

# STUDENT HANDBOOK

2009

## I. INTRODUCTION

Welcome to PBC! We count it a privilege that you would spend this season with us as you prepare for the future. We believe that God has led you here to accomplish good things in you. He has a purpose for your life that is worth preparing for and we trust that this is the time and place to do so. Our desire for you is that you will discover and fulfill all of the reasons He had in mind in sending you to PBC.

This handbook is intended to help you get the most out of your PBC experience. Although not exhaustive, it addresses some of the most common questions and issues you will face. It will help you understand and take full advantage of the PBC processes designed to assist you to become all God wants you to be during this season of your life. It will orient you to the expectations we have of you as a student so that you can be clear about important parameters during your time at PBC. It also includes faculty-approved policies designed to foster learning both in and out of the classroom.

The rationale for every policy and expectation is not given, but in general, the rationale for them comes from these categories: biblical absolutes, church/school values, growth goals and community standards.

- **Biblical absolutes** – There are policies that flow from the moral absolutes contained in scripture. PBC seeks to be a place where the teachings of the Bible are applied to daily life. Submission to the Word of God is the greatest empowerment for a successful life.
- **Church/school values** – As a ministry of City Bible Church the college reflects its values. The values that have produced a large, stable, reproducing, multi-generational church are promoted in the school. Respect is shown for other kinds of churches but the college is unhesitating in imparting the values that have proven to bear great fruit. Care is taken to distinguish between Biblical principles that can be universally applied and methodology that may differ from one church context to another.
- **Growth goals** – PBC is constructed to be a place where personal and spiritual growth is accelerated. It is intended for people who are serious about becoming Christ-like, self-disciplined and effective in their calling. Comfort and ease are not valued as highly as change and growth. It is assumed that a student entering PBC is deeply committed to

personal and spiritual growth and will view all instruments of this process to be allies in this pursuit.

- **Community standards** – PBC seeks to cultivate a Christian “family atmosphere” where students develop meaningful God-honoring relationships. Also, living together necessitates guidelines for the sake of harmony and mutual benefit. Thus, there are policies that are community standards variously based on wisdom, respect for others, principles of community life and/or health and safety. At times a student’s own personal values may not be harmony with the community standards. In those instances we ask the student to defer to the community standards.

## **II. PBC MISSION AND CORE VALUES**

### **A. Mission Statement**

Portland Bible College is an educational ministry of City Bible Church committed to the formation of servant-leaders for local churches and societies throughout the world. This will be accomplished through instruction in the Word of God, development of godly character and responsiveness to the Holy Spirit in the context of Christian community in a local church setting.

### **B. Educational Objectives**

1. To give thorough and systematic instruction in God's Word, in order that each student will possess a comprehensive knowledge of the Bible and theology.
2. To nurture the spiritual life and character of each student within the context of community life and Christian discipline.
3. To assist the personal development of each student through scriptural exposition, mentoring and integration into local church life.
4. To help each student develop and apply a sound biblical and theological worldview, in order to understand and influence society.
5. To cultivate the gifts, talents and ministry potential of each student within the context of the local church in preparation for future ministry.

### **C. Core Values**

Values deeply held provide both orientation and motivation. Following is a sampling of some of the values that define and guide our mission:

1. **Authority of Scripture** – We believe that the Word of God is to be the final authority for all our beliefs and practices.

2. Holy Spirit Dynamics – We seek the effective working of the Holy Spirit in our lives, ministries and corporate gatherings.
3. Local Church – This is God’s instrument and therefore our context for ministry training, confident in its ultimate success.
4. Integrity – Godly character is the only proven platform for ministry influence.
5. Vision – God-given vision is the inspiration for ministry development.
6. Self-discipline – Harnessing one’s life resources with personal disciplines increases ministry effectiveness.
7. Presence – The ongoing experience of God’s presence both corporately and individually provides the atmosphere for Spirit-led ministry.
8. Community – Since ministry was meant to be relational, we seek to create a genuine sense of community.
9. Heritage and Destiny – We honor and carry forward the rich spiritual heritage God has provided us as well as seek to boldly move forward into the destiny we have not yet obtained.
10. Authenticity – We value substance over style, seeking genuine expression of the life of Christ.
11. Servanthood – We strive to exemplify Christ’s model of servant-leadership.
12. Yieldedness – A heart and life that is fully surrendered to God becomes His most treasured instrument.

#### **D. Honored Virtues**

Recognizing that part of the Holy Spirit’s agenda in our lives is to impart the character of Christ we strive to facilitate that transformation. Following is a sampling of some of the Christ-like virtues promoted in our programs:

1. Humility
2. Love
3. Faith
4. Spiritual passion
5. Purity
6. Faithfulness
7. Honesty
8. Self-control
9. Deference
10. Moderation

### **III. PHILOSOPHY OF STUDENT GROWTH**

It is our firm conviction that God wants every believer to become more like Christ. This necessitates prioritizing change above other interests. PBC is committed to being a place that

fosters personal growth in an intentional way. Students are encouraged to identify areas that they need to improve in, implement strategies to see real change and evaluate their progress. This is done in a friendly environment where exposed weaknesses are viewed as growth opportunities rather than reasons for rejection. Serving God's purpose in your life is our highest honor.

### **A. Growth Goals**

The programs and processes of PBC are designed to help each student:

1. Learn the Word
2. Grow spiritually
3. Cultivate Christian character and lifestyle
4. Develop personal disciplines
5. Discover calling and destiny
6. Hone ministry skills
7. Acquire a Biblical worldview

### **B. Contributors To Growth**

Following are some of the things that have proven to assist students in their development:

1. Impartation  
We believe in the power of impartation. Often there are key moments when the Holy Spirit imparts specific grace to us through a wide variety of means. At PBC this seems to happen regularly in classes, chapels, church services, prayer times and counseling sessions. For this reason we ask all students to be faithful in attending all of these with an expectant heart.
2. Accountability  
Accelerated growth usually doesn't happen without accountability outside of ourselves. This is a dynamic tool that can motivate us beyond our own limitations. Students are asked to be accountable in a variety of areas not as a sign of a lack of trust but as a proponent of progress in their lives. This involves an honor system that presumes a sincerity on the part of the student to desire integrity above merely satisfying a system's requirements.
3. Mentoring  
Perhaps as a reminder of the necessity of humility, God has arranged things so that we often are dependent on the help of others to fulfill His purpose. In recognition of this the PBC faculty and staff are committed to assisting students in their development through the relational processes of mentoring. Though these types of

relationships cannot be artificially produced we do seek to foster the natural development of them. Beyond being authority figures the PBC team seeks to be friendly coaches, looking for God-arranged opportunities to speak into student's lives.

4. Practical involvement

The "inworking" of faith needs the outworking of works. Students need the opportunity to give out while they are taking in to make their learning real and meaningful. Some of the Holy Spirit's best work in us happens as we are focused on serving others. The local church provides the ideal context for this kind of "hands-on" learning. All students are expected to serve in their own local church unless they are geographically too distant, in which case they are integrated into City Bible Church for this part of their program.

5. Peer relationships

Being in a close-knit community like PBC is a great advantage to someone desiring to grow. Having so many friends who are headed in similar life directions and who possess the same values is an amazing advantage when trying to stretch oneself. Mutual encouragement and accountability are great resources and often relationships formed while in PBC become strategic later in life.

As in so many life pursuits, the more we commit ourselves to something, the better its fruit. Students who fully embrace and engage in all PBC has to offer always seem to benefit the most from their time here. However, if for any reason a student feels they are not receiving all they desire from PBC, the school administration would sincerely appreciate the opportunity to discuss their concerns.

## **IV. SPIRITUAL LIFE**

Recognizing spiritual growth to be the most important key to life success, PBC places strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area a student can grow in during their time at PBC is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the PBC program is aimed at equipping a student's spiritual development.

### **A. Personal Devotional Life**

The foundation for all spiritual experience is one's own personal relationship with God. Students are encouraged to develop a consistent, meaningful and uniquely personal devotional life. In a dynamic spiritual atmosphere like PBC it can be easy to become too dependent on the corporate gatherings of the church and school. Students are strongly

encouraged to use these times to motivate their own private devotional times rather than replace them. Our desire is that students will leave their time at PBC with a significantly more intimate relationship with God. Though there is no formal means of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit.

## **B. College Spiritual Life**

Equally as important as an individual walk with God is a person's ability to flow together with other believers in the Body of Christ. PBC provides a variety of organized opportunities to foster spiritual experience. Friday chapel services are spiritually intense times of worship, prayer and ministry and often allow plenty of room for the moving of the Holy Spirit. All full-time students are enrolled in "Passion & Values" which meets 2 mornings per week and blends times of impartation, prayer and worship. Most courses incorporate prayer and worship into the class times. There are a variety of other prayer times on campus that are student led. All full-time students are required to attend chapels. Part-time students are also strongly encouraged to attend as their schedule permits.

## **C. Church Services**

Being a faithfully active participant in a local church is a baseline of the Christian life. Our motto is "training leaders in the church, by the church and for the church." We believe that a critical part of a student's development comes through their involvement in church life.

Portland area students are required to participate in the services of their own home churches. Students from outside commuting range are required to participate in City Bible Church. This is in no way intended to interfere with their commitment to their home church, but rather to integrate them into the church that is providing their training through PBC while they are away from home. Our goal is to send students back to their home churches equipped and motivated to be a great strength to them.

All students are required to attend one of the weekend services and be faithfully involved in a small group. Attendance reports must be submitted on a weekly basis. Students may be excused from the required services on the same basis as class excuses are given. Students attending City Bible Church are also strongly encouraged to be involved in the Generation Church ministries. These requirements are not intended merely to be a perfunctory acknowledgment that we are a Christian institution, but are sincerely meant to enhance a student's spiritual growth.

Students from out-of-town will be allowed to miss one weekend service each month from the City Bible Church services to visit their family and home church. This requirement is not intended to restrict the student's relationship with their parents or home church, but is required because consistent local church involvement is intended to be a part of the student's training and education. All students may miss one weekend service per semester to visit another local church.

NOTE: Exceptions to the above will be made for those who are involved with college-sponsored or assigned ministry in other churches. This ministry must be approved by the Dean ahead of time.

#### **D. Church Ministries**

The PBC practicum programs are based on the following beliefs:

1. All Christians should serve others.
2. God's primary instrument in the world is the local church.
3. Students often learn best by doing.
4. Practical application is an essential part of academic education.
5. Ministry skills are best developed in a purposeful context that includes supervision, mentoring and evaluation.

One of the greatest advantages of PBC is its connection to City Bible Church. This provides the students attending CBC with a wide variety of "hands-on" ministry opportunities. This translates the "theory" of the classroom into meaningful practical application. Care is taken to place students into areas of interest and calling. The ministry staff of CBC has a great heart to see PBC students equipped and released in ministry. A student's journey in this begins with the CBC "Connections Seminar" which is an interactive experience that will help them identify areas of interest and opportunity. The ministry practicum program then places students in suitable areas. Students are welcome to go beyond this basic required level of involvement as time and opportunity permit. Again, students from the Portland area will be expected to fulfill these requirements in their own church.

It is our expectation that a student would begin their practicum experience at a serving/exposure level, progressing through their years here to more strategic ministry skill development and ideally finishing with an apprenticeship style experience.

The successful completion of practicum credits is a graduation requirement.

#### **E. Retreats and Conferences**

There are other special times during the year when there are unique opportunities for spiritual impartation. A fall kickoff at a retreat center begins the school year's spiritual

focus. Occasionally the normal schedule may be interrupted for special times of prayer and worship. The spring semester brings two unique opportunities for student involvement. "Generation Unleashed" is the largest youth conference in the Northwest and the "Breakthrough" conferences in early March bring world-class speakers to the campus ministering to the thousands of conference participants. Involvement in all of these is required for all full-time students.

## **V. ACADEMIC LIFE**

The Registrar's office is located at the North end of the upper floor of the administration building. This office will help you with a variety of functions such as course registration, registration changes (add/drop), change of program, transfer questions, grade reports, transcripts, certification of enrollment, graduation issues and veteran's benefits. You must inform both the registrar's office and the PBC receptionist desk if you change your address, phone number or email address.

### **A. Registration**

#### **1. Dates and Deadlines**

Registration dates are included in the academic calendar published in the school catalog. You must register at the scheduled time or you will be charged a late registration fee of \$50.

#### **2. Eligibility**

Eligibility for registration is based on these factors. For new students, your application must have been accepted. For returning students, you must be in good standing with the school including all financial obligations from the previous semester being met.

You may attend and receive credit only for courses for which you have been registered. The official course roster, from the Registrar's Office, is the only basis an instructor has for enrolling a student in their course. The only exception to this is a student may attend a class without registering if they have already successfully completed that course for credit.

#### **3. Auditing**

Auditing is limited by the faculty. Special permission may be requested from the Dean's office.

#### **4. Course and Employment Load**

The college's class schedule and fee schedule have been arranged for the benefit of students needing to work their way through school. In fact, most students graduate with no school debt.

Every student faces the challenge of balancing time demands created by classes, employment and ministry. For this reason students must obtain permission to enroll in more than 18 credit hours or to work more than 30 hours per week.

#### 5. Course Cancellation Policy

The college makes every effort to offer any course required for a program, but may cancel a course if there is not sufficient enrollment. This is extremely rare in the case of required courses but happens occasionally with electives.

#### 6. Registration Changes

##### a. Adding or Dropping a Course

Within the first two weeks of a semester a student may add or drop a course by filling out a form in the Registrar's office. The deadline for this is noted in the catalog. If a course is dropped before the deadline there is no record of it on the student's transcript.

##### b. Withdrawing From a Course

After the first 2 weeks a student may withdraw from a course by completing the required form in the Registrar's office. Notice will be sent to the teacher from the Registrar's office. Based on the teacher's calculation the resulting grade will be noted on the student's transcript. The record will show that the student withdrew while passing the course (WP), or that the student withdrew while failing the course (WF). If no forms are filled out with the Registrar's office, and approved (should the student merely cease to attend a course), the student's grade for that course will be recorded as a failure on their permanent record and will be computed into their G.P.A. The last day on which a student may withdraw from a course and receive a withdrawal pass designation is noted in the college catalogue.

Veterans are limited by VA regulation to a 4-week withdrawal period

##### c. Withdrawal From School

This is permissible only after you have consulted with the Dean, completed the withdrawal forms in the Registrar's office and checked out with the Finance Officer. A schedule of refunds is available from the Finance Officer. Unofficial withdrawals result in failing grades.

## 7. Required Courses

These must be included in your program before you register for electives. Students are required to follow the general order of a program's progression.

## B. Class Attendance

We believe that regular class attendance is essential to your education. PBC credits reflect a strong attendance component.

The faculty has adopted the following policies:

1. Students are expected to be at all classes for which they have registered.
2. However, it is understood that at times, students are overly tired, have minor colds, or must make appointments during class times. For this reason, a student is allowed to have, without penalty, one unexcused absence for each hour per week that the class from which they are absent meets (i.e. a 3-hour course would permit the student 3 unexcused absences per semester).
3. Each unexcused absence taken beyond this allowable limit will deduct 3 percentage points from the student's final grade, and therefore, could result in the failure of that course.
4. Missed classes due to late enrollment will be counted as unexcused unless excused by the Dean prior to enrolling.
5. If a student misses 15 minutes or more of a class, it will constitute an absence.
6. Students are not permitted to leave a class before it is dismissed.
7. A student is considered tardy if not in the appropriate classroom at the time the bell rings or the official time has arrived to start the class. Three unexcused tardies will be counted as one unexcused absence.
8. After a tardy or absence from a class, a Class Excuse Form should be filled out the day the student returns to class. These forms are available in the library or in the student lounge, where they may also be submitted. One form must be made out for each class missed. Students and instructors are then notified whether the absence or tardy will be considered excused or unexcused.
9. Items normally considered excusable are illnesses, a family wedding, or a critical illness/death in the immediate family.
10. Items normally considered unexcused are minor illnesses (such as minor colds, indigestion, headache, exhaustion, mental fatigue, etc.), doctor appointments,

dental appointments, and counseling appointments. These should be arranged in the student's own time, not during class periods.

11. Excuse forms turned in more than one week after the student's return to school will not be accepted.
12. Students are responsible for class content when absent, whether excused or not.
13. Any student who misses more than one-third of the total classes for any course is automatically withdrawn regardless of the reason for their absences.

### **C. Classroom Protocol**

The key to effective learning in the classroom is maintaining attention. Anything that promotes consistent, active and participative attention promotes learning. Anything that distracts or takes away from attention reduces learning. The following protocol for our classrooms is designed simply to increase attention and learning.

1. Please be on time and ready to learn by the beginning of the class period.
2. You may bring an appropriate drink with a secured lid to class but please do not bring food.
3. Do not mark the roll sheet for other students (unless you are the designated attendance taker). Please do not make any mark but a check by your name.
4. You may use your laptop computer or other digital device in class, but please do not use them for any other purpose than note taking. Please keep your cell phone silenced and do not use it during class.
5. Appropriate interaction can increase learning in the classroom. However, irrelevant visiting with each other decreases learning. Please stay focused on the topic being discussed.
6. Please do not work on assignments or study for exams for this or any other class during the class period.
7. Please do not leave the classroom during the class period unless it is an emergency. Do not leave class early (even if preparing for chapel).
8. Every classroom has an optimum "zone of concentration." To maximize learning, please do not sit on the periphery of the room unless necessary.
9. While it may be appropriate to study for an exam as a group, making and distributing copies of an exam review takes away the value of the review process.
10. Study notes should not be taken into an examination. If you are more than 15 minutes late for an exam, you will not be allowed to take it. All electronic devices are to be turned off during an exam.

### **D. Coursework and Grading**

1. Academic Honesty

The Bible is quite clear concerning the need for honesty and integrity in all things. This certainly applies to students preparing for ministry. Honesty and integrity are essential for learning and accomplishing your educational goals. Since dishonesty moves you out of the realm of reality it becomes impossible to know if you're really learning.

Academic dishonesty involves things such as:

- a. Plagiarism, which is claiming the work of others as your own without specific acknowledgment. Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source.
- b. Submission of a paper that is primarily a compilation of the works of others. Over half the words in any paper must be the words of the student writing the paper.
- c. Collaboration (e.g. writing a paper with someone else so that the resulting paper is not the product of the person turning it in) unless specifically allowed by the instructor. Unless noted on the course syllabus a student should assume that the required work is meant to represent their own efforts written in their words alone.
- d. Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved.
- e. Submission of work completed earlier as new work.
- f. Submission of work as your own which has been significantly edited by another person.
- g. Allowing another student to use your work for his/her assignment or helping another student in any way to be dishonest.
- h. Giving or receiving unauthorized test information prior to the exam.
- i. Using unauthorized sources for answers during an exam.

Academic dishonesty is a serious matter as it violates the student's commitment to real learning and destroys academic trust. The consequences may range from a failing grade for the assignment or exam, a lowered course grade, a loss of course credit to dismissal from school. A student's coming forward to clear their conscience may lighten the level of consequence. When a faculty member becomes aware of possible academic dishonesty they are asked to consult with the Dean to consider appropriate action.

## 2. Late Assignments

Each instructor is responsible for establishing his or her own course policy for late assignments through the end of the semester. Since these policies may vary from course to course you should make sure you are aware of the policy for each course you enroll in.

No late work may be submitted after the end of the semester unless an incomplete grade has been approved. The student will then have 2 weeks from the last day of

classes to make up the incomplete work. If the work is not submitted by this deadline the student will receive a failing grade for the course.

### 3. Grading

Faculty members are responsible to inform a student as to the effect coursework has on the student's final grade for the course. Also, they are individually responsible for evaluating the quality of student work and assigning grades. This is done according to the system described below:

A	100-94%	Superior Scholarship
B	93-86%	Above Average
C	85-78%	Average
D	77-70%	Below Average
F	Below 70%	Failing

If a student believes that a grade for an assignment or course was inappropriate, they should discuss the matter with the instructor. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, then they may appeal in writing to the Dean. This appeal must be made in a timely manner; that is close to the time the student was notified of the grade in question. The Dean may make the final decision or refer it to the faculty, particularly if the Dean is the instructor involved. In this case the faculty's decision is final.

### 4. Grade Point Average

A student's semester and cumulative grade point average (GPA) is calculated according to the following:

- The number of credits of a course is multiplied by the numerical value of the grade to determine the grade points for each course.
- The sum of the grade points for all of the student's courses is then divided by the total credits attempted to obtain the GPA.
- The total credits attempted include the hours for F and WF grades as well as the hours of credit earned. Letter grades are assigned the following grade points:

A	4 grade points
B	3 grade points
C	2 grade points
D	1 grade points
F	0 grade points

### 5. Grade Reports

Instructors submit their final course grades to the Registrar's office the students grade report is issued from that office to students who are in good financial standing with the college. Grade reports, transcripts and degrees are not issued until all outstanding balances (including fines & fees) have been cleared.

#### **E. Academic Probation**

Good academic standing requires a grade point average of 2.0 or better on all course work. The college expresses concern about a student's low scholarship by placing the student on academic probation if any of the following apply:

- The student's cumulative GPA falls below 2.0 at the end of any semester.
- The student's semester GPA falls below 2.0 at the end of any semester.
- The student is admitted on probation.

Academic probation is designed to assist students in evaluating their progress in school. This status is essentially a warning that a student must meet scholarship standards to remain in school. If a student is placed on academic probation they are not allowed to register for their next semester until meeting with the Dean. He will help them assess their performance, identify areas needing improvement and determine a strategy for improvement. This may include limiting course load, limiting employment, limiting co-curricular and other activities.

The student will remain on academic probation until such time as the Dean deems that the quality of work meets the minimum GPA of 2.0. At the end of the semester the Dean will determine if the student should continue or be suspended for unsatisfactory progress. It will be necessary for a student to earn both a semester and cumulative GPA of at least 2.0 to be taken off probation. Those receiving VA benefits must meet these requirements by the end of their probationary semester or the VA will be notified.

A suspended student must wait at least one semester to re-enroll. At that time they may appeal for re-instatement by writing a proposal as to how they intend to address their previous academic deficiencies. If accepted, they re-enter school on academic probation. If they fail to raise their GPA to 2.0 or better, they will be dismissed for unsatisfactory progress and must wait at least one year to apply again.

#### **F. Student Classification**

A "full-time student" is one who carries 12 or more semester credit hours. A "part-time student" is one who carries less than 12 credit hours.

Classification of students is according to the following:

Freshmen	Those having completed less than 28 semester credits
Sophomores	Those having completed between 28 and 59 semester credits
Juniors	Those having completed between 60 and 91 semester credits
Seniors	Those having completed a minimum of 91 semester credits
Advanced students	Those having completed a minimum of 128 semester credits

## **G. Graduation**

A graduation service is held the Sunday morning following the close of the spring semester. It is held in conjunction with a City Bible Church service. All students are expected to attend unless there is an extreme emergency or other similarly difficult circumstances.

Students must communicate with the Registrar's office their intention to graduate at the beginning of their final semester. The transcript of any course credits from another institution that a student intends to transfer into PBC and apply toward their graduation requirements must be received in the Registrar's office by May 1.

Academic Honors	
Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.89
Summa Cum Laude	3.90-4.00

## **H. Student Records**

The student's academic file is handled in a confidential manner. Student records are made accessible to certain authorized state and federal personnel. School officials in the performance of their professional responsibilities may also access records.

## **I. Library**

PBC maintains a library to support the student's academic pursuits. Considerable effort is made to provide strategic resources for student use. It is expected that students respect the following guidelines:

- All books taken from the library must be properly checked out.
- No general reference book (those marked R) may be removed from the library at any time.
- No book in reserve may be used by anyone who is not in the course for which it is

- reserved.
- Out of respect for others, students are asked to refrain from talking, whispering, or other disturbing conduct while in the library.

Violation of library policies may result in the suspension of library privileges, fines or both.

## **VI. PERSONAL LIFE**

Central to the mission of PBC is the desire to help students grow in character and Christ-likeness. We are not only an academic institution but also a Christian community that focuses on discipleship. It is our goal to provide an environment conducive to accelerated growth. Life transformation happens best when both internal and external forces for change are in sync. There must be the “inside- out” working of the Holy Spirit to bring focus and empowerment for change. When this is active in a person’s life then the “outside-in” working of coaching and accountability can be especially effective. In our view, when a student enrolls in PBC registering for academic processes, they are also enlisting the aid of a spiritual “personal training” program to facilitate their development.

The standards reflected here are derived from Biblical absolutes, Biblical principles and / or community standards. We believe it is our duty to uphold the standards of Scripture as well as pastor students into reflecting the m in their lifestyle. We have also found it helpful to develop community standards that enhance quality living in community, reduce distractions from spiritual growth and academic disciplines, assist those wrestling with carnality and encourage reflection regarding lifestyle choices.

Following are some expectations and accountabilities we ask all students to cooperate with.

### **A. Morality and Ethics**

Students are expected to exemplify Christian morality and ethics both publicly and privately, aspiring to reflect the nature of Christ. This includes refraining from the following:

- Dishonesty in any form
- Sexual immorality (including but not limited to any sexual activity outside of marriage and homosexuality)
- Theft
- Abusive behavior
- Felony offences including the illegal possession and use of illegal drugs

Students should exercise discretion in choosing employment that may require them to compromise Christian standards (i.e. promotion of alcohol, dishonest business practices).

### **B. Personal Purity**

Because the Christian lifestyle keeps a person free from contaminating influences and addictive behaviors, students are expected to abstain from the following:

- The use or possession of pornography or any morally degrading literature or media. Students are asked to use Godly discretion in their choice of movies and entertainment rather than depending on secular rating guides.
- The use of tobacco
- The use of alcoholic beverages. This is based on a community standard of CBC. Though the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. There are also legal prohibitions of minors consuming alcohol. Our abstinence policy reflects the collective wisdom of the church leadership and school faculty that alcohol usage is a very serious social and safety problem. Our prohibition is also in part designed to provide opportunity for thoughtful personal reflection on this issue.
- Gambling in any form
- Social dancing
- Being in an inappropriate or compromising situation with a member of the opposite sex.
- The use of vulgar, profane or suggestive language.

### **C. Personal Appearance**

The disciplined lifestyle that college requires should be exemplified in personal appearance. As Christians, the way we present ourselves to others affects the way they perceive Christ, and may affect the impact we have upon them. The standards outlined here are designed to assist you in preparation for leadership by applying Biblical standards of cleanliness, modesty and propriety in grooming and dress. We are asking students not to draw undue attention to themselves either in dress or appearance.

All students will be expected to maintain high standards of cleanliness, moderate grooming and modest apparel. Christians should avoid any identification with any group that is in rebellion against God or society. We believe that men should refrain from any feminine appearance just as women should refrain from any masculine appearance.

#### **1. Male Students**

Men are asked to groom in a clean manner appropriate to the church/school context. Hair should not be styled in an extreme manner.

All men are expected to wear appropriate clothing (no athletic wear, shorts or sweats) to all classes, chapels and church services. Hats are not to be worn during classes, in church or chapel services.

In keeping with a standard of Christian modesty, men are asked to observe guidelines such as:

- Tight-fitting pants or shorts are not appropriate at any time.
- Men must wear shirts at all times except while participating in athletic activities in designated athletic areas.
- Lycra -type shorts may be worn only under regular shorts.

## 2. Female Students

Women are asked to groom in a clean manner appropriate to the church/ school context. Hair should not be styled in an extreme manner.

All women are expected to wear appropriate clothing (no athletic wear, shorts or sweats) to all classes, chapels and church services. Baseball-style hats are not to be worn during classes, in church or chapel services.

In keeping with a standard of Christian modesty, women are asked to observe guidelines such as:

- All clothing must be modest in style, flattering but not sensual. Clothes that are tight fitting and tops with low necklines or that allow midriff exposure are not appropriate in public.
- Lycra-type shorts may be worn only under regular shorts. Lycra- type pants may be worn with tops that extend to the fingertips when arms are extended vertically.
- Bathing suits should not have plunging necklines or cutouts in the design of the suit, or be high cut on the thigh. They also must be styled with proper underlining. Only one-piece bathing suits are acceptable. No women are to wear swimsuits outside of the dorm on campus without proper cover-ups.

It should be noted that the school reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.

### **D. Respect for Authority**

It is expected that all students will be responsive to those in authority, maintain good attitudes and show respect at all times for all teachers, administrators, dorm leaders and personnel in charge of a given area of leadership and responsibility. If the student feels a decision or request by someone in authority is not justifies, he/she should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to the one whom that person is responsible, whether it be the Dorm Leader, the Director of Student Services or the Dean.

### **E. Student Discipline**

The principle of discipline is to associate a consequence with misbehavior to motivate better behavior. It can be an effective tool for change. At PBC we utilize this tool as a last resort without any sense of rejection or disdain. We are here to help students change and we intend this process to be surrounded by a positive and friendly atmosphere of genuine concern. Our motivation is part pastoral and part parental, desiring to see students grow in ways that will insure their future success.

We understand that we have set high standards and we are committed to helping students to be able to live up to them. As might be expected, a decision to violate one of these standards may result in some form of disciplinary action. A student's voluntary admission demonstrates a student's integrity and desire for change. This is always carefully considered in determining if discipline is necessary as well as deciding the nature of the discipline.

To reinforce a student's pledge to live within the PBC code of conduct, alerts or fines may be given. These are not intended as punishment but simply as reminders of the guidelines. A schedule of alerts and fines will be made available to each student indicating the assessment for each specific violation. Records are kept of alerts and the more they accumulate through the semester, the more serious the consequence becomes. Students begin each semester with a clean slate. In addition, alerts are subject to evaluation at the mid-semester point where totals may be reduced depending on the severity of the infraction.

Students will be notified when each alert or fine is given. Every attempt will be made to give alerts and fines in proportion to the seriousness of the infraction. When the student appears to be exercising a low regard for their pledge to the code of conduct, more serious measures will be taken which could include behavioral probation, suspension or dismissal from school.

Students who believe that an alert or fine was unjustified are encouraged to discuss the matter with the Dorm Leaders first, and if necessary, with the Director of Student Services or the Dean.

**Definitions:**

- **Alert:** A reminder of responsibility toward a specific guideline.
- **Fine:** A student is assessed a modest financial penalty. Fines will be added to the student's school bill. No transcripts or grades will be released until all fines are paid in full. A student may choose to work on campus to remove fines.
- **Brief suspension:** A student must be off campus for the duration of a suspension, which may be from one to a few days. They may not attend classes, and all missed classes will be considered unexcused. All rules still apply.
- **Behavioral Probation:** A student who has accumulated excessive alerts in a semester and/or has demonstrated a poor spirit of cooperation, may be placed on probation. The probation will continue until appropriate improvement has been demonstrated. Probation could lead to dismissal if significant improvement does not become evident.

- Full suspension: A student may be asked to leave school for one or two semesters. The goal of this is to motivate a student to change by having to face the consequences of inappropriate behavior.
- Dismissal: A student is removed from the college.

The student's registration is regarded as consent to abide by the standards of the college. Any serious or habitual disregard of these standards will be dealt with by the Dean, and his decision as to discipline, suspension or dismissal will be final.

## **VII. COLLEGE LIFE**

### **A. Student Advisor/ Mentor Program**

The faculty and staff of PBC are committed to being available to students outside the classrooms. An advisor/mentor program is implemented each year to help facilitate this. Students are encouraged to contact faculty and staff members for help in any matter, personal or otherwise.

### **B. Student Leadership Team**

In keeping with the school's objective to train leadership in the Body of Christ, student leaders are nominated by the students and appointed by the church and school leadership to assist in providing natural and spiritual leadership on campus. The student council consists of a President, Vice President, Secretary, Treasurer, International Student Representative, Student Music Director and Representatives from the freshman, sophomore, junior and senior classes.

Student dorm leaders are also chosen in a similar manner and serve the students in their dorm.

### **C. Facilities**

All school facilities are generously provided by City Bible Church and some of them are also used for church functions. We as all students to respect this generosity and to cooperate when church even interrupt normal space usage. Care is taken in space planning to consider the needs of the students as well as the needs of church ministries.

All group instrumental, vocal music practice or rehearsals in the Chapel must be scheduled through the church office. This is particularly important in the evening.

### **D. Finance Office**

PBC desires its students to graduate with their education paid in full. The college's class schedule and fee schedule have been arranged to allow students to work their way through school. Most students are able to find a good part-time job in the Portland area and the city bus line runs within one block of campus.

The cost per semester is specifically determined at registration. However, a good estimate for a full-time, on-campus student is about \$4200. (The cost for music students tend to be a little higher due to private music lessons.) The cost for a full-time, off-campus student is about \$2500.

## 1. PBC Payment Plan

PBC offers an interest free payment plan to all students consisting of a down payment and subsequent monthly payments. Students are strongly encouraged to put 50% down for the Fall Semester and 35% down for the Spring Semester at registration. However, each student is responsible to evaluate whether a larger down payment is required in order to make the subsequent monthly payments.

After a down payment is made, the remaining balance is then divided equally between 4 months (5 months in the spring semester) and placed on a monthly payment plan. A \$5 statement fee is added to each month's payment.

Statements are sent out by the 5<sup>th</sup> of each month and payments are due on the 20<sup>th</sup> of the same month. If a payment cannot be made by the 25<sup>th</sup> for any reason, a late fee of \$20 will be incurred. **If payment is not made within 30 days after the 20<sup>th</sup>, the student will be forced to withdraw from school.**

Students will be given an "ability to pay" worksheet to help assess how each student will be able to make the required down payment and subsequent monthly payments. These worksheets will be reviewed by the PBC staff and approved prior to registration. Payments can be made by cash, check, money order, or credit card.

If for some reason you do not receive your monthly statement, your payment is still due on the 20<sup>th</sup>. It is your duty to notify the Finance Office of any changes to your mailing address. If you have any questions or concerns regarding payments, please feel free to come to the Finance Officer's office located in the Administration Building.

## 2. Additional Loan Option

In order to help augment the PBC Payment Plan and its month to month costs, we have made available a loan option. It is called an SLM Loan. We have been approved by SLM Financial to offer students private loans. SLM is a private, separate arm of the Sallie Mae

Corporation. This loan is not a federally subsidized loan and therefore the interest rates are based on prime +1 to +9 depending on the credit score of the borrower or co-borrower.

To qualify, the applicant must have at least three open lines of credit and at least one of those lines of credit needs to be unsecured (i.e. credit card, student loans, personal loan) and has to have 60-70% of the loan amount they are trying to borrow. A car loan or mortgage is considered secured credit. If an applicant does not have any credit to have a credit score, he/she needs to apply with a co-borrower (i.e. parent, grand-parent, etc.) The credit score will then be based on the co-borrowers credit score. Applying with a co-borrower up front increases the student's chance of approval.

A student is eligible to apply for this loan upon receiving an admissions acceptance letter from the school. The admissions packets will detail the needed information both for the PBC Payment Plan and the SLM Loan option.

The application process for the loan is done on-line and the applicant will usually know within a minute that the loan is approved or not approved. Notification will be sent to the finance officer upon approval or denial. Upon approval the disclosure documents will also be sent to the Finance Officer who will then contact the applicant for signatures, signature id's and (if required) the most current pay stubs. The signed loan application and other required paperwork will then be sent overnight to SLM Financial for final approval and release of funds.

This entire process usually takes between 15-30 days depending on the speediness of the applicant to sign and get the required paperwork to the Finance Officer. If a student wants to apply for this loan, he/she must do so before registration. This is not something that can be done last minute or at registration. Unless this loan has been approved and funded at least 7 days before the registration date, the student will still be responsible to bring their 50% (fall) or 35% (spring) down payment at registration. If a student runs into financial difficulty during the semester, this loan can also be applied for at that time.

### **3. Destiny Scholarships**

The school currently has a fund designed to help continuing students (who have proven track records personally and academically) who are facing financial difficulty. To gain approval to apply for this particular scholarship, one can pick up an application form at the Finance Officer's desk and then submit it to the Dean. The amount awarded is determined on a cases –by –case basis.

### **4. Outside Scholarships**

PBC accepts money from outside scholarships. However, it is up to each individual student to determine his/her qualification and application for the scholarship. The student then

needs to let the Finance Officer or Registrar know if there are any requirements on the school's part in order to obtain the funds.

## **5. Withdrawal Procedures**

If a student finds he/she needs to withdraw for any reason, he/ she must follow the correct procedure:

- a. Talking to the Dean
- b. Officially withdrawing from classes with the Registrar and notifying the Finance Officer.

A withdrawal within the first two weeks of classes will result in an 80% tuition refund and pro-rated refund for room and board. Book returns can only be made up to a certain date which is made clear at Registration. Withdrawal during the 3<sup>rd</sup> and 4<sup>th</sup> weeks results in a 60% tuition refund, at 5<sup>th</sup> and 6<sup>th</sup> weeks is 40% and 7<sup>th</sup> and 8<sup>th</sup> weeks is 20%. After the 8<sup>th</sup> week of school no tuition refund will be given but room and board will be pro-rated for a refund. This refund will first go against any balance owing, and if it is more than the balance owing, the student will receive a check in the mail. If the refund is less than the balance owing, the student is still obligated to pay off the remaining balance by the end of the semester. After that, collection efforts will be made.

## **E. Mail Services**

FOR RETURNING STUDENTS- Mail will be held through all breaks including the summer break unless a forwarding address is left with the office.

FOR NON-RETURNING STUDENTS – Mail will be forwarded for 30 days if a forwarding address card is left with the office. After 30 days all mail will be returned to the sender.

## **F. Vehicles and Parking**

Having a vehicle on campus is considered a privilege of those who clearly exhibit self-control and maturity in its operation. Failure to observe these guidelines may result in alerts, fines and ultimately in the suspension of vehicle privileges.

- All vehicles, including those of part time students, must be registered with PBC and insured throughout the school year. This is to comply with state law. Insurance must be verified at registration and the office, and the office must be notified of any changes.
- Obey all posted signs, including traffic flow and parking restrictions. Campus speed limit is 15mph.
- Please park only in areas delegated for you.
- Vehicles may not be driven on the grass at any time, including moving in or out of dorms.
- No major repairs are to be made on campus. Students must make their own arrangements for an alternate location for all such work, or for storing inoperable cars.
- Because of legal liability, students are strongly discouraged from lending their cars to others.

- No student vehicles are permitted beyond the sign on the road to the upper campus residences without the permission of the Director of Student Services or an approved representative of that office.

These policies will be in effect throughout the year, including all breaks. Failure to cooperate could result in a vehicle being towed. In such a case, the student will be responsible for all charges associated with the towing.

## **SOCIAL LIFE**

Learning to live in community is a primary Christian virtue. At PBC we strive to nurture a spiritual family atmosphere. Often friendships formed become strategic for later life and ministry. We seek to value people as God does and to support His work in their life.

We encourage students to relate to each other in a Christ-like manner, respecting each other, encouraging each other, deferring to each other, caring for each other and supporting each other. We also ask them to avoid gossip, negative criticism, rejection, cliquishness and judging others. The kind of unity that arises from mutual concern provides an opportunity for PBC to be a special place.

### **A. Men and Women Relationships**

Because of the call of God on the students' lives, preparation for that calling is their primary purpose for being in this college. At times, a romantic relationship developing between young men and women can cause a shift in focus that distracts from that purpose. If it is not kept in balance with their goals, it could tend to preoccupy their time and hinder their studies. In addition, taking young people away from their homes and grouping them together in a small area like our campus tends to abnormally promote their interest in each other at a time when they do not have the same measure of accountability to their parents and pastors. Also, campus life provides much more accountability to each other than most normal life situations.

These guidelines, therefore are purposely designed to keep men and women from spending too much time together, thus preventing their becoming intimately involved prematurely. They are intended to free students to focus on their spiritual growth and to promote the development of godly relationships based on healthy non-romantic friendships. We are supportive however, of students dating and discovering God's will in the choice of a life-partner.

### **B. Dating**

A date is defined as the exclusive fellowship of two members of the opposite sex (who have a romantic interest in each other) off campus, whether alone or with other couples.

- 1. New Students:** Students attending PBC for the first time are asked not to cultivate romantic interest and may not date during their first semester. Students entering school already engaged in a long-term, pre-existing relationship may discuss their situation with the Dean.
2. After the first semester, students are allowed to date once a week on the weekends, limiting their time alone together to four hours.
3. Dating couples are asked to limit their time spent together (whether in person or not) so as not to detract from other priority areas of responsibility. A good rule of thumb is one hour per day on weekdays. This is meant as a guideline rather than a rigid restriction.
4. A student may go to the home of a person in whom he or she has a romantic interest (providing they live with their parents and a parent is present) once a week. This will not be considered a date. Exceptions to this may be discussed with the Dean.
5. No development of romantic interest or dating will be allowed between PBC and high school students.
6. Students may not spend the night at the same home with any person in whom they have a romantic interest, including all breaks and vacations. The exception to this would be if they are staying with their parents.
7. A couple is not permitted to go alone to any secluded or semi-secluded area. We ask that they confine their interaction to public areas.
8. It is our desire to have “family” atmosphere on the school and church campus. Therefore we would ask couples to behave in such a manner on campus that denotes familiar friendship rather than romantic closeness.
9. If a couple feels that a certain behavior denoting romantic affection (more than holding hands) is appropriate and commensurate with the level of their commitment, then speaking with one of the deans regarding this action would be expected.

Again, none of these guidelines are intended to supplant parental or pastoral involvement in these matters.

### **C. Engagements**

An engagement shall be defined as verbal consent to marry with or without evidence of a ring or public announcement. Since most young couples are away from their parents and pastors, the following standard is intended to ensure the proper involvement of all concerned. Therefore, the Dean must approve all engagements and marriages before the two parties make verbal consent. This applies to all students whether or not their fiancé attends PBC.

Types of situation where approval might be granted are when both students are:

- Seniors in Bible College;
- Older students;
- Part-time students (under 12 hours);
- Over 21 years of age

Types of situations not likely to receive permission are when students:

- Met or started dating near the time of, or after arrival at school, or who wish to be engaged the same school year they met or started dating.
- Are under 21 years of age (one or both)
- Have not had sufficient time to mature in Christian character.