:
 - a. Have a high school diploma or a General Educational Development (GED) certificate or a state-recognized equivalent; or
 - b. Completing a high school education in a home-school setting approved under state law.

* The Biden Administration is considering dropping this requirement.

Students may receive Federal Pell Grant monies for no more than 12 full time semesters or the equivalent (roughly six years). For more information, visit studentaid.ed.gov.

ANNUAL PELL GRANT AMOUNT (SUBJECT TO CHANGE)

Pell Grant amounts can change yearly. For the 2022-2023 Academic Year, the maximum Federal Pell Grant amount is \$6,895 (July 1, 2022, to June 30, 2023). For more information, visit studentaid.ed.gov.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA®)

Students can file a FAFSA® Application by visiting studentaid.ed.gov.

PBC's School code is 04251300.

To complete the FAFSA®, students must:

1. Create an FSA ID. Students, parents, and borrowers should create an FSA ID. To create an FSA ID, visit studentaid.ed.gov
2. Complete the FAFSA® Application at studentaid.ed.gov
3. After you apply, you will receive a Student Aid Report (SAR). Review the SAR information to make sure it's correct
4. Notify PBC's Financial Aid Coordinator

WHEN TO COMPLETE THE FAFSA®

For attendance from July 1, 2022, through June 30, 2023, submit a 2022–2023 FAFSA® beginning on October 1, 2021, and no later than June 30, 2022, using income and tax information from 2020.

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. For more information, visit studentaid.ed.gov.

NOTIFICATION OF FINANCIAL AID OFFER

Once a student has been accepted at PBC and has completed the FAFSA® Application, the U.S. Department of Education notifies PBC the amount the student may qualify for. The U.S. Department of Education (not PBC) calculates the amount the student may qualify for. The Financial Aid Coordinator will email the student with the eligible offer amount. Each student who receives the eligible offer email **MUST** respond to the offer email detailing if they will accept in part or in whole the financial offer.

RECEIVING AID

PBC—not the U.S. Department of Education—will distribute Financial Aid, and Title IV funds will be applied directly to school account.

VERIFICATION

Verification is the U.S. Department of Education's process to ensure information collected on the FAFSA® is accurate and that eligible students receive all Title IV funds for which they are entitled. The Financial Aid Coordinator will contact the student via email if their application is selected and inform the student of required documentation. All required documentation must be provided to the Financial Aid Coordinator complete with signatures. **NO FEDERAL AID CAN BE OFFERED UNTIL the Verification Process is complete.**

DEPENDENCY OVERRIDE

There are rare situations where a Dependent student needs to be processed as an Independent student. This process is called Dependency Override by Appeal. **Please note:** 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 offering 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, or parents live out of state/country. For more information, visit studentaid.ed.gov.

PROFESSIONAL JUDGMENT

If a student's income has significantly changed impacting their ability to pay for college (example: Job loss or layoff due to COVID, etc.) the Financial Aid Coordinator may exercise Professional Judgment by performing a needs analysis to account for extenuating circumstances not addressed in the original FAFSA®. For more information about Professional Judgments, please see the Financial Aid Coordinator.

GENERAL SCHOLARSHIP FUND

The General Scholarship Fund (GSF) is a needs-based scholarship. Students must be enrolled in least six credits in the term in which they apply. GSF may NOT be used for Audit/Self-Enrichment classes. High school juniors and seniors are not eligible for GSF. The GSF may be applied to tuition only. Qualifications:

1. Submission deadline is the Friday before the semester begins. Late submissions may not be accepted
2. Students must have at least a 2.0 GPA
3. Students must have no past due balance
4. There is no provision for GSF for Summer semesters

To apply for a GSF, contact the Financial Aid Coordinator. Offer notices will be emailed by the 3rd (third) week of each semester. The offered amount will be credited to your account. Questions regarding GSF may be directed to the Financial Aid Coordinator.

HOW TO APPLY FOR A GSF

To apply for a GSF, contact the Financial Aid Coordinator. Be prepared to provide information to justify need.

GSF OFFER CALCULATION

Offers are based on financial need AND on the number of credits taken. Offers will be disbursed in increments of 50% per semester:

- Up to \$325 for the Fall semester,
- Up to \$325 for the Spring semester.

FINANCIAL AID COUNSELING

All students are encouraged to consult PBC for additional information regarding Financial Aid. For Financial Aid questions and counseling, contact the Financial Aid Coordinator:

Amy Stonehill
Financial Aid Coordinator
Email: amy.s@pacificbible.edu
Phone: 541.776.9942 ext. 7005

CUMULATIVE GRADE POINT AVERAGE

Undergraduate students who drop below a 2.00 (Grade C) cumulative GPA will be placed on Financial Aid and Academic Warnings.

PACE OF PROGRESSION

Students who fail to complete 67% of cumulative credits attempted will be placed on Financial Aid and Academic Warnings.

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.

RETURN OF TITLE IV FUNDS POLICY / RETURNING FEDERAL STUDENT AID

All students will be notified when their aid disburses to their student account. Title IV aid is awarded and disbursed to students in anticipation of students' successful completion of their courses and progression toward graduation.

The U.S. Department of Education regulates the management of these funds and in some cases, a student who receives Title IV financial aid but does not complete their coursework is not considered to have "earned" the Title IV aid they received.

When a student officially withdraws from all their courses, receives unsatisfactory grades in all their courses, and/or otherwise fails to attend the full period of enrollment for credit, PBC is required to determine the earned and unearned portions of Title IV aid the student was scheduled to receive.

Up through the 60% point in each period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. For a student who officially withdraws at any time through the 60% point of a period of enrollment, the official withdrawal date is the earlier of:

- Date the student begins the official withdrawal process (submits a signed complete withdrawal form);
- Date the student otherwise provides official notification of intent to withdraw.

For a student who doesn't officially withdraw (does not complete the official withdrawal process but receives unsatisfactory grades in all their courses), the withdrawal date is entered as either:

- Date that PBC determines is related to circumstance that was beyond the student's control, if withdrawal is due to said circumstance.
- Midpoint of the enrollment period or the last date the student participated in an academically related activity (as reported by his/her instructors) whichever is later.

When a student is determined to have withdrawn, either officially or unofficially, PBC will use federal law/regulation to make the following determinations and complete the following activities:

- Determine the student's official withdrawal date.
- Determine the amount of the student's institutional charges.
- Determine the Title IV aid disbursed to the student.
- Determine the Title IV aid that *could have been* disbursed to the student post withdrawal (if any).

- PBC utilizes the R2T4 form to calculate the amount PBC may need to repay the withdrawn student and/or that PBC may need to repay the U.S. Department of Education.
- PBC uses the R2T4 form to calculate the amount that the student may need to repay PBC and/or that the student may need to repay the U.S. Department of Education.
- PBC notifies the student of the determinations and calculated values used in the R2T4 calculation. In the notification, specify to the student the resulting balance the student must repay to PBC (if applicable) and specify to the student resulting balance the student must repay to the U.S. Department of Education (if applicable).
- If a student received Title IV funds, the student is subject to the U.S. Department of Education refund schedule which is calculated daily.
- Dependent upon the outcome of the calculated values used in the R2T4 calculation, PBC will return to the student any undispersed funds as applicable as soon as possible post withdrawal but no later than 45 days from the determination of a student's withdrawal date.
- Dependent upon the outcome of the calculated values used in the R2T4 calculation, PBC will return to the U.S. Department of Education the balance calculated that must be repaid as soon as possible but no later than 45 days from the determination of a student's withdrawal date.

For details regarding the general refund schedule, please see the General Refund Policy and Refund Schedule listed on page 28.

When returning Title IV funds to the U.S. Department of Education, PBC returns them in a specific order per federal regulations. PBC must return unearned funds as soon as possible but no later than 45 days from the determination of a student's withdrawal.

1. Pell Grant
2. Iraq/Afghanistan Service Grant

Example

If there were 103 total days in the Fall semester and the student completed 48 days, the student would earn 49.44 percent of the Title IV aid received ($48/103 = 49.44$ percent).

In the example, the student originally received the following federal awards for the semester: Pell Grant \$3,447 for Fall Semester. Tuition for attending 12 credits for Fall semester is \$216 per credit X 12 credits = \$2,592. When the \$3,447 Pell funds were received by PBC, the funds were applied to the tuition the student owed (\$2,592), and the balance (\$855) was returned to the student to pay for such expenses as room, board, transportation and personal.

Total Federal Aid Received \$3,447

Per the government's formula, the student earned \$1,671.80 (49.5 percent x \$3,447 = \$1,671.80).

Total Federal Aid Originally Received \$3,447

Total Federal Aid Earned – \$1,671.80

Total Federal Aid to be Returned \$1,775.20

Based on the order of aid to return PBC would have to return the following aid:

Total Federal Aid to Return \$1,775.20

The student is responsible for any owing balance this may cause on the student's account.

Post-Withdrawal Disbursements

The institution's Post-Withdrawal Disbursement policy is based on guidance outlined in 34 CFR 668.22(a)(3) & (4). If the amount of Title IV funds earned by a student is more than the amount disbursed as of the date of withdrawal, the institution must disburse, or offer to disburse, the difference in a post-withdrawal disbursement. Any Post-withdrawal disbursement due must meet the current required conditions for late disbursements the student must meet all of the conditions for a late disbursement prior to the date the student withdrew.

Notification:

If the calculation indicates that a post withdrawal disbursement is due from grant funds, the funds are automatically applied to the student's account and a refund check will be issued (if applicable).

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

SAP ACADEMIC AND FINANCIAL AID STANDARDS

Federal Financial Aid regulations require that all Financial Aid recipients progress at a reasonable rate toward achieving a degree or certificate.

PBC uses the same policy for all students regarding academic standing in addition to financial standing for state, Veterans, and institutional aid. These requirements apply to all semesters and all students are held to the same SAP standard whether they receive Financial Aid or Veterans Education Benefits. Progress is reviewed at the end of each semester.

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 timeframe allowed to complete the academic program.

SAP FINANCIAL AID STANDINGS

FINANCIAL AID WARNING

Students who do not meet the SAP standards at the end of a semester will be notified by the Academic Dean and will 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 SAP as outlined in this section or they will be placed on Financial Aid Suspension. For additional information please see the Financial Aid Coordinator.

For Academic Warning information please see the Academic Warning section (page 39).

FINANCIAL AID SUSPENSION

Financial Aid suspension will result in the loss of eligibility for all federal, state, and institutional aid, including Pell Grants and GSF. If a student successfully completes a semester without receiving Financial Aid and meets the SAP standards, the student will then regain Financial Aid eligibility. Financial Aid Suspensions can be appealed.

APPEAL OF FINANCIAL AID SUSPENSION

To appeal the Financial Aid Suspension, the appeal must include the following information:

1. Students' full name
2. Statement detailing the reason(s) for not meeting SAP. Qualifying extenuating circumstances would include a death in the family, accidents or injuries, circumstances beyond the student's control.
3. Student will also provide an explanation of how the situation was resolved so that it will not affect future success and how SAP standards will be met in the future with a plan in place to ensure success.

Appeals must be submitted to the Financial Aid Coordinator within 7 calendar days of notification of Financial Aid Suspension. The student's appeal will be reviewed by the Financial Aid Coordinator and the Chief Academic Officer. The appeal decision made by the Chief Academic Officer is final and cannot be appealed to another individual, group, or to the U.S. Department of Education.

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 does not meet SAP standards at the end of the probationary semester, they will be placed on Financial Aid Suspension.

OTHER INFORMATION

1. Repeated Courses:
 - a. Students receiving a non-passing grade ("D" or "F") may repeat the course and may be eligible for Financial Aid.
 - b. Courses in which the student received a passing grade may be repeated once, however Financial Aid is not available for the repeated course.
 - c. Credits attempted in repeated courses will be included in the cumulative credits attempted and GPA.
2. Withdrawn Courses: Courses where the student withdrew "W" may be repeated. When retaken, these courses will be

included in the total number of credits for the semester and included in the cumulative GPA. Students who receive a "W" may be eligible for Financial Aid. Full payment is required for the retaking of courses.

3. Incomplete Courses: Courses assigned an "I" (incomplete) grade are included in the cumulative credits attempted and in the maximum timeframe. For additional information Incomplete grades, see the Incomplete section (Page 27).
4. Audit/Self-Enrichment Courses: Audit/Self-Enrichment courses receive no credit, do not influence the GPA, 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 with exception to students' using their Veterans Education Benefits.
6. Pass/Fail Courses: Pass/Fail courses are not calculated in the cumulative GPA but will be included in credits attempted.
7. Transfer Credits: Transfer credits are calculated into the credits attempted but are not factored into the cumulative GPA. Any transfer credits accepted into a student's educational program will count as both attempted and completed credits when determining a student's pace of progression.
8. Summer Semester: Students attending in Summer semester will have SAP evaluated 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 SAP status is evaluated.

ACADEMIC STANDING AND FINANCIAL AID

A student's progress must be satisfactory to maintain eligibility for federal or institutional Financial Aid.

CAMPUS LIFE

STUDENT LEADERSHIP COUNCIL

The college invites and encourages the establishment of a variety of student organizations for the purpose of meeting the varied interests and needs of the campus community. While students will normally find the rigorous responsibilities of higher education curriculum somewhat limiting toward extracurricular organizations, such groups remain desirable toward the developmental philosophy of the institution; students desiring to form an organization are to meet with the Student Success Coordinator. 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 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 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, a Facilities Use Request Form must be turned in to the Student Success Coordinator within 30 days of the planned event. Depending on the nature of the event, a liability waiver may be required. Contact the Student Success Coordinator 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 Academic Dean and will be referred accordingly.

NON-DISCRIMINATION POLICY

It is the policy of PBC not to discriminate based on 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 when 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 Success Coordinator.

CONSTITUTION DAY

PBC celebrates Constitution Day on or near September 17th of each year. For more information visit constitutionday.com.

VOTER REGISTRATION

Students are encouraged to vote in city, county, state and federal elections. Voter registration and election date information for the state of Oregon can be found at: sos.oregon.gov/voting-elections

ACADEMIC STANDARDS

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 may be administratively dropped from that class. Individual instructors will take attendance regularly and determine specific attendance requirements and acceptable excuses for each class. The syllabus 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.
- Students are expected to be present at each class. If a student misses more than 25% of the classes (typically 4 classes per semester), the student may receive a failing grade.

As stated in the Federal Pell Grant section, regular attendance is taken and is required to receive Pell Grant funds.

TARDINESS

Tardiness interrupts classroom environment for optimum learning. Students who are tardy will be marked as such and grades may be affected.

WRITING STANDARD

Students are expected to submit papers using the college's stated style within each individual course (APA, MLA, Turabian) as requested by the instructor, which remains standard for research papers (and other material requested) 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 instructor 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 instructor), and the student must receive

permission from each instructor affected by the change. If the student is absent because of excused illness (as defined by the instructor) arrangements with his/her instructor 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 instructor. No work may be submitted after final examinations unless a student qualifies for an "I" (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. Academic Warning is designed to help students examine their objectives and progress in school. In cases of poor scholarship, students are encouraged to consult with instructors, the Student Success Coordinator, or the Academic Dean.

If a student is on Academic Warning for two consecutive semesters, they may be dismissed.

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

A grade of Incomplete ("I") will be assigned only if proper arrangements have been made prior to the end of the course. For additional information, please see the Incomplete Policy section (Page 27).

LATE CLASS ASSIGNMENTS

Instructors are responsible for establishing class policy for late assignments up until the time of the final exam. The policy will be in 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. Students attending with their Veterans Educational Benefits may not use remedial courses for submission.

GRADE REPORTS AND UNPAID DEBT

All unpaid debt to the college should be paid in full before the end of the semester. Diplomas and Official transcripts may be held until unpaid debt is paid in full. Students with unpaid debt may have their account placed on Financial Lock and be unable to register for classes until the debt is paid. Interest will not be charged for unpaid debt.

GRADE APPEAL PROCEDURES

A student who objects to a grade they received should discuss the situation with the instructor. This also applies to points given for participation in class, attendance, and grades on papers, projects, and tests.

TUTORING AND ACADEMIC SUPPORT

If a student needs academic assistance, tutoring outside of the classroom or other accommodation, contact the Student Success Coordinator for a consultation about available options.

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

PBC does not require a student to have immunizations or vaccinations to enroll.

STUDENT DRUG AND ALCOHOL PREVENTION POLICY

The health and well-being of the students of PBC is of great importance. PBC desires 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 to expand awareness, and to 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 prohibited. Furthermore, the use, sale, or possession of legal / illegal substances such as but not limited to marijuana, intoxicants, drugs, or other controlled substances is strictly prohibited.

PUBLIC SAFETY (CAMPUS SECURITY)

In emergencies, students should first call 911 and then notify the administrative 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 via a hardcopy per request.

PROHIBITION OF SEXUAL VIOLENCE

PBC 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 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, Title-IX, and Oregon State laws.

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 cleaning charges.

SMOKING AND VAPING

PBC observes the Indoor Clean Air Act (ICAA), and 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 smoking and vaping, must be done 10 feet away from any entrance, exit, air-vent, windows, etc.

WEAPONS

Firearms are prohibited on the Pacific Bible College campus except as carried by security personnel designated by the President or Chief Academic Officer. Personal weapons as defined by Oregon Revised Statutes 166.360 and 166.370 are also prohibited on the PBC campus except as authorized by the President or Chief Academic Officer. PBC reserves the right to determine the safety factor and authorized application of all such articles. Students and faculty found in violation of this policy will be subject to dismissal and referral to law enforcement as deemed appropriate.

OPEN FLAMES

Per our current lease agreement, open flame lamps, candles, and incense burning are not allowed at any time in any campus building.

STUDENT COMMITMENT & DISCIPLINES

SPIRITUAL LIFE DEVELOPMENT

Spiritual development is of critical importance to PBC, and students are encouraged and expected to be committed to this endeavor through multiple opportunities.

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.

CHURCH ATTENDANCE AND AFFILIATION

PBC 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 instructors 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 the Student Success Coordinator 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

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. Our academic integrity policy regarding online courses is as follows:

1. 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 tests, or producing other evaluative assignments.
2. 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.
3. 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.
4. By registering for an online course at PBC, you are agreeing to the following:
 - a. You will rely solely on your own work when completing all assessments, problems, homework, and assignments (unless collaboration is expressly permitted).
 - b. You will not plagiarize and will properly acknowledge all external sources used in your work.
 - c. You will refrain from any activity that would dishonestly or fraudulently improve your results or disadvantage others in the course.
 - d. You will maintain only one user account and not let anyone else use your username/password; and not access or attempt to access any other user's account or misrepresent or attempt to misrepresent your identity while using Populi.

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.

COPYRIGHT

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: pacificbible.edu/copyright-information.

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 Success Coordinator 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 PBC, 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:

1. Any form of sexual immorality (pre-marital sex, extra-marital sex, homosexual sexual conduct).
2. Physical or verbal abuse, intimidation, or harassment of another person or group of persons.
3. 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 pocketknives), other weapons, explosives, or fireworks.
4. 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.
5. Use or possession of open containers of alcoholic beverages on campus.
6. 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.
7. 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.)

8. 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.
9. Use, sale, or possession of legal (without prescription) or illegal substances, intoxicants, drugs, or other controlled substances.
10. 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 PBC. The Academic Dean will review the infraction, submitted in writing, and decide if an informal hearing is needed.

INFORMAL HEARING

If the Academic Dean 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 Academic Dean 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):

1. On Notice: A written plan of assistance is developed to correct the infraction within a reasonable length of time. The student or person involved 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 student or person involved needs outside assistance to cope with the behavior.

2. **Probation:** A plan of assistance is generated by the Academic Dean plus one faculty member. This stage shall contain periodic checks by the Academic Dean. The Academic Dean shall determine the termination of probation.
3. **Suspension/Dismissal:** Suspension and/or dismissal will result if there is no satisfactory progress as determined by the Academic Dean 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 the student has received fair treatment in the process, the student 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 Chief Academic Officer, 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 & Handbook 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. The appeal decision made by the Chief Academic Officer is final and cannot be appealed to another individual, group, or to the U.S. Department of Education.

STUDENT GRIEVANCE PROCEDURE OVERVIEW

The Student Grievance Procedure provides a way for students to seek resolution to decisions, conditions, and practices of PBC, 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 timelines outlined below:

1. **Direct Resolution:** The student discusses the grievance with the PBC staff member who is directly involved and attempts to find resolution in 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, proceed to the next step.
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, proceed to the next step.

3. Resolution with the Chief Academic Officer: If the issue is not resolved with the staff member's immediate supervisor, the student may seek resolution with the Chief Academic Officer. Appropriate written documentation will be maintained by the Chief Academic Officer and approved filing procedures will be followed. Within seven (7) working days of notification of the student grievance the Chief Academic Officer will contact the parties involved and attempt to clarify the issue and arrive at a solution which is mutually satisfactory to the student and staff member. During the investigation, the persons involved may include a representative or other support person with firsthand knowledge of the issue. When a resolution is reached, the Chief Academic Officer will summarize the resolution in writing for the student grievant and college employee and follow established filing procedures.
4. Complaints and Grievances: For complaints and grievances students may also contact the Higher Education Coordinating Commission, 4335 25th Street, S.E., Salem, Oregon, 97302, or by sending an email to complaints@hecc.oregon.gov.

Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC), can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to complaints@hecc.oregon.gov. Students may also access the HECC-ODA complaints web page for information at <https://www.oregon.gov/highered/about/Pages/complaints.aspx>.

ACADEMIC FREEDOM STATEMENT

PBC 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

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 the PBC.

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, at all times they should be accurate, exercise appropriate restraint, show respect for the opinions of others, and 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 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, does not 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 students' 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

PBC 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 PBC 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 conventual 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

PBC is a Christ-centered learning community committed to equipping students to become biblically 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.

PBC 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 [assessment-and-strategic-plan](#).

DEGREE PROGRAMS OFFERED

DEGREE	SEMESTER CREDIT HOURS
BIBLE & THEOLOGY Bachelor of Arts in Biblical Studies (BABS) Associate of Biblical Studies (ABS) Certificate of Christian Ministries (CCM)	 122 62 33
GENERAL EDUCATION Associate of Liberal Arts (ALA)	 62
COUNSELING DEPARTMENT Associate of Applied Science in Christian Counseling (AASCC) Associate of Early Childhood Education (ECE)	 62 61

BACHELOR OF ARTS IN BIBLICAL STUDIES

The Bachelor of Arts in Biblical Studies (**BABS**) degree is strategically designed for people currently involved in, or preparing for, church ministry, lay/parachurch ministry as well as those who are preparing to build upon a Biblical foundation. The BABS degree (**122** credit hours) offers students several options to choose from. Each degree option includes **42** credit hours in Bible/Theology, **47** credit hours in General Studies (Science, Math, Communication, Psychology, History, Language, Social Sciences, etc.), **12** credit hours in Ministry Development as well as **21** hours which can be used for electives or can be focused on a specific Minor such as Christian Counseling, Christian History or Pastoral Ministries. **Successful completion of the BABS degree program will equip the graduate to:**

Model Christ by demonstrating:

Growth in discipleship
Godly ethical behavior
Pursuit of academic excellence
Compassion in community

Teach Faithfully and able to:

Proclaim the Gospel fruitfully
Affirm the truth of Scripture
Interpret and exegete God's Word accurately
Articulate and explain Biblical principles clearly

Minister Effectively and able to:

Comfort and encourage
Clarify and counsel
Mediate and resolve
Nurture and restore

Lead Lovingly and able to:

Mentor and guide in discipleship
Correct and admonish in discipline
Protect and defend in doctrine
Analyze critically and resolve creatively in difficulty

PASTORAL MINISTRIES MINOR

1. Explore and acquire an overview of Christian theology emphasizing methodologies and orthodoxy.
2. Understand qualities and dynamics of effective small group ministry and leadership practices.
3. Utilize effective hermeneutic to communicate relevant Biblical principles and their application.
4. Exposit Scriptural principles for dealing with and recovering from grief, loss, trauma, and death.

COUNSELING MINOR

1. Demonstrate knowledge of Christian and secular counseling principles, theories, and skills.
2. Apply practical Biblical and psychological strategies in real-life counseling situations.
3. Prepare to partner with local churches and ministries to provide effective counsel to the Body.
4. Articulate a Christian view of the human person and the role of the Holy Spirit in counseling.

CHRISTIAN HISTORY MINOR

1. Identify and articulate the major figures, events and movements shaping the history of the Church.
2. Understand the various communities and traditions that comprise the global Church through time.
3. Analyze the most effective and ineffective methods of presenting the Gospel through history.
4. Explore the most fruitful and relevant methodologies of bringing the Gospel to modern cultures.

BACHELOR OF ARTS IN BIBLICAL STUDIES COURSE REQUIREMENTS:

Bible & Theology			42	General Studies			47
BI101	Old Testament Survey	3		WR121	Intermediate Writing	3	
BI102	New Testament Survey	3		WR122	Advanced Writing	3	
TH110	Intro Bible Study & Interpretation	3		HS101	Church History	3	
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		CO110	Rhetoric & Logic	3	
TH210	Theology II (<i>Man, Sin & Salvation</i>)	3		PH101	Worldview & Biblical Reality	3	
TH320	Theology III (<i>Ecclesiology & Eschatology</i>)	3		PS201	General Psychology	3	
BI302	The Gospels	3		CS105	Christian Counseling I	3	
BI303	General Epistles	3		SS204	Gender, Marriage & Family Systems	3	
BI306	The Pentateuch	3		SS303	Christ in Culture	3	
BI307	The Prophets	3		BIO211	General Biology I	4	
BI404	Romans	3		MTH111	College Algebra (or MTH101)	4	
BI405	Hebrews	3		GK101	Intro to Biblical Greek	3	
BI407	Revelation	3		GK201	Biblical Greek II	3	
BI410	Gospel of John	3		GK302	Biblical Greek III	3	
				GK402	Biblical Greek IV	3	
Ministry Studies			12	Electives			21
SF101	Spiritual Formation	3					
SF201	Vocational Ministry	3					
FM201	Field Ministry	3					
PM403	Homiletics	3					
TOTAL CREDIT HOURS:						122	

SUGGESTED COURSE SEQUENCE – FOUR YEAR PLAN

Freshman Fall Semester			15	Freshman Spring Semester			15
BI101	Old Testament Survey	3		BI102	New Testament Survey	3	
TH110	Intro Bible Study & Interpretation	3		CO110	Rhetoric & Logic	3	
SF101	Spiritual Formation	3		PH101	Worldview & Biblical Reality	3	
WR121	Intermediate Writing	3		WR122	Advance Writing	3	
HS101	Church History	3		PS201	General Psychology	3	
Sophomore Fall Semester			16	Sophomore Spring Semester			16
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	
SF201	Vocational Ministry	3		FM201	Field Ministry	3	
CS105	Christian Counseling I	3		SS204	Gender, Marriage & Family Systems	3	
BIO211	General Biology I	4		MTH111	College Algebra (or MTH101)	4	
GK101	Intro to Biblical Greek	3		GK201	Biblical Greek II	3	
Junior Fall Semester			15	Junior Spring Semester			15
TH320	Theology III (<i>Ecclesiology & Eschatology</i>)	3		BI306	The Pentateuch	3	
BI302	The Gospels	3		BI307	The Prophets	3	
BI303	General Epistles	3		PM403	Homiletics	3	
GK302	Biblical Greek III	3		GK402	Biblical Greek IV	3	
SS303	Christ in Culture	3		Elective	Elective or <i>Minor Focus</i>	3	
Senior Fall Semester			15	Senior Spring Semester			15
BI410	Gospel of John	3		BI405	Hebrews	3	
BI404	Romans	3		BI407	Revelation	3	
Elective	Upper Division Elective or <i>Minor Focus</i>	3		Elective	Upper Division Elective or <i>Minor Focus</i>	3	
Elective	Elective or <i>Minor Focus</i>	3		Elective	Elective or <i>Minor Focus</i>	3	
Elective	Elective or <i>Minor Focus</i>	3		Elective	Elective or <i>Minor Focus</i>	3	

ASSOCIATE OF BIBLICAL STUDIES

The Associate of Biblical Studies (**ABS**) degree 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. **Successful completion of the ABS degree program will equip the graduate to:**

Model Christ by demonstrating:

Growth in discipleship
Godly ethical behavior
Pursuit of academic excellence
Compassion in community

Teach Faithfully and able to:

Proclaim the Gospel fruitfully
Affirm the truth of Scripture
Interpret and exegete God's Word accurately
Articulate and explain Biblical principles clearly

Minister Effectively and able to:

Comfort and encourage
Clarify and counsel
Mediate and resolve
Nurture and restore

Lead Lovingly and able to:

Mentor and guide in discipleship
Correct and admonish in discipline
Protect and defend in doctrine
Analyze critically and resolve creatively in difficulty

ASSOCIATE OF BIBLICAL STUDIES – COURSE REQUIREMENTS:

Bible & Theology		18	General Studies		32
BI101	Old Testament Survey	3	WR121	Intermediate Writing	3
BI102	New Testament Survey	3	WR122	Advanced Writing	3
TH110	Intro Bible Study & Interpretation	3	HS101	Church History	3
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3	CO110	Rhetoric & Logic	3
TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	PH101	Worldview & Biblical Reality	3
SF101	Spiritual Formation	3	PS201	General Psychology	3
			SS204	Gender, Marriage & Family Systems	3
			HS304	Renaissance & Reformation	3
			BIO211	General Biology	4
			MTH111	College Algebra (or MTH101)	4
Electives		12	TOTAL CREDIT HOURS:		62

SUGGESTED COURSE SEQUENCE – TWO YEAR PLAN

Freshman Fall Semester			15	Freshman Spring Semester			15
BI101	Old Testament Survey	3		BI102	New Testament Survey	3	
TH110	Intro Bible Study & Interpretation	3		CO110	Rhetoric & Logic	3	
SF101	Spiritual Formation	3		PH101	Worldview & Biblical Reality	3	
WR121	Intermediate Writing	3		WR122	Advance Writing	3	
HS101	Church History	3		PS201	General Psychology	3	
Sophomore Fall Semester			16	Sophomore Spring Semester			16
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	
SS204	Gender, Marriage & Family Systems	3		HS304	Renaissance & Reformation	3	
BIO211	General Biology	4		MTH111	College Algebra (or MTH101)	4	
Elective	Elective or <i>Minor Focus</i>	3		Elective	Elective or <i>Minor Focus</i>	3	
Elective	Elective or <i>Minor Focus</i>	3		Elective	Elective or <i>Minor Focus</i>	3	

CERTIFICATE OF 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 most helpful to those seeking to volunteer in their church or missions organization. The CCM is the first half of PBC's Associate of Biblical Studies degree program. **Successful completion of the CCM program will equip the awardee to:**

1. Articulate the Gospel as it is revealed in the Old and New Testaments.
2. Explain basic Christian systematic theological formulations regarding the Trinity, Salvation, and the Bible.
3. Demonstrate growth in the academic skills of reading and writing within the subject range of this program.
4. Demonstrate growth in the skill sets and capabilities of operating effectively in practical ministry settings.
5. Articulate the underlying foundations of a Christian worldview and its ongoing interface with historical and current non-Christian cultural narratives.

CERTIFICATE OF CHRISTIAN MINISTRY - COURSE REQUIREMENTS:

Bible & Theology			21	General Studies			12
BI101	Old Testament Survey		3	WR121	Intermediate Writing		3
BI102	New Testament Survey		3	HS101	Church History		3
TH110	Intro Bible Study & Interpretation		3	PH101	Worldview & Biblical Reality		3
TH120	Theology I (<i>God, Son & Holy Spirit</i>)		3	SS204	Gender, Marriage & Family Systems		3
TH210	Theology II (<i>Man, Sin & Salvation</i>)		3				
SF101	Spiritual Formation		3				
FM201	Field Ministry		3	TOTAL CREDIT HOURS:			33

SUGGESTED COURSE SEQUENCE – THREE SEMESTER PLAN

Freshman Fall Semester			12	Freshman Spring Semester			9
BI101	Old Testament Survey		3	BI102	New Testament Survey		3
TH110	Intro Bible Study & Interpretation		3	TH210	Theology II (<i>Man, Sin & Salvation</i>)		3
SF101	Spiritual Formation		3	PH101	Worldview & Biblical Reality		3
WR121	Intermediate Writing		3				
Sophomore Fall Semester			12				
TH120	Theology I (<i>God, Son & Holy Spirit</i>)		3				
FM201	Field Ministry		3				
HS101	Church History		3				
SS204	Gender, Marriage & Family Systems		3				

ASSOCIATE OF LIBERAL ARTS

The Associate of Liberal Arts (ALA) degree program 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. 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 begin 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.

Successful completion of the ALA degree program will equip the graduate to:

1. Reason critically through the lens of a Christian worldview concerning truth, values, ideas, aesthetics, and community with the ability to engage the culture with compassion and understanding.
2. 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.
3. Demonstrate skill in the professional and personal competencies of communication, analytical thinking, problem-solving, reading for information, listening for understanding, innovation, and teamwork.
4. Achieve academic success in four-year baccalaureate programs and beyond.

ASSOCIATE OF LIBERAL ARTS – COURSE REQUIREMENTS:

Bible & Theology			18	General Studies			29
BI101	Old Testament Survey	3		WR121	Intermediate Writing	3	
BI102	New Testament Survey	3		WR122	Advanced Writing	3	
TH110	Intro Bible Study & Interpretation	3		HS101	Church History	3	
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		CO110	Rhetoric & Logic	3	
TH210	Theology II (<i>Man, Sin & Salvation</i>)	3		PH101	Worldview & Biblical Reality	3	
SF101	Spiritual Formation	3		PS201	General Psychology	3	
				SS204	Gender, Marriage & Family Systems	3	
Electives			15	BIO211	General Biology	4	
				MTH111	College Algebra (or MTH101)	4	
				TOTAL CREDIT HOURS:			62

SUGGESTED COURSE SEQUENCE – TWO YEAR PLAN

Freshman Fall Semester			15	Freshman Spring Semester			15
BI101	Old Testament Survey	3		BI102	New Testament Survey	3	
TH110	Intro Bible Study & Interpretation	3		CO110	Rhetoric & Logic	3	
SF101	Spiritual Formation	3		PH101	Worldview & Biblical Reality	3	
WR121	Intermediate Writing	3		WR122	Advance Writing	3	
HS101	Church History	3		PS201	General Psychology	3	
Sophomore Fall Semester			16	Sophomore Spring Semester			16
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	
SS204	Gender, Marriage & Family Systems	3		MTH111	College Algebra (or MTH101)	4	
BIO211	General Biology	4		Elective	Elective or Minor Focus	3	
Elective	Elective or Minor Focus	3		Elective	Elective or Minor Focus	3	
Elective	Elective or Minor Focus	3		Elective	Elective or Minor Focus	3	

ASSOCIATE OF APPLIED SCIENCE IN CHRISTIAN COUNSELING

The Associate of Applied Science in Christian Counseling (**AASCC**) is a terminal/transitional program designed to prepare counselors who provide counseling to individuals, couples, and families under the organizational supervision of local churches and other agencies. This program also provides excellent application-based preparation for a baccalaureate program in Psychology, Social Work, Missions, Ministry as well as other caregiving related areas. **Successful completion of the AASCC degree program will equip the graduate to:**

1. Demonstrate knowledge of Christian and secular counseling principles, theories, and methodologies.
2. Apply practical strategies in real-life counseling settings based on both Biblical and psychological foundations.
3. Demonstrate preparedness to partner with local churches and para-church organizations in providing effective counseling assistance within the local community.
4. Articulate from a Christian worldview those Biblical principles that govern a believer's understanding of the human person and the role of the Holy Spirit in the counseling process.

ASSOCIATE OF APPLIED SCIENCE IN CHRISTIAN COUNSELING – COURSE REQUIREMENTS:

Bible & Theology			18	Counseling		24
BI101	Old Testament Survey	3		CS105	Christian Counseling I	3
BI102	New Testament Survey	3		CS106	Christian Counseling II	3
TH110	Intro Bible Study & Interpretation	3		PS201	General Psychology	3
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		PS202	Theories & Systems of Psychology	3
TH210	Theology II (<i>Man, Sin & Salvation</i>)	3		PS215	Life Span Development	3
SF101	Spiritual Formation	3		CS207	Group and Family Counseling	3
				PS219	Abnormal Psychology	3
				FM202	Counseling Practicum	3
General Studies			20	Electives – Unavailable		
WR121	Intermediate Writing	3				
WR122	Advanced Writing	3				
PH101	Worldview & Biblical Reality	3				
SS204	Gender, Marriage & Family Systems	3				
BIO211	General Biology	4				
MTH111	College Algebra (or MTH101)	4		TOTAL CREDIT HOURS: 62		

SUGGESTED COURSE SEQUENCE – TWO YEAR PLAN

Freshman Fall Semester			15	Freshman Spring Semester		15
BI101	Old Testament Survey	3		BI102	New Testament Survey	3
TH110	Intro Bible Study & Interpretation	3		PS201	General Psychology	3
SF101	Spiritual Formation	3		PH101	Worldview & Biblical Reality	3
CS105	Christian Counseling I	3		CS106	Christian Counseling II	3
WR121	Intermediate Writing	3		WR122	Advanced Writing	3
Sophomore Fall Semester			16	Sophomore Spring Semester		16
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		TH210	Theology II (<i>Man, Sin & Salvation</i>)	3
PS202	Theories & Systems of Psychology	3		CS207	Group & Family Counseling	3
PS215	Life Span Development	3		PS219	Abnormal Psychology	3
SS204	Gender, Marriage & Family Systems	3		FM202	Counseling Practicum	3
BIO211	General Biology	4		MTH111	College Algebra (or MTH101)	4

ASSOCIATE OF EARLY CHILDHOOD EDUCATION

The Early Childhood Education degree (AECE) program prepares students for the vocation of an early childhood professional. ECE professionals work with children from infancy to 8 years old in preschools, day care centers, Head Start or other child development facilities. The role of the ECE professional is to work with children and their families to promote social, physical, and intellectual growth needed for primary school. This associate degree program trains students in all facets of Early Childhood Education through the lens of a Biblical worldview. At the completion of this program the graduate may apply for a Child Development Associate (CDA) level 9 credential through the Oregon registry.

Successful completion of the AECE degree program will equip the graduate to:

1. Develop and articulate a Biblical philosophy of education as a foundation for their teaching.
2. Analyze, create, and implement development goals and learning strategies based on a child's needs.
3. Promote childhood development and learning.
4. Demonstrate an ability to integrate Biblical truth, learning theory, and knowledge of human development in an ECE professional role.

ASSOCIATE OF EARLY CHILDHOOD EDUCATION – COURSE REQUIREMENTS:

Bible & Theology		15	ECE Requirements		30
BI101	Old Testament Survey	3	ECE100	Early Childhood Professional	3
BI102	New Testament Survey	3	LIT113	Language & Literacy Development	3
TH110	Intro Bible Study & Interpretation	3	PS226	Psych Guidance & Discipline in Children	3
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3	ECE224	STEM Education	3
TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	ECE221	Curriculum & Learning	3
General Studies		16	ECE240	Early Childhood Intro / Practicum	3
WR121	Intermediate Writing	3	HE295	Health & Fitness for Life	3
WR122	Advanced Writing	3	ECE112	Teaching Children Biblical Truth	3
PH101	Worldview & Biblical Reality	3	ECE211	Children with Disabilities	3
SS204	Gender, Marriage & Family Systems	3	ECE242	Early Childhood Practicum (<i>capstone</i>)	3
MTH111	College Algebra (or MTH101)	4	Electives – <i>Unavailable</i>		
TOTAL CREDIT HOURS:					61

SUGGESTED COURSE SEQUENCE – TWO YEAR PLAN

Freshman Fall Semester			15	Freshman Spring Semester			15
BI101	Old Testament Survey	3		BI102	New Testament Survey	3	
TH110	Intro Bible Study & Interpretation	3		PS226	Psych Guidance & Discipline in Children	3	
ECE100	Early Childhood Professional	3		ECE224	STEM Education	3	
LIT113	Language & Literacy Development	3		PH101	Worldview & Biblical Reality	3	
WR121	Intermediate Writing	3		WR122	Advanced Writing	3	
Sophomore Fall Semester			15	Sophomore Spring Semester			16
TH120	Theology I (<i>God, Son & Holy Spirit</i>)	3		TH210	Theology II (<i>Man, Sin & Salvation</i>)	3	
ECE221	Curriculum & Learning	3		ECE112	Teaching Children Biblical Truth	3	
ECE240	Early Childhood Practicum (<i>capstone</i>)	3		ECE211	Children with Disabilities	3	
HE295	Health & Fitness for Life	3		ECE242	Early Childhood Practicum (<i>capstone</i>)	3	
SS204	Gender, Marriage & Family Systems	3		MTH111	College Algebra (or MTH101)	4	

COURSE DESCRIPTIONS

COURSE ABBREVIATIONS

ART	Art
BI	Biblical Studies
BIO	Biology
CE	Christian Education
CO	Communications
CS	Counseling
ECE	Early Childhood Education
FM	Field Ministry
GK	Greek
GS	General Science
HS	History
MTH	Math
MU	Music
MN	Ministry
PH	Philosophy
PHY	Physics
POL	Political Science
PS	Psychology
SF	Spiritual Formation
SPAN	Spanish
SS	Social Science
TH	Theology
WR	Writing

COURSE DESCRIPTIONS

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.

ART101 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.

BI101 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.

BI102 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.

BI302 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.

BI303 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.

BI306 PENTATEUCH

3 credits

A survey and expositional study of the five books of Moses called the Pentateuch. Explores these Old Testament books in light of their theological, historic, cultural, political and geographic backgrounds. Their theological and practical message in relation to the unfolding divine plan of redemption is examined. Critical questions regarding inspiration, canonization, interpretation, and authorship will also be introduced.

BI307 THE PROPHETS

3 credits

This course surveys the history, literature, biblical eschatology, and theology of the prophetic rhetoric. It situates the prophets in their historical context by reading key sections of the historical books of the Old Testament (Pentateuch, 1–2 Kings, Ezra, Nehemiah). It then turns to the prophetic books themselves and studies either key portions of the prophetic books or whole books (e.g., Isaiah, Jeremiah, Daniel). While working through the prophetic books, particular attention is paid to their historical, cultural, and social components and the ways in which their message prepares the way for the Gospel.

BI404 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.

BI405 HEBREWS

3 credits

Hebrews contains two basic charges — the supremacy of Christ overall, 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.

BI407 REVELATION

3 credits

This 3–unit survey course will take the student through the entire text of Revelation, examining the interpretations of John's visions and the application of them for Christians today both individually and as a community.

BI410 THE GOSPEL OF JOHN

3 credits

The Gospel of John course will be an exegetical study focusing on the deity of Jesus Christ, evangelism, and the benefits of a commitment to Jesus Christ. Throughout this course, important recognition of proper interpretation, historical and cultural relevance, and postmodern apologetics will be made. A practical knowledge of the theological doctrine will be attained.

BIO211 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.

BIO212 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.

CE205 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 to foster stronger Biblical interpretation as an aid to its application for ministry, scholarship, and personal spiritual growth.

CO110 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.

CO120 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.

CO201 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. Students will learn content, organization, and delivery of informative and extemporaneous speeches.

CS101 BASIC CHRISTIAN COUNSELING

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.

CS105 CHRISTIAN COUNSELING I

3 credits, Prerequisite CS 101 Counseling Field Experience

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.

CS106 CHRISTIAN COUNSELING II

3 credits, Prerequisites: CS105 (can be taken concurrently) (Prerequisite CS 101 Counseling Field Experience)

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.

CS207 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.

DN100 INTRODUCTION TO DANCE: MOVEMENT AS INTEGRATION

3 Credits

Our bodies are our history and the institution of our experiences. As Christians living in the world, it is important to acknowledge how the events, in our lives translates into the body. Through the medium of movement, we will explore the shameless potential the body has at accomplishing great things and healing the past. We will cultivate an understanding of how the physical body is inseparable from the intellect, spirit, and psyche. We will research bodily mastery and ownership via the lens of modern dance technique, improvisation, body-mind awareness exercises, phenomenology, group, and solo work. These principles call for the consideration of musicality, somatics, written literacy, visual observation, and participation. An integration of these practices will produce a holistic approach to movement as a means of a restorative body-positive experience.

ECE100: THE EARLY CHILDHOOD PROFESSIONAL

3 Credits

This course will consist of a general overview regarding options in the field of early childhood. We will cover general theories and philosophies in education. The course will look at education from a historical perspective and options for today's childhood professionals.

ECE112 TEACHING BIBLICAL TRUTHS

3 credits

This course is designed to introduce students to early childhood teaching methodologies for helping children learn about the bible. Students will learn developmentally appropriate methods to teach children biblical and theological truths.

ECE211 CHILDREN WITH DISABILITIES

3 credits

An understanding of special needs allows early childhood professionals to identify the resources and develop appropriate programming to serve these children. In this course, students learn about disabilities and other special needs, related resources, and regulations/laws. They will also learn how to apply this knowledge to meet the specific needs of children, youth, and families.

ECE221 CURRICULUM AND LEARNING

3 credits

This course provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform planning. Anecdotal records, rating systems, and multiple assessment strategies are explored. The course focuses on the appropriate use of assessment strategies to document growth, play and learning to join with families in promoting children's success. Standards-based assessment is used to inform teaching practice and to ensure developmentally appropriate curriculum.

ECE224 STEM EDUCATION

3 credits

Students will learn introductory elements of teaching science, technology, engineering, and mathematics. They will learn to create developmentally and culturally appropriate learning environments and curricula to foster optimum growth and development of children and youth in the area of science and technology.

ECE240 EARLY CHILDHOOD PRACTICUM

3 credits

This course is an advanced practicum that includes observation, participation, and teaching in an early childhood setting. The Early Childhood Practicum is designed to introduce students to early childhood classroom settings and to prepare for classroom teaching and covers skills for working with children ages birth – 8 in a group setting. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments using beginning-level guidance strategies; and acclimating to the field of early education.

ECE242 EARLY CHILDHOOD CAPSTONE

3 credits, Prerequisite: ECE240

This course is an advanced practicum that includes observation, participation, and teaching in an early childhood setting with a Mentor Teacher. The Early Childhood Practicum is designed to introduce students to early childhood classroom settings and to prepare for classroom teaching/childcare centers and covers skills for working with children ages birth – 8 years. This course includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments using beginning-level guidance strategies; and acclimating to the field of early education.

FM102 COUNSELING PRACTICUM I

3 credits, Prerequisites: CS101, CS105, CS106

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.

FM201 FIELD MINISTRY

3 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.

FM202 COUNSELING PRACTICUM II

3 credits, Prerequisites: FM102

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 counselors. Total hours: 100 min. face-to-face counselees contact.

GEO201 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.

GEOG101 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.

GK101 INTRODUCTION TO BIBLICAL GREEK I

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 to read the Greek New Testament. You will learn the Greek Alphabet, declensions of nouns, and be introduced to verbs.

GK201 BIBLICAL GREEK II

3 credits, Prerequisites: GK101

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 to understand more accurately the Greek New Testament for Christian ministry. The focus of this second semester will be on the Greek verbal system, participles, and translating through John.

GK302 BIBLICAL GREEK III

3 credits, Prerequisites: GK201

This course builds upon the student's core understanding of the basics of biblical Greek learned in INTRODUCTION TO BIBLICAL GREEK (GK101 and GK102). The course is designed to increase the student's ability to read the Greek New Testament with special emphasis on the analysis of Greek grammar and syntax. SYNTAX may be defined as the way words are put together to form phrases, clauses, or sentences and the way each of these is arranged to express meaning in a given language. The study of syntax orients the student to the range of usage (function) that the form of a word (or words) may have and helps

him/her to discern its most probable use or uses in a given context. Syntactical analysis is an essential step in the exegetical process which the student will learn and practice in the following course, GK202 BIBLICAL GREEK EXEGESIS.

GK402 BIBLICAL GREEK IV **3 credits, Prerequisites: GK302**

This course builds upon the student's core understanding of the grammar of biblical Greek learned in GK 302 – BIBLICAL GREEK GRAMMAR & SYNTAX. The course is designed to increase the student's ability to read the Greek New Testament with special emphasis on the essential steps in the exegetical process and lexical analysis. EXEGESIS may be defined as "setting forth the author's/text's meaning by interaction with the original language through the use of sound hermeneutics with a view to applying the text to the contemporary church and the world" (Bock & Fanning, 2006, p. 24). LEXICAL ANALYSIS orients the student to the range of usage (function) that the form of a word (or words) may have and helps him/ her to discern its most probable use or uses in a given context.

GS201 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.

HE295 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 an in-depth look at biblical tenants and practices that contribute to good physical and mental health.

HS101 CHURCH HISTORY **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.

HS110 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.

HS202 EARLY CHURCH HISTORY **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 (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.

HS210 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.

HS303 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.

HS304 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.

HS410 THE MODERN CHURCH

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 Era 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.

LD402 PRINCIPLES & PRACTICES OF BIBLICAL LEADERSHIP

3 credits

Case studies will be selected for in–depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

LIT101 ICONS OF WESTERN LITERATURE

3 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.

LIT113 LANGUAGE & LITERACY DEVELOPMENT

3 credits

This course provides a critical examination of the major areas of speaking, listening, reading, and writing experiences of young children with a focus on early reading. Current research, educational practice, and instructional materials will be analyzed in relation to different theoretical views of the language arts. Special emphasis will be placed on integrating the language arts skills and on children's literature in three different age groups – infant to 3 years, 3 – 5 years, 5 – 8 years.

LIT201 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.

LIT202 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 variety of genre. This course is a broad immersion in the appreciation and production of poetry.

MTH95 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 as well as quadratic equations.

MTH101 MATH FOR LIFE

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.

MTH111 COLLEGE ALGEBRA

4 credits, Prerequisites: MTH95 or students provide a high school transcript showing they completed high school Geometry, Algebra 1 & 2 or higher

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.

MU101 BEGINNING GUITAR & WORSHIP

3 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.

MU110 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, tunes, hymnals, praise and worship music, choruses, and application of hymnology in its use in the Church.

MU201 INTERMEDIATE GUITAR & WORSHIP

3 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.

PH101 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.

PH201 PERSPECTIVES

3 credits

Perspectives is a three (3) credit course designed to introduce students to a biblical, historical, and cultural analysis of the impact of the world Christian movement, with specific attention given to strategy and the imperative of bringing the Gospel to groups that have not yet received it.

PHY100 CONCEPTUAL PHYSICS W/ LAB

4 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.

PHY201 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.

PM301 THE GOSPEL, CHURCH, AND CULTURE

3 credits

This course will explore historical and contemporary Ecclesia methodology which involves an integration of the Gospel and culture This course reviews a theological vision for ministry—focusing on doctrine and praxis involving the Gospel, local culture, and a Holy Spirit initiative forming a distinct community of

believers which provides for the betterment of all. Holy Spirit. Defining one's own biblical approach to a Gospel centered church moves the study from theory to praxis.

PM400 SMALL GROUP MINISTRY **3 credits**

The course reveals, investigates and provides toward planning and implementation of small groups, as found in Scripture. The course looks into biblical small groups—Jesus formed a small group of followers (Peter, James and John) toward instruction on Kingdom purposes and starting other small groups. The course includes an organizational prospective, the planning and implementation of small groups which effectively produce massive multiplication with a global impact.

PM403 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 through 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.

PS201 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.

PS202 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.

PS215 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.

PS219 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.

PS226 THE PSYCHOLOGY OF GUIDANCE AND DISCIPLINE FOR CHILDREN

3 credits

This course provides both a biblical and clinical psychology backdrop for early childhood issues of guidance and discipline from pre-birth to 8 years of age. Students will learn techniques to counsel troubled children, ways to communicate effectively with parents, besides being exposed to studies exploring the emotional, social learning development of early childhood.

PS405 CRISIS COUNSELING

3 credits

This course will explore historical and contemporary theory and methodology of crisis intervention. Specific emphasis will be given to understand situational and maturational crises, and the Christian implications of crisis counseling. The student will be introduced to the basic process and application of Biblical crisis intervention. The course will include such topics as: death, suicide, abuse, and helping children through crisis or trauma.

SF101 SPIRITUAL FORMATION

3 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.

SF201 VOCATIONAL MINISTRY TRAINING

3 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.

SS204 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.

SS303 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 long-term missional ministry.

TH110 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.

TH120 THEOLOGY I (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.

TH210 THEOLOGY II (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.

TH310 THEOLOGY OF SUFFERING & EVIL

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.

TH320 THEOLOGY III (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.

WR121 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.

WR122 ADVANCED COLLEGE WRITING

3 credits, Prerequisites: WR121 or equivalent placement score

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.

LIST OF ACRONYMS

AASCC	Associate of Applied Science in Christian Counseling
ABHE	Association of Biblical Higher Education
ABS	Associate of Biblical Studies
ALA	Associate of Liberal Arts
ART	Art
BABS	Bachelor of Arts in Biblical Studies
BI	Biblical Studies
BIO	Biology
CAO	Chief Academic Officer
CCM	Certificate of Christian Ministries
CDA	Child Development Associate
CE	Christian Education
CLEP	College Level Examination Preparation
CO	Communications
CS	Counseling
ECE	Associate of Early Childhood Education; and Early Childhood Education
EFC	Expected Family Contribution
FAFSA®	Free Application for Federal Student Aid
FERPA	Family Educational Rights and Privacy Act
FM	Field Ministry
GK	Greek
GPA	Grade Point Average
GS	General Science
GSF	General Scholarship Fund
HECC	Higher Education Coordinating Commission (Oregon State Authorization)
HS	History
IP	Class In Progress
MN	Ministry
MTH	Math
MU	Music
NCRC	National Career Readiness Certificate Credit
ODA	Office of Degree Authorization (Oregon State Authorization)
PBC	Pacific Bible College
PH	Philosophy
PHY	Physics
POL	Political Science
PS	Psychology
SAP	Satisfactory Academic Progress
SF	Spiritual Formation
SPAN	Spanish
SS	Social Science
SSN	Social Security Number
TH	Theology
Title IV	Federal Financial Student Aid that is under the Title IV requirements
VA	U.S. Department of Veterans Administration
WR	Writing

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