PACIFIC LIFE BIBLE COLLEGE
EST. 1928

Academic Catalogue 2026-2027



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This Catalogue presents the offerings and requirements in effect at the time of publication. Pacific Life Bible College reserves the right to withdraw or modify the courses of instruction at any time. Announcements are subject to change and do not constitute an agreement or contract.

Pacific Life Bible College Academic Catalogue 2026–27. Rev. 2026.09.03.

A MESSAGE FROM THE PRESIDENT

Welcome to Pacific Life Bible College! I am so glad that you have become a part of our community.

Our mission is to serve the church by equipping men and women for Spirit-empowered ministry. This mission is as needed now as it has ever been as people like you are raised up for service in the church and beyond. My ambition is that as a student at PLBC you would be equipped with robust biblical education by instructors that want to see you thrive, that you would be transformed as you experience Jesus through spiritual formation, and that you would be matured through meaningful service that advances the Kingdom of God.

As you begin, or continue, your journey with us, I want to call you not only to a season of diligent study, but to a season of whole-hearted pursuit of the Living God. It fills me with great hope as I think about the work that the Lord will do in your life. I am so proud of you for taking steps forward in becoming rooted in your faith in a way that not only enriches you but also impacts countless lives beyond yourself.



With expectation,



Matthew DelBlanc
President

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2026–2027 ACADEMIC CALENDAR

Fall 2026

Student Leadership Training	Aug. 27 to 28
Cafeteria Opens	Sep. 1
Resident Move-in Day (1:00pm–2:00pm)	Sep. 2
New Student Orientation (9:00am–3:00pm)	Sep. 3
All Student Orientation (9:00am–2:00pm)	Sep. 4
First Week of Classes Begin	Sep. 7
Labour Day (No Classes)	Sep. 7
Course Add/Drop Deadline	Sep. 18
Fall Retreat	Sep. 25
National Day for Truth and Reconciliation (No Classes)	Sep. 30
Canadian Thanksgiving + Fall Reading Day (No Classes)	Oct. 12 to 13
Withdrawal Deadline	Oct. 21
Remembrance Day (No Classes)	Nov. 11
U.S. Thanksgiving + Fall Reading Day (No Classes)	Nov. 26 to 27
Spring 2026 Course Registration Opens	Nov. 16
Program Advising Weeks	Nov. 16 to Dec. 4
Christmas Banquet	Dec. 11
Last Day of Fall Semester Classes	Dec. 11
Final Exams	Dec. 14 to 18
Assignment Deadline	Dec. 18
Christmas Break/Cafeteria Closed/Resident Move-out Day	Dec. 21

Spring & Summer 2027

Cafeteria Opens/Resident Move-in Day (9:00am–3:00pm)	Jan. 10
New Student Orientation Dinner (4:30pm–7:30pm)	Jan. 11
Classes Begin - Regular / (CNS Associate's Program)	Jan. 11 (CNS Jan 4)
Course Add/Drop Deadline	Jan. 22
Spiritual Emphasis Conference (No Classes)	Jan. 27 to 28
Family Day and February Reading Day (No Classes)	Feb. 15 to 16
Withdrawal Deadline	Feb. 24
Spring Reading Break (No Classes)	Mar. 2 to 5
Good Friday (No Classes)	Mar. 26
Easter Monday (No Classes)	Mar. 29
Program Advising Weeks	Apr. 16
Last Day of Spring Semester Classes	Apr. 16
Final Exams	Apr. 19 to 23
Assignment Deadline and Spring Celebration	Apr. 23
Graduation Ceremony	Apr. 24
Cafeteria Closed (All Residents Must Move Out of Dorms)	Apr. 28
Counselling: Registration and Beginning of Summer Semester	Apr. 27
Victoria Day (No Classes)	May. 24
Canada Day (No Classes)	Jul. 1
Fall 2026 Course Registration Opens	Jul. 5
BC Day (No Classes)	Aug. 2
Last Day of Summer Semester Classes	Aug. 31

Note: Dates subject to change. Last Revision: July 26, 2026

ABOUT PLBC

MISSION, VISION, VALUES, AFFILIATION, LOCATION

MISSION

Our mission as a college of biblical higher education is to support the church by equipping men and women for Spirit-empowered ministry.

VISION

Pacific Life Bible College is committed to:

- the cause of interdenominational global evangelism through local churches as part of a worldwide network of Foursquare Colleges.
- church planting, growth, and revitalization by training present and future servant leaders by offering a choice of quality programs through campus and flexible distance education systems.
- training these leaders through character development, academic excellence, and practical ministry experience in the context of biblical integrity.
- resourcing all Foursquare local churches and leaders, in Canada and around the world, and to sharing these same resources with other students, churches, and ministries.

VALUES

The Centrality of Scripture: We embrace the Scriptures as our authority for faith and practice and therefore the integral centre of our curriculum.

The Local Church: We support the local church in fulfilling the Great Commission by guiding men and women to respond to God's call and preparing them for Spirit-empowered service to God as volunteer, bi-vocational, and full-time leaders.

Spirit-Empowered Ministry: We affirm the need for the growing disciple of Christ to be continuously filled with the Holy Spirit and to do the works of God in the power of the Spirit.

Interdenominational Inclusiveness: We are a Foursquare college and we value interdenominational inclusiveness.

Holistic Education: We foster an environment that integrates worship, character transformation, academic excellence, and a focus on ministry.

Community: We seek to embody the person of Christ by cultivating a relational, grace-based culture of joyful obedience to the revealed will and word of God whereby faculty, staff, and students do all things to the glory of God.

Excellence: We commit ourselves to excellence through best practices, efficient administration, quality technology, flexible delivery systems, and exceptional faculty.

AFFILIATION

PLBC is a school of biblical higher education with the Foursquare Gospel Church of Canada. Dedicated to the cause of interdenominational and world-wide evangelism, students from Foursquare and more than twenty other denominations and non-denominational church groups attend PLBC. As an affiliated college with the Foursquare Church Education Commission of the International Church of the Foursquare Gospel, our network extends to more than two hundred Foursquare colleges and institutes around the world.

LOCATION

Pacific Life Bible College is centrally located in Surrey, BC, about 30 minutes from Vancouver, BC, and 15 minutes from the Canada/US border. Thus Canada's third-largest city, with all its cultural advantages and opportunities for ministry are

readily accessible to both campuses.

The campus, located near 152nd street and 66A avenue, offers a peaceful, suburban setting that is conducive to study. There are two buildings which PLBC operates out of. The A-Frame building houses the main offices of the College, and serves as the dormitory, housing up to 80 people. The A-frame is the central location for music ministry, with its classrooms located in the A-Frame basement. There is also the Mcpherson Centre, which houses our main classrooms & the Wolf Memorial Library. The campus also includes a cafeteria, Wi-Fi equipped facilities, a workout gym, a recreation field, and student lounges.

STATEMENT OF FAITH

We know we cannot limit God to mere articles of faith, but we recognize the importance of doctrine. The Bible teaches that doctrine must be sound; it must be pure; it must be scriptural; and it must be obeyed. It is important for every believer to have a firm grounding in basic fundamental doctrines found in Scripture. We at Pacific Life Bible College offer the following statements as a summary:

1. THE HOLY SCRIPTURES

We believe the Bible is God-inspired (2 Timothy 3:16, 17).

2. THE ETERNAL GODHEAD

We believe God is triune: Father, Son, and Holy Spirit (2 Corinthians 13:14).

3. THE FALL OF MAN

We believe that man was created in the image of God, but by voluntary disobedience fell from perfection (Romans 5:12, 19).

4. THE PLAN OF REDEMPTION

We believe that while we were yet sinners Christ died for us, signing the pardon of all who believe in Him (John 3:16; Romans 5:8).

5. SALVATION THROUGH GRACE

We believe that we have no righteousness and must come to God pleading the righteousness of Christ (Ephesians 2:8, 9).

6. REPENTANCE AND ACCEPTANCE

We believe that upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God (Luke 24:46, 47; 2 Timothy 2:24–26; 1 John 1:9).

7. THE NEW BIRTH

We believe that the change which takes place in the heart and life at conversion is a very real one (2 Corinthians 5:17; Galatians 2:20).

8. DAILY CHRISTIAN LIFE

We believe that it is the will of God that we be sanctified daily, growing constantly in the faith (Hebrews 6:1).

9. BAPTISM AND THE LORD'S SUPPER

We believe that baptism by immersion is an outward sign of an inward work (Matthew 28:19, 20). We believe in the commemoration of the Lord's Supper by the symbolical use of the bread and juice of the vine (1 Corinthians 11:24, 25).

10. BAPTISM OF THE HOLY SPIRIT

We believe that the baptism of the Holy Spirit is to endue the believer with power and that His incoming is after the same manner as in Bible days (Acts 2:4).

11. THE SPIRIT-FILLED LIFE

We believe that it is the will of God that we walk in the Spirit daily (Ephesians 4:30–32).

12. THE GIFTS AND FRUIT OF THE HOLY SPIRIT

We believe that the Holy Spirit has spiritual gifts for the Christian and that believers should show spiritual fruit as evidence of a Spirit-filled life (1 Corinthians 12:1–11; Galatians 5:22, 23).

13. MODERATION

We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticisms (Philippians 4:5; James 5:19, 20).

14. DIVINE HEALING

We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith (James 5:14–16).

15. THE SECOND COMING OF CHRIST

We believe that the second coming of Christ is personal and imminent (1 Thessalonians 4:16, 17).

16. CHURCH RELATIONSHIP

We believe it is our sacred duty to identify ourselves with the visible church of Christ (Acts 16:5; Hebrews 10:24, 25).

17. CIVIL GOVERNMENT

We believe that rulers should be upheld at all times except in things opposed to the will of God (Romans 2:1–16).

18. JUDGMENT

We believe that all shall stand some day before the judgment seat of God and there receive eternal life or death (Romans 2:1–16; 2 Corinthians 5:10).

19. HEAVEN

We believe that heaven is the glorious eternal home of born-again believers (John 14:1–3; Revelation 7:15–17).

20. HELL

We believe that hell is the place of eternal torment for all who reject Christ as the Saviour (Revelation 20:10–15).

21. EVANGELISM

We believe that soul winning is the most important responsibility of the Church (Acts 1:8; 8:4–8).

22. TITHES AND OFFERINGS

We believe that the method ordained of God for the support and spread of His cause is by giving of tithes and free-will offerings (Malachi 3:10; 2 Corinthians 9:6–15).

in essentials, unity | in non-essentials, liberty | in all things charity

HISTORY

Pacific Life Bible College formed when two long-standing colleges in BC, Pacific Bible College and LIFE Bible College of Canada, came together.

LIFE BIBLE COLLEGE OF CANADA

Founded in 1928 in the heart of Vancouver, LIFE Canada began developing ministers and leaders primarily for Foursquare Churches in Canada. The College operated out of various church basements and facilities in Vancouver, Surrey, and Burnaby.

Lacking the space for student dormitories, LIFE decentralized its programs of study through a network of affiliated church institutes, known as LIFEline. Other innovations, including Independent Studies Courses, Leader's Track, and Degree Upgrade provided appealing options for mature students who were unable to uproot and move to a campus. However, the need for a campus residence and program suited to young adults became a driving goal for LIFE heading into the new millennium.

PACIFIC BIBLE COLLEGE

Pacific Bible College grew out of an inner-city ministry of Open Bible Chapel in Vancouver. They saw a need for young men and women to be established in lifestyles based on God's Word. The first classes began in October, 1972, with 35 students and seven teachers. A church basement was used for classrooms and old houses as dormitories.

When the Vancouver facilities of the College were expropriated in 1978, after much prayer and deliberation, Pacific Bible College joined with Bible Fellowship Missionary Society in Surrey. In 1979, Bible Fellowship purchased the Surrey facilities of Vancouver Bible College, which closed in 1977. Pacific Bible College became known for its campus environment and programming options for young people, such as the one-year LifeLaunch discipleship program.

PACIFIC LIFE BIBLE COLLEGE FORMS

In 1997, these two colleges, with a common purpose and complementary strengths, joined forces to form Pacific Life Bible College, a recognized college of the Foursquare Gospel Church of Canada. Rob Buzza, president of LIFE, was appointed president, and Dennis Hixson, president of Pacific Bible College, was appointed Vice President. In July 2013, PLBC's Rob Buzza concluded his service, and Dennis Hixson was appointed acting president and confirmed as PLBC's second president in February 2014. He committed to lead the college toward accreditation with the Association for Biblical Higher Education (ABHE).

CHRIST COLLEGE JOINS PLBC

Christ For The Nations (Canada) opened in September 1989 with thirteen students. The two-year discipleship program was modeled after the Christ For The Nations Institute in Dallas, Texas, and programs were added as the College grew.

In 1999, Gerald Nussbaum was appointed CFN's second president and for the next fourteen years the college expanded its curriculum. The College was granted a provincial charter to offer theological degrees in 2006, and in 2012 the College attained applicant status with ABHE and changed its name to Christ College.

Shortly after Dennis Hixson was appointed Pacific Life Bible College's second president, Christ College joined PLBC. Sharing PLBC's vision for equipping leaders for the local church and the Body of Christ, most of Christ College's faculty and students joined PLBC.

MILESTONES

1928 – LIFE Bible College of Canada (LBC) begins classes as a ministry of the Foursquare Gospel Church of Canada.

1972 – Pacific Bible College (PBC) begins classes as a ministry of Open Bible Chapel.

1978 – PBC moves to Surrey and affiliates with Bible Fellowship.

1979 – PBC purchases the facilities of Vancouver Bible College in Surrey.

1985 – PBC receives a provincial charter to grant theological degrees.

1989 – Christ For The Nations (CFN) opens, offering a two-year discipleship program.

1997 – Pacific Bible College and LIFE Bible College of Canada merge to form Pacific Life Bible College (PLBC) and Rob Buzza is appointed PLBC's first president.

2006 – CFN receives a provincial charter to grant theological degrees.

2012 – CFN receives applicant status with the Association for Biblical Higher Education (ABHE) and changes its name to Christ College.

2014 – Dennis Hixson is appointed PLBC's second president, ABHE grants applicant status to PLBC, and Christ College joins PLBC.

2015 – PLBC receives EQA designation from BC's Ministry of Advanced Education

2016 – PLBC's second president Dennis Hixson concludes his service and Gerald Nussbaum is appointed PLBC's interim president.

2017 – Derek Geerlof is appointed PLBC's third acting president.

2018 – PLBC receives Candidate Status with ABHE.

2020 – Craig Millar is appointed PLBC's fourth acting president.

2022 – PLBC receives Accreditation with ABHE.

2023 – Matthew DelBlanc is appointed PLBC's fifth acting president.

ACCREDITATION

DEGREE AUTHORIZATION AND EQA

Pacific Life Bible College is authorized by an Act of the BC Legislature to grant theological degrees and is a member of the Canadian Higher Education Association. PLBC is also an Education Quality Assurance (EQA) designated school. EQA is a provincial quality assurance designation that identifies all BC public and private post-secondary institutions that have met or exceeded provincial government recognized quality assurance standards and offer consumer protection.

ASSOCIATION FOR BIBLICAL HIGHER EDUCATION

As of February 2022, Pacific Life Bible College is fully accredited with the Commission on Accreditation for Biblical Higher Education (ABHE), an institutional accrediting body recognized by the Council for Higher Education (CHE).

The ABHE is a North American agency, made of approximately 200 post-secondary institutions throughout North America specializing in biblical ministry formation and professional leadership education. ABHE ensure that each of its member institutions maintain a defined standard of education (i.e. faculty credentials, library resources, teacher-to-student ratio, administrative competency and accountability, etc.) For more information on ABHE visit their website at www.abhe.org.

TRANSFER CREDIT AGREEMENTS

PLBC has transfer credit agreements with the following programs and institutions:

LIFE PACIFIC UNIVERSITY (SAN DIMAS, CA, USA)

Graduates of PLBC are granted ***advanced standing*** into LPU's Master of Arts in Theological Studies (MATS), with streamlined admission and registration, and opportunities to apply for the MATS program institutional scholarships.

Link to LPU MATS: https://www.lifepacific.edu/master-arts-theological-studies

CHURCH-BASED INSTITUTES

Graduates of Foursquare church-based institutes who completed their studies between 2010 and 2016 may transfer credit toward PLBC programs based on the 2010 agreement and manual (available on request). PLBC is developing a new policy and procedure for church-based institutes.

NORTHWEST COLLEGE & UNIVERSITY

Pacific Life Bible College and Northwest Seminary & College have signed an articulation agreement allowing students to take courses at one institution and apply them as credits earned in a program offered by the partner school.

INSTITUTIONAL EFFECTIVENESS

ENROLLMENT (2025–2026)

- 62 new students (61 credit; 1 ELI)
- Unduplicated headcount: 128
- Fall FTE: 65

COMPLETION

The completion rate is the percentage of full-time students who complete their program within 150% of the recommended length of the program. The completion rate does not factor students beginning part-time and later becoming full-time.

The completion rate is the number of full-time, first-year students who entered in Fall of 2019 and completed their programs within 150% of the time a full-time student could complete the program is 46%. Transfer students are excluded, but students entering with college credit earned in high school (CLEP, etc.) are counted.

PLACEMENT

73% of the 315 graduates between 2008 and 2015 were engaged in Christian service:

- 38% were in a paid ministry position
- 35% were actively serving in a church or parachurch organization

ENGAGEMENT

According to the Noel-Levitz Student Satisfaction Inventory administered in 2014:

- 66% said their PLBC experience was “better to much better than expected”
- 73% said they were “satisfied” or “very satisfied”
- 70% said they would enrol again
- 76% achieved 80% and above in their Grade Point Average
- 46% of students who responded indicated that their educational goal was to achieve a BA degree
- 22% of students who responded indicated their educational goal was to achieve a diploma or certificate
- 15% plan to continue studies to graduate levels (masters or doctorate)

Statistics for Placement and Engagement were last collected in May 2016.

BOARD, FACULTY, AND STAFF

BOARD OF GOVERNORS

Sarah Arkley
Adrianna Charles (Treasurer)
MaryAnne Connor
Matthew DelBlanc
Steve Falkiner (Vice Chair)
Rita Jeet
Tim Poetzl
Jeff Smail (Chair)
Ted Vail

ADMINISTRATIVE LEADERSHIP

Executive Council

Matthew DelBlanc | *President*
Brandon Diggens | *Dean of Academics*
Jennifer Wright | *Dean of Students*

Administrative Department Directors

Brandon Diggens | *Director of Distributed Learning*
Braeden Miller | *Registrar*
Mark *Tubbs* | *Director of Library Services*

Staff

Liza Jordan | *Student Finances*
Sarah Klager | *Receptionist*
Marina Peckinpaugh | *Food Services Manager*
Kasandra Pride | *Resident Manager, Life Launch Assistant Director*
Andrew Rempel | *Student Support Coordinator*
Grace Schroeder | *Academic Department Assistant*
Rochelle Soza | *Admissions Officer*

CORE FACULTY

Matthew DelBlanc, BA | *Director of Christian Life Launch*
Brandon Diggens, BA, MABS | *Director of Bachelor of Theology and Christian Studies*
Andrew Rempel, BA, MA | *Director of Biblical and Theological Studies*

Program Directors and Faculty

Sherah Bodie, MA | *Director of Christian English Language Emersion*
Matthew DelBlanc, BA | *Director of Christian Life Launch*
Angela Lee, BS, MCS, RCC | *Director of Christian Counselling*
Kasandra Pride, BA | *Assistant Director of Christian Life Launch*
Jennifer Wright, MA | *Director of Pastoral Ministry*

SESSIONAL FACULTY

Brandon Bates, MA
Suvarna Bolledula, MA
Dan Bue, MA, RCC
Ivan De Silva, BA, MCS, ThM
Andrew Demoline, BA, MA
Mark Eshleman, MA
Jegan Ganesan, BMUS
Chaitanya Gera, MA
Mark Hildebrand
Deneen Holder, MA
Daniel Hsu, MA
Rita Jeet, MA
Matt Johnson, BBSYM
Thanos Karasmanis, BA, MBA, BA, MA
Sara Klassen, BA
Petro Kovaliv, PhD
Andrew Ku, MA
Sherman Lau, DIS
Christine Lee, MA
Teddy Lee, MA
Amy Le Hall, MA
Joellel Lush-Tatem
Kyla Moon, MA
Luke Nielson
Jean-Luc Padley, MA
Ivana Redmond, MA
Chris Reitmayer, MA
Andrew Rempel, BA
Jeff Schroeder, MA
Abby Silva, MACP, RCC
Lauren Smart, MA
Brad Strelau, MA
Francesca Tan, BA
Brent Vanhulsentop, MA
Justin Waller, MA
Steve Witmer, MA
David Wood, DMin
Justin Waller, MCS
Jennifer Wright, MA

ADMISSIONS AND FINANCES

ADMISSION REQUIREMENTS

REQUIREMENTS FOR PROSPECTIVE STUDENTS

Those who seek to enrol at Pacific Life Bible College require the following.

1. EVIDENCE OF CHRISTIAN COMMITMENT

Applicants must give evidence of personal faith in Jesus Christ, of living a consistent Christian life, and normally must have been actively involved in a local church for at least one year preceding their application.

2. GRADUATION FROM SECONDARY SCHOOL OR EQUIVALENT

Traditional high school: Applicants must submit evidence of graduation from secondary school on the academic program, or successful completion of the B.C. Adult Graduation Program (formerly GED), or the equivalent if applying from another province or U.S. state.

Home schooled: PLBC welcomes applications from graduates of home-based schools and from other unaccredited and/or non-traditional secondary education programs. Home-schooled students must provide PLBC with SAT or ACT scores. They should also provide an educational background chart to serve as a transcript.

International applicants: Applicants from countries other than Canada or the United States must show evidence of educational attainment recognized as equal to B.C. secondary school graduation, such as a General Certificate of Education (U.K. and Commonwealth), University of Hong Kong Matriculation Certificate, International Baccalaureate, or similar evidence of academic preparation.

3. DEMONSTRATED PROFICIENCY IN THE ENGLISH LANGUAGE

All applicants to the College must demonstrate proficiency in English by providing written proof of ONE of the following 19 options. Documentation should be originals, not copies.

SECONDARY SCHOOL GRADES (HIGH SCHOOL)

1.	BC English 12 (or equivalent*)	C+ (67%)
2.	BC English Literature 12 (or equivalent*)	C+ (67%)
3.	BC Communications 12 (or equivalent*)	A (86%)
4.	Technical and Professional Communications 12	C+ (67%)
5.	English 12 First Peoples	C+ (67%)
6.	IB English Language A (SL)	3
7.	AP English Language and Composition	3

** "Equivalent" means a course in an approved school or country where English is the principal language. The grade scale may be adjusted for the different grading practices.*

Secondary school graduates who have passed one of the above options, but have not achieved the minimum grade specified, may be conditionally accepted as an unclassified student, but will be restricted to enroling

in 9 credits, of which 3 credits must be in PLBC's Academic Writing course. If the student passes PLBC's Academic Writing course with a C (70%) or higher, they will have been deemed to have met the English language requirement (see option 8 below) and may proceed with their studies with no credit-hour limits.

COLLEGE LEVEL GRADES

8. A minimum grade of C (70%) in a college level English composition or academic writing course, including PLBC's GEN 101 Academic Writing.
9. Graduation from a recognized degree program at an accredited college or university at which English is the primary language of instruction.

TESTING OPTIONS

10. LPI (Language Proficiency Index) – minimum essay score 4
11. TOEFL (Test of English as a Foreign Language) – minimum score of 550 (paper-based), 213 (computer-based) or 79 (internet-based)
12. IELTS (International English Language Testing System) – minimum score of 6.5 on the Academic Module
13. EIKEN (Test in Practical English Proficiency) – minimum placement of Grade 1
14. CAEL (Canadian Academic English Assessment) – minimum overall and essay score of 60
15. CAE (Cambridge Advanced English) – minimum score 75 or "B"
16. CPE (Cambridge English Proficiency) – minimum score 60 or "C"
17. CLB (Canadian Language Benchmark) – Level 8 in each of Listening, Speaking, Reading and Writing
18. PTE (Pearson Test of English) - minimum score of 56

English Language Immersion Option (for international students only)

19. PLBC's English Language Immersion program.
    International students who do not meet any of the English-language requirements outlined above are not admissible to college-level courses and programs, but can register in PLBC's eight month English Language Immersion program (ELI).

    - A student who completes PLBC's 8-month ELI program with an minimum score of 80% in EACH of the reading and writing English courses included in the ELI program qualifies for conditional admission to college-level studies.
    - This student may enrol in a Fall semester, and must take no less and no more than 9 credits for college credit, of which 3 credits must be for GEN 101 Academic Writing. The courses must be taken on-campus. Distance education courses do not qualify.

    If the student achieves a minimum grade of "C" in EACH of their courses, they will be considered to have met the English language requirement for admission to a college-level program. The student may continue their studies without restrictions and the policy governing academic standing applies for the duration of their studies.

    If the student does not achieve a minimum grade of "C" in EACH of their courses, the student must withdraw from the College and meet the English Language Requirement by one of the other ways listed in this section before re-applying.

4. COMPLIANCE WITH COMMUNITY STANDARDS

Applicants must indicate willingness to comply with the College's community standards and code of conduct

as published in the Student Handbook.

5. SPECIAL REQUIREMENTS FOR CHRISTIAN COUNSELLING PROGRAMS

In addition to meeting the admission requirements for all PLBC programs, applicants to the Christian Counselling Diploma or BA in Christian Counselling must:

1. Undergo a criminal record check and have the results forwarded to PLBC.
2. Complete a Counselling Career Aptitude Assessment Form.
3. Submit one passport sized photograph.

APPLICATION PROCEDURES

To apply to PLBC you must submit the following:

1. **Online Application form:** An application for admission can be filled out at www.pacificlife.edu. Click the "APPLY NOW" button in the top right corner of the website home page

2. **Official transcripts:** Original secondary school transcripts (not copies) should be sent directly from the issuing institution to the Admissions Office. Transcripts in a language other than English must be accompanied by an official English translation.

3. **Two References:** Submitted directly to the Admissions Office.

4. **Criminal record check (Christian Counselling Program only):** A current criminal record check, including a vulnerable sector should be submitted to the PLBC office.

5. **Application for Student Housing (optional):** All single students under age 21 are required to live on campus. An exception is made for local students living with their parents. (See the Student Housing and Cafeteria section below for more information).

6. **Non-refundable application fee:** Payment can be made with visa online or with cheque, cash, or debit at the College office.

7. **When all application components are received,** the file will be reviewed to determine if the applicant is eligible for acceptance to PLBC. Notice regarding the admittance decision can be expected from the Admissions Office within two weeks from the receipt of a complete application file. Applicants are welcome to contact the Admissions Office regarding the status of their application.

Documents submitted in support of an application become the property of Pacific Life Bible College and are not returned unless they are irreplaceable (e.g., graduation certificates/booklets, etc.) and the applicant requests their return.

GETTING A PERMIT TO STUDY IN CANADA

International and U.S applicants will need to apply for a study permit from Citizenship and Immigration Canada (CIC). This process can take months for international students, so we recommend applicants start early.

Pacific Life Bible College is a Designated Learning Institution (DLI) with the Canadian federal government (DLI: O19394451600).

Note: CIC requires post-secondary institutions like PLBC to regularly report on the enrolment status of students with study permits. This is one of the ways that CIC monitors international students. From their

perspective, they are concerned that people who come into Canada are in fact coming for the purpose that they stated.

AMERICAN APPLICANTS

Those from the United States can apply for a study permit at an airport or border crossing.

INTERNATIONAL APPLICANTS

This refers to students who come to study at PLBC from outside of Canada and the United States.

If you are planning to study in Canada for six months or longer, you must apply to Citizenship and Immigration Canada for a study permit from your home country. Citizens of certain countries will also require a Temporary Resident Visa (entry visa). See http://www.cic.gc.ca/english/visit/visas.asp to see to which countries this applies.

You must apply for your study permit outside of Canada. You can apply online or at your local Canadian embassy or consulate.

You should check if you also need to apply for a Temporary Resident Visa (entry visa). You can apply for this visa through your local Canadian embassy or consulate. We recommend that you apply for a multiple entry TRV.

You should apply for your study visa as early as possible because the process can sometimes last several months.

Once your application is accepted, the Canadian Embassy, Consulate, or Immigration Office will provide you with a letter of introduction regarding their decision. You must present this letter to the Immigration Officer at the Canadian port of entry. If you also applied for a Temporary Resident Visa, this visa will be attached directly to your passport.

You must not leave for Canada until you have obtained your letter of introduction and your Temporary Resident Visa (if required) from a Canadian Embassy, Consulate, or Immigration Office.

ESSENTIAL DOCUMENTS

American and international applicants need to have the following documents with them when they reach a port of entry into Canada:

- **Valid Passport:** If your passport will expire during the first year of your studies, you need to renew your passport before beginning the application process for your study permit.
- **Official Letter of Acceptance:** This letter will be sent to you by Pacifc Life Bible College upon completion of the application process.
- **Proof of Funds:** You must demonstrate that you have sufficient funds to cover the cost of one entire academic year in Canada (see the Tuition and Fees section of this catalogue for a one-year estimate). Acceptable forms of proof can include a bank statement, savings account passbook, bank draft.

ADDITIONAL DOCUMENTS FOR INTERNATIONAL STUDENTS

- **Medical Examination:** International students from some countries may be required to undergo a medical exam. You should check the Citizen and Immigration Canada website

- **Check the Citizenship and Immigration Canada website** (https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html) to see which countries are on the list. Note that it can take as long as three months for medical exam results to be processed.
- **Temporary Resident Visa:** When a study permit or work permit is issued, the additional fee for the TRV is exempt. (Family members of the student are not fee-exempt.) Be sure to apply for a multiple-entry TRV rather than single-entry. If you are visiting or transiting through another country en route to Canada, check with a consular office of that country before you leave home to see what documents, visas, or immunizations you may require.

OTHER ISSUES RELATED TO STUDY PERMITS

- **If you are already in Canada on a study permit and studying at a school other than PLBC,** double check in the conditions section of your study permit, if it lists a specific school. If it does not, then your study permit will be sufficient at PLBC as well. If there is a school listed, then you will need to apply for a new study permit.
- **If you are already in Canada and do not have a study permit,** you must apply for a study permit in order to attend PLBC. You must apply for this at a Canadian Consulate, Embassy or Immigration Office outside of Canada. The closest consulate to Vancouver is located in Los Angeles, California, USA.
- **If you plan to study for less than six months and are not enroled in a specific program,** you do not need a study permit, but you may want to consider applying for one anyway. Then, if you decide to study longer than six months, you can simply extend your study permit and avoid a complicated application process.

WORKING ON A STUDENT VISA

Whether you are an American or international student, as a full-time PLBC student (taking a minimum of 18 credit hours per academic or calendar year) with a valid study permit, you are permitted to work either on or off campus.

MARRIED STUDENTS WITH CHILDREN

If you are married and/or have children, we recommend that you travel to Canada together as a couple or family if possible. Family members arriving in Canada at different times may encounter complications in getting the appropriate documents, which in turn can complicate medical insurance, public school enrolment, and other issues related to entering the country.

Ensure your spouse and each child is listed as an accompanying dependent on your study permit. Minor children do not require their own study permits, but must be listed as dependents on your document in order to register for school. Your spouse and children must be listed on your study permit in order to qualify for medical insurance.

If your spouse is not going to be a student and plans to seek employment, they can apply for a work permit at the port of entry at the same time as you apply for your study permit. This work permit only applies to spouses of full-time students.

If your spouse also wants to take occasional courses for credit over a period of six months or longer, they must also apply for a study permit (in this situation, both a work permit and a study permit can be held

simultaneously).

SPOUSES OF STUDENTS AND WORK PERMITS

If you are a full-time student, your spouse is allowed to get a work permit (without validation) provided that you have a valid study permit. Remember that your spouse's work permit is tied to your study permit. Once you have completed full-time studies, your spouse is no longer eligible to work. Visit the Citizenship and Immigration website for more information the different types of work permits available to spouses. (http://www.cic.gc.ca/english/information/medical/medexams-temp.asp)

HOUSING

A non-refundable Reservation Deposit of $200 is required to reserve a room and is applied to your upcoming semester housing fee. A Damage Deposit of $200 is also required on move-in day. This deposit is held in your account until move-out day if your room is left clean and undamaged, key is returned, and the student's account is paid in full.

There is no refund on any student housing fees or deposits for students who leave before the end of the current semester or when there is a functional withdrawal.

Room and board fees are based on students satisfactorily completing three hours of work assignments ("Campus Service") each week the cafeteria is open. Students that do not complete their work assignments successfully will be fined for the replacement amount and may be suspended from studies.

Single students: All single, first-year students that are 21 and under are required to live in college housing during their studies at PLBC, unless living with immediate family or legal guardians.

Married students: Married students must arrange for their own housing, but may call the College for advice.

HOW TO APPLY FOR STUDENT HOUSING

- Student housing is limited and provided on a first come, first served basis.
- Complete and submit the Application for Housing online at www.pacificlife.edu where you will find further instructions and details about reservation fees and damage deposit.

STUDENTS WITH DISABILITIES

Academically qualified students who have physical, sensory, or other learning disabilities are encouraged to apply for admission to PLBC. If you require special assistance or accommodation in order to take courses, please read Academic Accommodations for Students with Disabilities in the Academic Policies section of this catalogue or arrange to talk with the Student Support Coordinator as soon as possible after acceptance to allow arrangements to be made. PLBC makes every reasonable effort, within our means, to accommodate those with documented learning issues. The College's buildings are accessible to students in wheelchairs.

MEDICAL COVERAGE

PLBC is not responsible for student's medical coverage. All students are responsible for ensuring that they are adequately covered by medical insurance. After two months residence in B.C., students are eligible for B.C. Medical Insurance coverage at very modest rates. The Admissions Department can provide details on request.

TRANSFER CREDITS

Students wanting to transfer credit from other post-secondary institutions must arrange with the Registrar of that institution to forward a transcript directly to the Registrar of PLBC. See the Academic Polices section of this catalogue for a detailed description of PLBC's policy on transfer credit and due dates to submit requests for transfer credit.

CONTACT ADMISSIONS

We would love to hear from you and answer any questions you might have. To speak with an admissions counsellor, call 1.604.597.9082 ext. 3362 or email info@pacificlife.edu.

TUITION AND FEES

TUITION

Tuition (per credit hour) $299.00
Early Bird Rate (Enroll before Aug. 8)..... $280.00
Audit Fee (per course)..... $145.00
English Language Immersion Program (per semester).....$5,600.00

APPLICATION FEES

Application Fee for Canadian students $50.00
Application Fee for US students..... $75.00
Application Fee for International Students $250.00
($100 of International Student fee will be applied to Tuition upon Acceptance.)
Re-Admission Fee $75.00

STUDENT FEES

Campus Student Fee
(Previously listed as separate fees: Fall Retreat, Student Fee, Library Fee, and Student Development Fee)
For students taking 9 credit hours or more $520.00
For students taking 8 credit hours or less (per credit hour)..... $73.00
Summer Student Fee..... $240.00
Registration Fee (per credit hour; non-refundable) $15.00
Logos Digital Library Fee..... $100.00
Student Housing (per semester)
Single.....$3,000.00
Double.....$2,200.00
Meal Plan.....$2,300.00
Graduation Fee $300.00
Late Graduation Application Fee $50.00

PROGRAM FEES

Christian Counselling Course Fees
Practicum Fee $300.00
Prepare-Enrich Fee..... $275.00
Self-Exploration Group Fee $225.00
Extension Fee..... $150.00

Music Course Fees
Private Instrument Lesson Fee (per class, per semester)..... $390.00
Private Voice Lesson Fee (per class, per semester)..... $420.00

MISCELLANEOUS FEES

Academic Support Fee	$375.00
Course Challenge (per credit hour)	$50.00
Course Extension (per credit hour)	$50.00
Course Pack Fee (when required for a course)	$45.00
Dishonoured Payment	$45.00
Documentation Fee (for those on DPP)	$100.00
Examination Reschedule Fee	$25.00 or $45.00
Fine: Work Assignment	$30.00
Housing Damage Deposit	$200.00
Housing Reservation Deposit (non-refundable)	$200.00
Key/Access Card Deposit	$30.00
Late Payment Fee	$100.00
Late Graduation Application Fee	$50.00
LifeLaunch Trip Estimate (subject to change depending on destination)	$2,500.00 to 3,000
Program Change Fee	$30.00
Resident Parking Fee	$10.00
Tour Team Estimate (subject to change depending on destination)	$1,000.00
Transcript Request (Official)	$20.00
Tutoring (price may vary with tutor)	$35.00

All fees are in Canadian dollars. All fees subject to change.

FINANCIAL AID

Pacific Life Bible College meets the qualifications for provincial and federal student loans for Canadian students. However, because we are committed to training up church leaders, we strongly advise you to remain debt-free. Students who graduate with a large debt load are less able to explore volunteer practicums or part-time ministry opportunities. These entry-level openings are often necessary steps toward full-time ministry positions. If job opportunities are available to new graduates they seldom offer enough remuneration to cover living expenses and debt repayment.

We encourage you to graduate debt-free and ministry-ready so you can fulfill God's call on your life. The administration of PLBC works hard to make that possible by developing a network of supportive donors and churches, eliminating capital debt, and keeping our tuition rates among the lowest in Canada. We encourage students to plan ahead for their summer months to secure more full-time work opportunities. The disciplines of working consistently, paying your way through college, and graduating debt-free help develop the life skills needed for success in ministry.

PASSPORT TO EDUCATION

This scholarship for B.C. high school students, who attain marks in the top 30 percent of their class, is applicable to Pacific Life Bible College.

CANADA AND BC STUDENT LOANS

Students at PLBC may qualify for both of these loan programs. We counsel against debt and believe costs at PLBC are low enough to be met without incurring heavy debt.

DEFERRED PAYMENT PLAN

The Deferred Payment Plan (DPP) is designed to allow students to break up their tuition and fees into three payments each semester.

USA VETERANS AID

PLBC is a recognized institution for United States Veterans receiving scholarships.

PLBC SCHOLARSHIPS AND BURSARIES

A limited number of scholarships and grants are available to both new and returning students. The Scholarship Committee meets in December to award special scholarships to full-time students on the basis of their Christian character, academic ability, leadership potential and financial need. Bursaries and other forms of financial aid have limited availability within the Christian Counseling Diploma program due to limited enrolment space.

Scholarships For New Students

Academic Excellence Entrance Scholarship

- Up to two scholarships per semester are available to incoming students (top male and female students) who have achieved academic excellence in their high school education. This is a competitive scholarship.
- Amount: Tuition up to a maximum of 30 credit hours (25% of total tuition for a four-year BA program). This scholarship will be awarded 5 credits per semester for a maximum of 6 semesters. The award recipient will receive 1 credit relief per 3 credits registered up to a maximum of 5 credits in scholarship per semester.
- Deadline: Application must be submitted online by August 1st for Fall semester and December 1 for Spring semester.

Daniel Howton Scholarship

- This scholarship is for 3 students who demonstrate financial need and attend a Foursquare church.

- Amount: $1000
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring Semester.

Christian Service Bursary

- This bursary provides needs-based award funding for Canadian and American students whose parent(s)/guardian(s) is a licensed minister in active Christian fulltime or bivocational ministry.
- Amount: This award does not have a set amount but is based on demonstrated financial need.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Canadian Foursquare Leadership Bursary

- This bursary provides a 50% tuition discount for all active license Canadian Foursquare ministers in recognition of Foursquare Gospel Church of Canada support to PLBC.
- Amount: 50% of tuition costs.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Canadian Foursquare Minister Dependent Bursary

- This bursary provides a 50% tuition discount for all dependents of active licensed Canadian Foursquare ministers in recognition of Foursquare Gospel Church of Canada support to PLBC.
- Amount: 50% of tuition costs.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Campus Visit Bursary

- This one-time bursary helps new students who live outside of the BC Lower Mainland or Fraser Valley to recover some of the cost of a campus visit to PLBC prior to attending PLBC as a student.
- Amount: $100–$400 dependent on distance travelled.

Spousal Bursary

- This bursary eases the financial stress for married couples who are both taking classes at PLBC.
- Amount: The spouse will receive 1 credit relief per 3 credits registered up to a total of 5 credits per semester.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Scholarships For Returning Students

President's Scholarship

- This scholarship is for 2 students who demonstrate financial need and growth as Spirit-empowered servants. The student must be a returning student, take a minimum of 12 credits, have obtained at least a 3.0 cumulative GPA and demonstrate financial need.
- Amount: $1500
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring Semester.

Academic Dean's Scholarship

- This scholarship will be awared to 2 students who demonstrate financial need and a strong sense of their calling. The student must be a returning student, take a minimum of 12 credits, have obtained at least a 3.0 cumulative GPA and demonstrate financial need.
- Amount:$1000
- Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Daniel Howton Scholarship

- This scholarship is for 3 students who demonstrate financial need and attend a Foursquare church.

- Amount: $1000
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring Semester.

Canadian Foursquare Leadership Bursary

- This bursary provides a 50% tuition discount for all active license Canadian Foursquare ministers in recognition of Foursquare Gospel Church of Canada support to PLBC.
- Amount: 50% of tuition costs.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Canadian Foursquare Minister Dependent Bursary

- This bursary provides a 50% tuition discount for all active license Canadian Foursquare ministers in recognition of Foursquare Gospel Church of Canada support to PLBC.
- Amount: 50% of tuition costs.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Covenant Endowed Scholarship

- This endowed scholarship, generously donated by an anonymous donor who supports the development of young people in ministry, is awarded to one returning student per semester based on financial need and demonstrated leadership in ministry.
- Amount: $300.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

Joe Brown Memorial Scholarship

- This scholarship is generously donated by Ruth Brown for students who demonstrate financial need and strong servant-hearted leadership.
- Amount: $200.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring Semester.

Spirit Empowered Scholarship

- This scholarship is for 5 students who demonstrate financial need and growth as Spirit-empowered servants. The student must be a returning student, take a minimum of 12 credits, have obtained at least a 3.0 cumulative GPA and demonstrate financial need. Scholarships will be awarded based on program as follows: Pastoral Leadership x 2, Bible & Theology x 1, Christian Counselling x 1, and Other x 1.Amount: $1000
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring Semester.

Spousal Bursary

- This bursary eases the financial stress for married couples who are both taking classes at PLBC.
- Amount: The spouse will receive 1 credit relief per 3 credits registered up to a total of 5 credits per semester.
- Deadline: Application must be submitted online by August 1 for Fall semester and December 1 for Spring semester.

For more information concerning bursaries, including eligibility or the application process, please contact the PLBC Student Accounts/Financial Aid Department.

FINANCIAL POLICIES

PAYMENT DEADLINE

The Payment Deadline of each semester is the day prior to the first day of classes as published in the Academic Calendar.

Pacific Life Bible College requires that students either pay in full or that they make payment arrangements using student loans and/or the College's Deferred Payment Plan by the Payment Deadline.

PAYMENT METHODS

Students may make payments using one of the following methods:

In Person:

- Cash/Cheque/Bank Draft/Money Order
- Debit Card
- Credit Card (Visa/MasterCard)

E-Transfer:

- E-Transfers can be made to finance@pacificlife.edu.

Online (Populi):

- Credit Card (Visa/MasterCard)

Wire Transfer:

- Please contact the Finance Office for details. Service fees may apply.

Payment Currencies

PLBC accepts Canadian dollars (CDN) and United States Dollars (USD) for student account payments. The USD payment will be converted to the Canadian equivalent at the Royal Bank of Canada cash "buy" rate on the day of transaction. When the student requests refunds in USD, it will also be converted at the Royal Bank of Canada cash "sell" rate. PLBC does not accept other foreign currencies.

PAYMENT PLANS

Pacific Life Bible College offers two different payment plans for students who have difficulties making a full payment up-front:

1. Student Loan Payment Plan

The Student Loan Payment Plan is for any student using a government student loan to pay all or a portion of their tuition and fees. Students enroled in less than 9 credits for Canada Student Loans or 6 credits for US Student Loans are not eligible for the Student Loan Payment Plan. Please note that a documentation fee applies.

To set up a Student Loan Payment Plan, students must submit the Student Loan Agreement Form along with any required documentation 5 business days before the first day of class.

If the scheduled disbursement of the loan covers the amount owed to Pacific Life Bible College, the student is not required to pay anything out of pocket. All loan funds will automatically be directed to Pacific Life Bible College and must be received by the Add/Drop Deadline.

If the scheduled disbursement of the loan does not cover the amount owed to Pacific Life Bible College, the student is responsible to pay any amount not covered by the payment due date (see above). The portion covered by the student loan must be received by Pacific Life Bible College by the Add/Drop deadline.

If a student loan is not yet approved, students must submit the Agreement Form along with proof that the loan application has been submitted and is pending approval. Students will be placed on a modified payment schedule until proof that the student loan has been approved is received by the Financial Aid Office.

Payment Schedule

- Add/Drop Deadline $1,000
- Withdrawal Deadline 50% of balance
- 15th of the third month of the semester Remaining balance

2. Deferred Payment Plan

The Deferred Payment Plan (DPP) is designed to allow students to break up their tuition and fees into three payments each semester. Students enroled in 6 credits or less are not eligible for the Deferred Payment Plan. Students are required to have a Canadian bank account for automatic withdrawals. Please note that a documentation fee applies.

DPP Payment Due Dates

- *Payment #1* Add/Drop Deadline $1,000 for commuters / $2,000 for residents
- *Payment #2* Withdrawal Deadline 50% of remaining balance
- *Payment #3* 15th of the third month Remaining balance

If a payment due date falls on a weekend, statutory holiday, or a day that the office is closed, payments made in person or by phone must be done within regular office hours on the previous business day. Late payments will be subject to late fees. Failure to finalize payment within a reasonable amount of time (as determined by Pacific Life Bible College) will result in suspension or dismissal from the College.

Payments after Due Date

Missing a payment without prior approval of a new Deferred Payment Plan by the Finance Office will result in a late fee (10% of balance up to a maximum of $100). If a student cheque is returned for any reason, a dishonoured payment fee will be charged to the student's account. Students with unpaid accounts will not be permitted to return the following semester and appropriate steps will be taken to collect outstanding accounts. Payments will be applied first to room/board costs, secondly to all other non-tuition related fees, and lastly to tuition.

Not in Good Financial Standing = Withheld Documents and Course Restrictions

Students with outstanding balances of 30 days or more who have not set up a payment plan will not be in good financial standing with PLBC. This will jeopardize the opportunity of taking further courses, access to Populi for course participation including being restricted from the final exam, and will result in documents including transcripts and T2202A forms being withheld. Transcripts and parchments will not be released until all outstanding fees are paid. Failure to finalize payment within a reasonable amount of time (as determined by Pacific Life Bible College) will result in suspension or dismissal from the College.

Financial suspension from the College

Failure to keep your PLBC account current can result in a financial suspension or dismissal from PLBC. If you have been suspended and wish to appeal the decision, this process must begin within 48 hours of notification of suspension. Please proceed with the following steps:

a. Submit your decision to appeal in writing to the Student Accounts Officer (SAO).

- Include in your appeal your plan to bring your account current.
- The SAO will consult with the Finance Committee to consider the appeal and payback plan and determine whether the suspension can be reversed.
- The decision will be given in writing within two business days.

b. If you disagree with the decision of the SAO, you may appeal to the President.

- This appeal must be submitted in writing
- State the reasons you are appealing.
- The president will consult with the College Executive Council.
- The decision of the Executive Council shall be considered final.

INTEREST

PLBC reserves the right to apply a finance charge of 1.5% per month or 18% per annum to all past due accounts.

STUDENT LOAN INFORMATION

All student loans are required to be payable to Pacific Life Bible College until the account has been paid in full. Any resulting over-payment of tuition and fees will be available for a refund as stated below. After the student account is paid in full, a student may request subsequent loans be made payable directly to the student. Student loans not approved at the time of registration will not be considered as approved for the purposes of this Financial Policy.

REFUND POLICY

Upon filing an Intent To Withdraw on the Course Add/Drop form with the Registrar's office, registered students may, where circumstances warrant, apply for refunds of the unused portion of tuition, fees, and room and board on a pro-rated weekly basis. Students desiring to move out of residence for any reason must give four weeks' notice or pay a four-week fee. Students who have paid in advance will be reimbursed on this basis. There is no refund on any student housing fees or deposits for students who leave before the end of the current semester or when there is a functional withdrawal. A refund will be granted for tuition (and additional fees) to students unable to complete a semester, based upon calendar days and the following scale:

Tuition & Fees

During the first week of the semester, a full refund of tuition and fee charges will be made (less application and registration fee). During the next calendar week of classes, a 90% refund will be made, with further refunds decreasing by intervals of 10% per week up to the sixth week. At that point no refund will be given. Calculation of the refund depends upon the date of receipt of the withdrawal form in the registrar's office.

Application & Event Fees

All application and event fees are non-refundable.

Textbooks

All books purchased through the PLBC Bookstore are non-refundable.

Refunds From Student Accounts

Only payments received in excess on a student account will be available for a refund after Add/Drop Week. An approved student loan is only deemed received after the funds have been received by Pacific Life Bible College via electronic fund transfer or a cheque. Refund will only be made in the student's name. Payments received from a supporting agency will not be refunded to the student without prior written authorization as to the intended purpose of any excess funds. Where more than one sponsoring agency has made payments on a student account, any refunds available will be pro-rated to the overall cost of the invoice in conjunction to the payment made and distributed accordingly to all sponsoring agencies first. Please allow 5 business days for a refund to be processed.

APPEALING FINANCIAL PENALTIES

Students that have a financial dispute with the College may appeal their case.

Financial disputes may include, but are not limited to:

- Disagreement with a sanction such as a late penalty, suspension, or dismissal;
- Disagreement with a charge; or
- Disagreement with a refund.

Procedure

Students making an appeal should:

1. Submit their appeal in writing to the Student Accounts Officer. The written appeal should include:
    a. An explanation of how they believe one of the College's financial policies has been wrongly or unfairly applied; and/or
    b. A plan to bring their account current if they are appealing suspension or dismissal for financial reasons.

2. The Student Accounts Officer will consider the appeal and deliver a decision in writing within five business days.
3. If the student disagrees with the decision of the Student Accounts Officer, they may appeal to the Executive Council.
    a. The appeal must be in writing and clearly state the reasons for the appeal.
    b. The Executive Council will consider the appeal and make a decision by vote.
    c. The Student Accounts Officer will abstain from the vote.
    d. The decision of the Executive Council shall be delivered in writing within five business days.
    e. The decision of the Executive Council shall be considered final.

Penalties During an Appeal

Financial penalties in the form of late payment charges, interest, or erosion of time according to the Refund Policy will not accrue during the course of the appeal unless the student loses their appeal.

BOOKSTORE CHARGE AUTHORIZATIONS

The maximum amount available for authorization is limited to your current semester's disbursement minus your current semester charges.
Authorization is made at the point-of-sale each time and cannot be carried over.

PAYMENT POLICIES

For questions or concerns in regards to Payment Policies, please contact the Finance Office.

ACADEMIC OVERVIEW

DEGREES AND CERTIFICATES

As a college of biblical higher education, PLBC's mission is to support the church by equipping men and women for Spirit-empowered ministry. The College offers a variety of programs to achieve this mission.

SEMESTER SYSTEM

Pacific Life Bible College offers most of its courses through a traditional 15-week semester system, with the majority of courses offered in the Fall and Spring semesters. See the current Academic Calendar in this catalogue for specific start and stop dates.

- FALL SEMESTER: September-December
- SPRING SEMESTER: January-April
- SUMMER SEMESTER: May-August

CREDIT HOURS

PLBC recognizes the completion of academic requirements by awarding credits. Each course in the curriculum is worth a certain number of credits based on the number of hours students should invest to adequately complete the course, including out-of-class assignments. Each credit represents 40 hours of time. Most courses are worth 3 credits. A typical three-credit course meets for three hours weekly over a fifteen week period. Allowing for statutory holidays, reading days, and student life events, the typical course will meet for 13 of those 15 weeks, including final exam week.

STUDY LOAD

The typical study load is 15 credits per semester, which represents about 9 hours per week in class. Students should expect to invest 2 hours out of class for every 1 hour in class.

PLBC ONLINE

We realize that many people cannot leave the responsibilities of home, family, and work to study on campus following a traditional semester schedule. As a result, we bring the College to you through courses and resources that are not only academic, but also relevant to your ministry.

Independent Studies

Guided courses are taken completely online at your convenience. These courses may be applied to a certificate, diploma, Bachelor of Arts or Bachelor of Theology degree. Course work is accessible online and completed assignments are uploaded to the student's course site. Exams and college- level papers are required for most courses.

Directed Studies

Directed Studies are courses conducted independent of the classroom in a one-on-one or small group setting with faculty. Directed Studies are available through appeal to or by assignment from the Vice President of Academic Affairs and have an additional fee per credit. The fee is published in the Tuition and Fees section of the Academic Catalogue. Requests for Directed Studies are subject to faculty availability.

Blended Courses

These courses are offered partially face-to-face and partially online.

Online Programs

Students may work toward either a 30-credit Certificate of Biblical Studies, a 60-credit Diploma, or a 120-credit Bachelor Degree. Specialty programs or majors do not apply to the PLBC Online program. Some transfer credits may be accepted from approved institutions. Policies unique to Distance Learning can be found under "Distance Learning Policies" in the Academic Policies below.

Accelerated Programs

Two fast-track programs are available for obtaining a Bachelor of Theology degree or a Bachelor of Arts in Christian Studies degree. Both of these programs are explained below.

PLBC Online Catalogue

Students can download the PLBC Online catalogue from the download page at www.pacificlife.edu.

Application

The first step for those who are interested in online studies is to go to the Pacific Life Bible College web site at www.pacificlife.edu and apply online. Students will be contacted by an enrolment counsellor and directed to the PLBC Online office.

INTENSIVES

Intensive courses deliver the face-to-face classroom component of the course in concentrated periods of time (usually one week or over several weekends). In those cases where intensive courses require less than the normal 40 hours of classroom time, additional out-of-class work by the students makes up for the reduced classroom time.

MINISTRY FORMATION

Course work is supplemented with practicum opportunities through which students apply what they have learned in the classroom. Every program requires students to engage in Christian service while studying. Field supervisors assess the student‘s performance and progress in demonstrating ministry competencies. See the program descriptions in this catalogue for program-specific requirements.

SPIRITUAL FORMATION

Chapel

Weekly chapels are the College’s main time of corporate worship and sharing. Full-time students are required to attend unless they are off campus and they do not have class before or after chapel.

Special Event Attendance

Full-time students are also required to attend special events such as the spring Spiritual Emphasis Conference and the Fall Retreat as deemed required by the Vice President of Student Development.

CORE LEARNING GOALS AND OBJECTIVES

The four Core Learning Goals apply to all programs and courses in the curriculum. Every course should address, at least to some extent, one or more of the Core Learning Goals, including at least one of their associated objectives.

Goal 1: Biblical Formation

Graduates will Increase their knowledge of the Bible and theology integrated with life and ministry.
Relative to this goal, graduates will…

a. Demonstrate knowledge of the background, content, purposes, and themes of the Old and New Testaments.
b. Demonstrate exegetical skills for interpreting and applying Scripture that foster and support life-long biblical learning.
c. Demonstrate the ability to form theological positions on specific issues and appraise differing theological views.
d. Demonstrate formulation of a Christian worldview.

Goal 2: Academic Formation

Graduates will develop research, critical thinking and communication skills.
Relative to this goal, graduates will…

a. Demonstrate research and information literacy skills conducive to life-long learning.
b. Demonstrate ability to critique diverse thought systems in light of a Christian worldview.
c. Demonstrate oral, writing, and electronic communication skills.

Goal 3: Character Formation

Graduates will grow spiritually and in Christ-like character.
Relative to this goal, graduates will…

a. Demonstrate an awareness of being loved by God the Father, redeemed by God the Son, and empowered by God the Holy Spirit.
b. Demonstrate growth in spiritual disciplines that foster and support a lifelong and maturing relationship with Christ.
c. Demonstrate commitment to discern and pursue God's direction and calling for their life according to biblical principles and leading by the Holy Spirit in conjunction with the Church.
d. Demonstrate Christ-like attitudes and values.

Goal 4: Ministry Formation

Graduates will develop ministry values and skills.
Relative to this goal, graduates will…

a. Demonstrate commitment to Christ's church in its local and universal expressions.
b. Demonstrate development of natural and spiritual gifts, ministry and relational skills appropriate to their calling.
c. Demonstrate embrace of God's mission and priorities.
d. Demonstrate ability to articulate and share the gospel with scriptural support.
e. Demonstrate love for all people evidenced by acts of service.

PROGRAM-SPECIFIC OBJECTIVES

In addition to the Core Learning Goals and Objectives that apply to all of PLBC's programs, each of the College's degrees, diplomas, and certificates has its own learning objectives. See the program descriptions in this catalogue for what students taking each program will gain.

WOLF MEMORIAL LIBRARY

Wolf Memorial Library serves the research and resource needs of PLBC's faculty and students. Conveniently located in PLBC's Learning Centre, it comprises a robust reference section of scholarly works and more than half of the library's total shelf space contains religious and theological materials supporting student learning across the curriculum. During the extensive opening hours throughout the academic year, students are welcome to make use of the library's study rooms, its study carrels, and its bank of computers. It also houses a photocopier and other office supplies for faculty and student use. Further details, including policies and procedures, can be accessed online at https://opac.pacificlife.edu/.

BOOKSTORE

PLBC's online bookstore can be viewed when logged in to Populi by clicking on "Bookstore" at the top of the page. It carries a number of current and former course texts but is not currently bringing in any new stock. Fulfilled purchases are picked up at the reception desk during reception hours or can be mailed out upon request for an additional shipping charge. Book prices are extremely competitive with all other marketplace vendors.PLBC's preferred partner for textbooks published by Christian trade publishers is Logos (Logos.com), the purveyor of PLBC's main digital library. PLBC students are entitled to a generous academic discount program for any resources not included in the digital library.

For textbooks not available from the PLBC Bookstore or through Logos, students are provided an updated vendor list at the beginning of the academic year, which is cross-posted on the library website. It is ultimately the student's responsibility to ensure they have access to textbooks for courses in which they are enrolled.

CORE CURRICULUM

BACHELOR OF ARTS

At the heart of PLBC's BA programs is the 81-credit core curriculum. All BA students complete the core, and take additional specialty courses in the area of their major.

We have designed core courses to nurture curiosity, inspire a love of learning, provide students with the foundation needed to engage in lifelong learning, and prepare graduates with a breadth of knowledge applicable to whatever future professional or ministerial setting in which they find themselves. In every core course, students think, speak, write, and act in fundamentally new ways, with a broadened appreciation for human values and a deepened commitment to God, the scriptures, the church, and the world.

THE CORE

- Grounds you in the Scriptures and essential Christian beliefs
- Exposes you to new intellectual vistas
- Enhances your understanding of ways of knowing within academic disciplines
- Allows you to make connections among various disciplines
- Develops writing, research, and quantitative and analytical skills

The core consists of courses in general studies, biblical and theological studies, and ministry studies. In addition, students will also participate in a Life Group through the school.

GENERAL STUDIES (33 CREDIT HOURS)

Philosophy of Curriculum

The General Studies curriculum broadens the knowledge sphere of students with reference to the arts and sciences, aiming to cultivate a Christian worldview, and enhance communication, critical thinking, and information literacy skills. Students will grow to understand the natural world created by God, examine the human condition through history and social science, learn to reflect God's image through subjects like literature, music, and fine arts, and communicate a Christian worldview by developing oral, writing, and technology skills.

Integrative thinking is based on the affirmation that all truth is God's truth and that because God is the creator of all things, including people made in God's image, truth and insight can be found within the sphere of every academic discipline and can be used for kingdom purposes.

The Scriptures are at the heart of the integrative process. God is the source of all wisdom and should be the first and primary source from which we seek wisdom, knowledge, and understanding. While Scripture only speaks explicitly and directly to a limited number of topics, it also provides implicit principles that speak to all of life so Scripture should guide our thinking on all subjects. The primacy of Scripture and its authority undergirds and guides all that is taught and affirmed in the curriculum.

The PLBC curriculum facilitates two-way integration leading to a Christian worldview.

1. First, we integrate truth derived from Scripture with life, ministry, and every domain of academic study.
2. Second, we integrate truth derived from the various academic disciplines studied in the general studies curriculum with life and ministry.

This two-way integration results in a Christian worldview. The goal of biblical integration is to help students think biblically and critically about every subject and every aspect of their lives. Ideally, students should seek to see each subject through the lens of the Christian faith. When students truly understand something from this perspective, they should gain a greater understanding of the character and nature of God.

General Studies Graduation Requirements

To graduate with a Bachelor's degree from PLBC, students must meet the following requirements with respect to General Studies:

- A minimum of 33 credit hours
- A minimum of 3 credit hours from each of the following four disciplines:
  - Communications
  - Humanities/Fine Arts
  - Natural Sciences/Mathematics
  - Social/Behavioural Sciences
- A minimum of 3 credit hours in English Composition or Academic Writing
- A minimum of 6 credit hours in Church history

General Studies Course Requirements

PLBC offers the following courses to fulfill General Studies' requirements:

A. COMMUNICATIONS (6 credit hours)
GEN 101 Academic Writing & Research (3)
GEN 105 Academic Writing Lab (0)
GEN 214 Contemporary Communications (3)

B. HISTORY (6 credit hours)
GEN 131 History of Christianity I (3)
GEN 132 History of Christianity II (3)

C. INTEGRATIVE STUDIES (3 credit hours)
GEN 100 Personal Life of the Leader (3)

D. PHILOSOPHY AND RELIGION (6 credit hours)
GEN 198 Christian Worldview (3)
GEN 295 Christianity & Culture (3)

E. NATURAL SCIENCE/MATHEMATICS (3 credit hours)
GEN 143 Science and Christianity (3)
GEN 149 Statistics (3)

F. SOCIAL/BEHAVIOURAL SCIENCE (9 credit hours)
GEN 175 Conflict Engagement (3)
GEN 177 Healthy Emotions (3)
One of either

GEN 171 Introduction to Psychology (3) *or*
GEN 274 Lifespan Development (3)

G. PROGRAM REQUIREMENTS & MODIFIED CORES

Some General Studies Requirements are dictated by the student's program, or are modified to fulfill accreditation requirements.

- Pastoral Leadership majors must take GEN 274 Lifespan Development as one of their choices
- Pastoral Leadership & Worship Ministries Major do not need to take GEN 177 Healthy Emotions.
- Christian Counselling majors take a modified version of the core due to the size of its major. This means that GEN 214 Contemporary Communication is replaced by CNS 120 Basic Counselling Skills (a communications course) and GEN 100 Personal Life of the Leader is replaced by CNS 490 Integration of Faith and Practice (an integrative course). Furthermore, Christian Counselling majors must also take GEN 171/CNS 110 Introduction to Psychology and GEN 274/CNS 341 Lifespan Development. Christian Counselling majors planning on going on to Masters studies must also take GEN 149 Statistics as their Science elective. This course is a requirement for other Masters in Counselling programs in the area and helps sets students up for future success.

BIBLICAL AND THEOLOGICAL STUDIES (36 CREDIT HOURS)

Philosophy of Curriculum

In its faith commitments, PLBC affirms the Lordship of Christ as Saviour of the world and that the Old and New Testaments are the written word of God and the foundation for Christian faith and practice.

The Scriptures are not simply a collection of ancient books that happened to come together, but a group of texts through which the church encounters God. PLBC affirms a high view of the Scriptures including their inspiration, truthfulness, relevance, and power. The Scriptures have authority to guide every aspect of life and ministry and are infallible in all they affirm and teach. PLBC further affirms the primacy of biblical revelation without discounting the role of reason, experience, or the legacy of teaching and interpretation passed down through every generation from the times of the early church.

We aim to hold in tension the quest for knowledge with the recognition that exhaustive understanding of any subject is limited by human finitude. In the midst of that tension, we stand on the Bible as the revealed word of God, which states truth but is divinely accommodated to our human limitations. Consequently, our approach to the learning process denies both the arrogance of modernism and the relativity and absolute uncertainty of postmodernism.

Concerning interpretation, we value the active role of the Holy Spirit at work in individuals and the Church in illuminating Scripture as well as the use of critical methods of study, providing those methods are rooted in the conviction that the Scriptures are God’s word to us.

The Bible and Theology curriculum lays a foundation for students to learn the basic content of the Old and New Testaments, as well as the core beliefs of the Christian faith. Students then have the opportunity to build on this content by in-depth study of specific books of the Bible and theological topics. We seek to balance knowing the “content” of the Bible and theology with methods for “interpreting” the Bible and “doing” theology. For this reason, a significant part of every degree program is dedicated to knowing, interpreting, and applying the Scriptures.

Bible and Theology Graduation Requirements

A. BIBLE (21 credit hours)

BIB 101 Old Testament Survey (3)
BIB 152 New Testament Survey (3)
BIB 192 Biblical Interpretation (3)
BIB 201 The Pentateuch (3)
BIB 252 The Gospels (3)
BIB 291 Advanced Biblical Interpretation (3) *Prerequisite: BIB 192 Biblical Interpretation (3)*
LAN 101 Introduction to Biblical Languages (3)

B. THEOLOGY (12 credit hours)

THS 101 Survey of Christian Beliefs (3)
THS 201 Theology I: God the Father (3) *Prerequisite: THS 101*
THS 202 Theology II: God the Son (3) *Prerequisite: THS 101*
THS 203 Theology III: God the Holy Spirit (3) *Prerequisite: THS 101*
One of Either
THS 232 Theology of Worship (3) *or*
THS 261 Theology of Missions (3)

C. PROGRAM REQUIREMENTS & MODIFIED CORES

- Pastoral Leadership with Worship Ministry Majors are required to take THS 232 Theology of Worship.
- Christian Counselling majors take a modifed version of the core due to the size of its major. Christian Counselling Majors are not required to take LAN 101 Introduction to Biblical Languages, THS 261 Theology of Missions, or THS 232 Theology of Worship.

MINISTRY DEVELOPMENT (12 CREDIT HOURS)

The core is lighter on ministry studies because BA students take the majority of their ministry development courses as part of their major.

A. MINISTRY DEVELOPMENT (12 credit hours)

PTH 101 Spiritual Formation (3)
PTH 114 Life and Ministry in the Holy Spirit (3)
PTH 225 Evangelism Strategies (3)
PTH 270 Practical Ethics (3)

B. PROGRAM REQUIREMENTS & MODIFED CORES

- Christian Counselling Majors only take PTH 101 Spiritual Formation.

ASSOCIATE DEGREES

At the heart of PLBC's Associate degree programs is a 27 credit core curriculum. All Associate students complete the core, and take additional courses in the area of their specialization.

THE CORE

General Studies Graduation Requirements

To graduate with an Associate's degree from PLBC, students must meet the following requirements with respect to General Studies:

- A minimum of 15 credit hours
- A minimum of 3 credit hours from each of the following four disciplines:
  - Communications
  - Humanities/Fine Arts
  - Natural Sciences/Mathematics
  - Social/Behavioural Sciences

General Studies Course Requirements

A. COMMUNICATIONS (3 credit hours)
One of either:
GEN 101 Academic Writing & Research (3) *or*
GEN 214 Contemporary Communication (3)

B. HUMANITIES/FINE ARTS (6 credit hours)
GEN 100 Personal Life of the Leader
One of either:
GEN 131 History of Christianity I (3) *or*
GEN 132 History of Christianity II (3) *or*
GEN 198 Christian Worldview (3) *or*
GEN 295 Christianity & Culture

C. SCIENCE/MATHEMATICS (3 credit hours)
One of either:
GEN 143 Science and Christianity (3) *or*
GEN 149 Statistics (3)

D. SOCIAL/BEHAVIOURAL SCIENCES (3 credit hours)
One of Either:
GEN 175 Conflict Engagement (3) *or*
GEN 177 Healthy Emotions (3)

E. PROGRAM REQUIREMENTS & MODIFIED CORES

- The Associate's in Christian Counselling take a modified version of the core. This means that the Communications requirement is fulfilled by CNS 120 Basic Counselling Skills, the Humanities/ Fine Arts requirement is fulfilled by CNS 490 Integration of Faith and Practice, and the Science/ Mathematics requirement is fulfilled by CNS 245 Brain & Behaviour. Furthermore, Christian Counselling majors must also take GEN 171/CNS 110 Introduction to Psychology and GEN 274/CNS

341 Lifespan Development as a replacement for their Social/Behavioural Sciences requirement.

- The Associate's in Christian Studies does not include GEN 214 Conemporary Communcations, GEN 100 Personal Life of the Leader, GEN 295 Christianity & Culture, and GEN 149 Statistics as options or requirements, and has GEN 171 Intro to Psychology as the Social/Behavioural Sciences requirement. Additionally, it includes a General Studies Elective.
- The Online version of the Associate's in Pastoral Leadership does not include GEN 214 Conemporary Communcations, GEN 295 Christianity & Culture, and GEN 149 Statistics as options, and has GEN 171 Intro to Psychology as the Social/Behavioural Sciences Option.

Bible and Theology Course Requirements

BIB 101 Old Testament Survey (3)
BIB 152 New Testament Survey (3)
BIB 192 Biblical Interpretation (3)
THS 101 Survey of Christian Beliefs (3)

ACADEMIC PROGRAMS

PROGRAMS AT A GLANCE

BACHELOR OF ARTS

With majors in . . .

- Biblical and Theological Studies (120 credit hours)
  with the option of a concentration in . . .
  New Testament Studies
- Christian Counselling (121 credit hours)
  with the option of a concentration in . . .
  Pastoral Leadership
- Pastoral Leadership (120 credit hours)
  Christian Counselling
  Worship Ministry
- Christian Studies (90 credit hours)
- Bachelor of Theology (second degree, 60 credit hours)

ASSOCIATE

- in Biblical Studies (60 credit hours)
  with the option of a concentration in . . .
  New Testament Studies
- in Christian Counselling (64 credit hours)
- in Pastoral Leadership Diploma (60 credit hours)
  with the option of a concentration in . . .
  Christian Counselling
  Worship Ministry
- in Christian Studies (60 credit hours)

CERTIFICATE PROGRAMS

- Biblical Studies Certificate (30 credit hours)
- Christian LifeLaunch Program (31 credit hours)
- Christian Studies Certificate (30 credit hours)

ENGLISH LANGUAGE PROGRAMS

- 4-Month Program
- 8-Month Program

Bachelor of Arts | 120 Credit Hours | Four Years Full-Time

BIBLICAL AND THEOLOGICAL STUDIES MAJOR

PURPOSE

This program is designed for those who are planning to go on to seminary studies. It places special emphasis on the study and interpretation of the Bible while also providing a broad foundation for pastoral ministry.

PROGRAM LENGTH

- 120 credit hours
- 4 years full-time

PROGRAM DIRECTOR

Andrew Rempel, MA

OBJECTIVES

In addition to meeting the learning objectives required for all programs, the Biblical Studies Major will enable graduates to:

1. *Know* the contents and methods of understanding the Bible and theology in its original language.
2. *Interpret* the Bible using sound exegetical, hermeneutical, and theological methods in its original language.
3. *Evaluate* differing biblical, theological, cultural, and historical views at an advanced level.
4. *Formulate* a Christian worldview demonstrated in life and ministry at an advanced level.
5. *Appraise* and exhibit sensitivity to the global community in biblical and theological dialogue at an advanced level.
6. *Apply* the Bible in teaching and preaching to specific issues in various contexts in its original language.
7. *Display* a commitment to grow biblically and theologically.

MAJOR REQUIREMENTS (39 CREDIT HOURS)

In addition to completing the 81 credit-hour core (pages 39–42), students in this major also take the following:

I. BIBLE AND THEOLOGY COURSES (21 credit hours)

A. Interpretation (6 credit hours)
BIB 393 Advanced Hermeneutical Concepts (3)
THS 490 Theological Interpretation (3)

B. Advanced Seminar (one of the following; 3 credit hours)
BIB 491 Advanced Exegesis Seminar (3)
THS 491 Advanced Theology Seminar (3)

C. Biblical Languages: Grammar (two of the same language; 6 credit hours)
LAN 202 Greek I (3)
LAN 203 Hebrew I (3)
LAN 302 Greek II (3)
LAN 303 Hebrew II (3)

D. Biblical Languages: Readings (3 credit hours
BIB 491 Advanced Readings Seminar (3)

E. Practicum (3 credit hours)
BIB 450 Biblical Studies Practicum(3)

II. MINISTRY DEVELOPMENT COURSES (3 credit hours)

PMN 252 Homiletics (3)

III. OPEN ELECTIVES OR CONCENTRATION (15 credit hours)

For the remainder of the degree, students may choose to complete either (a) 15 Open Electives or (b) one of the following concentration if they can meet the following conditions.

A. NEW TESTAMENT STUDIES (five of the following; 15 credit hours)
BIB 251 Acts of the Apostles
BIB 252 The Gospels
BIB 256 Pastoral Epistles
BIB 261 Early Pauline Epistles
BIB 255 Prison Epistles
BIB 265 Hebrews & General Epistles
BIB 351 Romans
BIB 452 John's Goslep and Epistles
BIB 455 Book of Revelation
BIB 490 Book Study: New Testament

Associate in | 60 Credit Hours | Two Years Full-Time

BIBLICAL STUDIES

PURPOSE

This program is designed for those who are planning to go on to seminary studies. It places special emphasis on the study and interpretation of the Bible while also providing a broad foundation for pastoral ministry.

PROGRAM LENGTH

- 60 credit hours
- 2 years full-time

PROGRAM DIRECTOR

Andrew Rempel, MA

OBJECTIVES

In addition to meeting the learning objectives required for all programs, the Biblical Studies Diploma will enable graduates to:

1. *Know* the contents and methods of understanding the Bible and theology in its original language.
2. *Interpret* the Bible using sound exegetical, hermeneutical, and theological methods in its original language.
3. *Evaluate* differing biblical, theological, cultural, and historical views at an advanced level.
4. *Formulate* a Christian worldview demonstrated in life and ministry at an advanced level.
5. *Appraise* and exhibit sensitivity to the global community in biblical and theological dialogue at an advanced level.
6. *Apply* the Bible in teaching and preaching to specific issues in various contexts in its original language.
7. *Display* a commitment to grow biblically and theologically.

ASSOCIATE REQUIREMENTS (33 CREDIT HOURS)

In addition to completing the 27 credit-hour core (page 43–44), students in this specialization also take the following:

I. BIBLE AND THEOLOGY COURSES (18 credit hours)

A. Program Required (6 credit hours)
BIB 291 Advanced Biblical Interpretation (3)
LAN 101 Introduction to Biblical Languages (3)

B. One of the following (3 credit hours)
BIB 201 Pentateuch (3)
BIB 252 The Gospels (3)

C. One of the following (3 credit hours)
THS 201 Theology I: God the Father (3)
THS 202 Theology II: God the Son (3)
THS 203 Theology III: God the Spirit (3)

E. Bible and Theology Electives (6 credit hours)

IV. OPEN ELECTIVES OR CONCENTRATION(15 credit hours)

For the remainder of the degree, students may choose to complete either (a) 15 Open Electives or (b) a Concentration if they can meet the following conditions.

A. NEW TESTAMENT STUDIES (five of the following; 15 credit hours)
BIB 251 Acts of the Apostles (3)
BIB 255 Prison Epistles (3)
BIB 256 Pastoral Epistles (3)
BIB 261 Early Pauline Epistles (3)
BIB 265 Hebrews and General Epistles (3)
BIB 351 Romans (3)
BIB 452 John's Gospel and Epistles (3)
BIB 455 Book of Revelation (3)
BIB 290/490 Book Study: New Testament
BIB 491 Advanced Exegesis Seminar: New Testament

Certificate of Christian Studies | 30 credit hours | One Year Full-Time

BIBLICAL STUDIES CERTIFICATE

PURPOSE

This one-year program with its academic focus helps the student build their life on a solid biblical foundation. The Biblical Studies Certificate is recommended for those students who are considering further biblical or theological education, either at Pacific Life Bible College or at a seminary. Not only will this program help students learn for themselves the Bible and the basics of Christian doctrine, but it will also help them to teach and interact with others, both in the church and in the marketplace. The Biblical Studies Certificate comprises the first year of studies of the four-year Bachelor of Arts programs, making transferal into one of PLBC's two- or four-year programs simple should the student wish to continue their studies.

PROGRAM LENGTH

- 30 credit hours
- 1 year full-time

PROGRAM COORDINATOR

Andrew Rempel, MA

OBJECTIVES

In addition to meeting the core learning objectives required for all programs, the Biblical Studies Certificate will enable graduates to:

1. *Gain* foundational knowledge of the major eras, themes, and persons of the Old and New Testaments with a focus on the writings of the New Testament.
2. *Show* basic knowledge of the commonly held beliefs of Christianity.
3. *Demonstrate* an ability to articulate and share their faith.

CERTIFICATE REQUIREMENTS (30 CREDIT HOURS)

I. GENERAL STUDIES (9 credit hours)

A. Required Courses (6 credit hours)
GEN 100 Personal Life of the Leader (3)
GEN 198 Christian Worldview (3)

B. One of the following (3 credit hours)
GEN 101 Academic Writing and Research (3)
and GEN 105 Academic Writing Lab (0)
GEN 131 History of Christianity I (3)
GEN 132 History of Christianity II (3)
MUS 165 History of Church Music (3)
LAN 101 Introduction to Biblical Languages (3)

Math and Science Electives
GEN 143 Science and Christianity (3)
GEN 149 Statistics (3)

Social Science Electives
GEN 171 Introduction to Psychology (3)
GEN 175 Conflict Engagement (3)
GEN 177 Healthy Emotions (3)

II. BIBLE AND THEOLOGY COURSES (15 credit hours)
BIB 101 Old Testament Survey (3)
BIB 152 New Testament Survey (3)
BIB 192 Biblical Interpretation (3)
THS 101 Survey of Christian Beliefs (3)
Bible and Theology Elective (3)

III. MINISTRY DEVELOPMENT COURSES (6 credit hours)
PTH 101 Spiritual Formation (3)
PTH 114 Life and Ministry in the Holy Spirit (3)

Bachelor of Arts | 121 credit hours | Three-Year Intensive

CHRISTIAN COUNSELLING MAJOR

PURPOSE

This three-year BA degree program combines intensive counselling training with a more complete understanding of the Bible and applied theology, along with a broader awareness of ministry within the local church. The counselling component gives you an in-depth study of models and theories of counselling practice integrated with biblical principles for effective applications, integrating both academics and practical training in each of the 14 courses (64 credits) offered. The remaining 64 credits cover a thorough background in Bible and theology, and expand your capacity for taking on teaching and leadership opportunities.

PROGRAM LENGTH

- 121 credit hours
- 3 years full-time

PROGRAM DIRECTOR

Angela Lee, MCS, RCC

OBJECTIVES

In addition to meeting the learning goals and objectives required for all degree programs, the Christian Counselling Major will enable graduates to:

1. *Integrate* biblical and theological insights with practical counselling skills for the benefit of the Christian community and its mission.
2. *Nurture* reliance on the Holy Spirit for guidance, wisdom, and clarity while working with people in need.
3. *Grow* in deeper understanding of themselves through skills learned and practically applied.
4. *Minister* from a Christian worldview.
5. *Understand* the student's own limitations and when to refer people in need to counselling professionals with higher credentials.
6. *Assist* members of the Christian community for rites of faith such as marriages and funerals.
7. *Provide* spiritual and moral guidance to members of the Christian community.
8. *Participate* in humanitarian endeavours, social services, and welfare activities.
9. *Provide* consultation services to government and other organizations.

MAJOR REQUIREMENTS (55 CREDIT HOURS)

In addition to taking the 66-credit modified core (pages 39–42), students of this major also take the following:

I. BIBLE AND THEOLOGY COURSES (9 credit hours)
- Bible and Theology Electives (9)
  - This includes Bible, Theology, Biblical Language, or Apologetics courses.

II. MINISTRY DEVELOPMENT COURSES (49 credit hours)
- A. Christian Counselling Requirements (37 credit hours)
  - CNS 100 Counselling Orientation (1)
  - CNS 130 Issues and Ethics in Counselling (3)
  - CNS 221 Theories of Counselling(3)
  - CNS 240 Abnormal Psychology (3)
  - CNS 245 Brain & Behaviour (3)
  - CNS 250 Cognitive Behaviour Therapy (3)
  - CNS 305 Trauma & Crisis Counselling (3)
  - CNS 320 Marriage and Family Counselling (3)
  - CNS 331 Personality Theories (3)
  - CNS 351 Addiction Counselling (3)
  - CNS 405 Group Therapy Skills (3)
- B. Practicum Requirements (9 credit hours)
  - CNS 210 Practicum I: Basic Intake and Assessment (3)
  - CNS 310 Practicum II: Counselling Skills (3)
  - CNS 410 Practicum III: Advanced Clinical Skills (3)
- C. Self-Exploration Requirements (0 credit hours)
  - CNS 101 Self Exploration Group (0)
  - CNS 201 Self Exploration Group (0)
  - CNS 301 Self Exploration Group (0)

III. OPEN ELECTIVES OR CONCENTRATION (15 credit hours)

For the remainder of the degree, students may choose to complete either (a) 15 Open Electives or (b) a Concentration if they can meet the following conditions.

- A. PASTORAL MINISTRY
  - PMN 252 Homiletics (3)
  - PMN 361 Pastoral Ministry (3)
  - PMN 370 Church Leadership & Admin (3)
  - PMN 422 Applied Ecclesiology (3)
  - PMN 490 Ministry Study Topic (3)

Associate in | 64 credit hours | One-Year Intensive

CHRISTIAN COUNSELLING

PURPOSE

This one-year intensive program offers an Associate in Christian Counselling, giving you an in-depth study of models and theories of counselling practice, integrated with biblical principles for effective applications. This program will focus on how to apply practical counselling skills, how to be the most effective pastor or counsellor you can be, and how to provide helpful outreach to your church and community. This cutting-edge style of learning integrates both academics and practical training in each of the 16 courses offered. The curriculum of this program is designed to allow for maximum learning through the experiential process while allowing the Spirit to guide you in ministering to others through counselling. You may choose to graduate with the one-year diploma or go on to complete an additional 64 credit hours toward a Bachelor of Arts in Counselling.

PROGRAM LENGTH

- 64 credit hours
- 1 year full-time

PROGRAM DIRECTOR

Angela Lee, MCS, RCC

OBJECTIVES

In addition to meeting the learning goals and objectives required for all degree programs, the Christian Counselling Major will enable graduates to:

1. *Integrate* biblical and theological insights with practical counselling skills for the benefit of the Christian community and its mission.
2. *Nurture* reliance on the Holy Spirit for guidance, wisdom, and clarity while working with people in need.
3. *Grow* in deeper understanding of themselves through skills learned and practically applied.
4. *Minister* from a Christian worldview.
5. *Understand* the student's own limitations and when to refer people in need to counselling professionals with higher credentials.
6. *Assist* members of the Christian community for rites of faith such as marriages and funerals.
7. *Provide* spiritual and moral guidance to members of the Christian community.
8. *Participate* in humanitarian endeavours, social services, and welfare activities.
9. *Provide* consultation services to government and other organizations.

ASSOCIATE REQUIREMENTS (37 CREDIT HOURS)

In addition to completing the 27 credit-hour modified core (pages 43–44), students in this specialization also take the following:

I. CHRISTIAN COUNSELLING CORE (37 credit hours)

A. Christian Counselling Requirements (28 credit hours)
- CNS 100 Chrsitian Counselling Orientation (1)
- CNS 130 Issues and Ethics in Counselling (3)
- CNS 221 Theories of Counselling(3)
- CNS 240 Abnormal Psychology (3)
- CNS 250 Cognitive Behaviour Therapy (3)
- CNS 305 Trauma & Crisis Counselling (3)
- CNS 320 Marriage and Family Counselling (3)
- CNS 331 Personality Theories (3)
- CNS 351 Addiction Counselling (3)
- CNS 405 Group Therapy Skills (3)

B. Practicum Requirements (9 credit hours)
- CNS 210 Practicum I: Basic Intake and Assessment (3)
- CNS 310 Practicum II: Counselling Skills (3)
- CNS 410 Practicum III: Advanced Clinical Skills (3)

C. Self-Exploration Requirements (0 credit hours)
- CNS 101 Self Exploration Group (0)
- CNS 201 Self Exploration Group (0)
- CNS 301 Self Exploration Group (0)

Bachelor of Arts | 120 Credit Hours | Four Years Full-Time

PASTORAL LEADERSHIP MAJOR

PURPOSE

This program is designed for those who are preparing specifically for pastoral ministry. The core requirements provide a broad foundation of personal and pastoral leadership development in pastoral care, evangelism, and public ministry.

PROGRAM LENGTH

- 120 credit hours
- 4 years full-time

PROGRAM DIRECTOR

Jennifer Wright, MA

OBJECTIVES

In addition to meeting the learning goals and objectives required for all degree programs, the Pastoral Leadership Major will enable graduates to:

1. *Articulate* a biblical and personal philosophy of ministry.
2. *Lead* others as they serve with integrity of character.
3. *Serve* with confidence knowing their unique blend of personality, giftedness, and passion.
4. *Experience* a mentoring relationship with a pastor of a local church during intensive ministry involvement.
5. *Exercise* competencies in pastoral ministry, including preaching, leading, and counselling.
6. *Build* team leadership as a core value in local churches.

MAJOR REQUIREMENTS (39 CREDIT HOURS)

In addition to completing the 81 credit-hour modifed core (*pages 39–42*), students of this major also take the following:

I. MINISTRY DEVELOPMENT COURSES (24 credit hours)

A. Pastoral Leadership Courses (24 credit hours)
- PMN 252 Homiletics I (3)
- PMN 282 Leadership Development (3)
- PMN 361 Pastoral Minsitry (3)
- PMN 370 Church :Leadership & Administration (3)
- PMN 422 Applied Ecclesiology (3)
- PMN 490 Ministry Study Topic (3)

B. Capstone Course (3 credit hours)
- PTH 499 Senior Seminar (3)

C. Practicum Requirements (3 credit hours)
- PMN 460 Pastoral Ministry Practicum (3)

III. OPEN ELECTIVES OR OPEN ELECTIVES (15 credit hours)

For the remainder of the degree, students may choose to complete either (a) 15 Open Electives or (b) a Concentration if they can meet the following conditions.

A. CHRISTIAN COUNSELLING
- CNS 110 Introduction to Psychology (3)
- CNS 120 Basic Counselling Skills (3)
- CNS 130 Issues & Ethics in Counselling (3)
- CNS 221 Theories of Counselling (3)
- *ONE of the following:*
  - CNS 240 Abnormal Psychology (3)
  - CNS 250 Cognitive Behaviour Therapy (3)
  - CNS 305 Trauma & Crisis Counselling (3)
- CNS 320 Marriage & Family Counselling (3)
  - CNS 351 Addictions Counselling (3)
  - CNS 405 Group Therapy Skills (3)

B. WORSHIP MINISTRY
- *Music Literacy (4 credit hours)*
  - MUS 101 Music Theory I (2)
  - MUS 102 Music Theory II (2)
- *Worship Craft (6 credit hours)*
  - MUS 252 Music Ministry Management (2)
  - MUS 255 Worship Leading I (2)
  - MUS 256 Worship Leading II (2)
- *Stage Craft (5 credit hours)*
- *Individual Lessons*
- Any 4 MUS 130–289 Individual Lessons (1)
- MUS 290 Music Practicum (1)

Associate in | 60 credit hours | Two Years Full Time

PASTORAL LEADERSHIP

PURPOSE

This program introduces students to foundational material essential for pastoral ministry.

PROGRAM LENGTH

- 60 credit hours
- 2 years full-time

PROGRAM DIRECTOR

Jennifer Wright, MA

OBJECTIVES

In addition to meeting the core learning objectives required for all programs, the Pastoral Leadership Diploma will enable graduates to:

1. *Articulate* a biblical and personal philosophy of ministry.
2. *Lead* others as they serve with integrity of character.
3. *Serve* with confidence knowing their unique blend of personality, giftedness, and passion.
4. *Experience* a mentoring relationship with a pastor of a local church during intensive ministry involvement.
5. *Exercise* competencies in pastoral ministry, including preaching, leading, and counselling.
6. *Build* team leadership as a core value in local churches.

ASSOCIATE REQUIREMENTS (33 CREDIT HOURS)

In addition to completing the 27 credit-hour core (pages 43–44), students in this diploma also take the following:

I. MINISTRY DEVELOPMENT COURSES (15 credit hours)

A. Required Courses (18 credit hours)
- PMN 252 Homiletics (3)
- PMN 361 Pastoral Ministry (3)
- PTH 101 Spiritual Formation II (3)
- PTH 114 Life & Ministry in the Holy Spirit (3)
- PTH 225 Evangelism Strategies (3)
- PTH 270 Practical Ethics (3)

II. OPEN ELECTIVES OR CONCENTRATION (15 credit hours)

For the remainder of the degree, students may choose to complete either (a) 15 Open Electives or (b) a Concentration if they can meet the following conditions.

A. CHRISTIAN COUNSELLING
- CNS 110 Introduction to Psychology (3)
- CNS 120 Basic Counselling Skills (3)
- CNS 130 Issues & Ethics in Counselling (3)
- CNS 221 Theories of Counselling (3)
- *ONE of the following:*
  - CNS 240 Abnormal Psychology (3)
  - CNS 250 Cognitive Behaviour Therapy (3)
  - CNS 305 Trauma & Crisis Counselling (3)
- CNS 320 Marriage & Family Counselling (3)
  - CNS 351 Addictions Counselling (3)
  - CNS 405 Group Therapy Skills (3)

B. WORSHIP MINISTRY
- *Music Literacy (4 credit hours)*
  - MUS 101 Music Theory I (2)
  - MUS 102 Music Theory II (2)
- *Worship Craft (6 credit hours)*
  - MUS 252 Music Ministry Management (2)
  - MUS 255 Worship Leading I (2)
  - MUS 256 Worship Leading II (2)
- *Stage Craft (5 credit hours)*
- *Individual Lessons*
- Any 4 MUS 130–289 Individual Lessons (1)
- MUS 290 Music Practicum (1)

Bachelor of Arts | 90 credit hours | Three Years Full-Time

CHRISTIAN STUDIES MAJOR

PURPOSE

The purpose of the Christian Studies Major is to allow mature students (25 years and older) to complete an accelerated degree.

PROGRAM LENGTH

- 90 credit hours
- 3 years full-time

PROGRAM DIRECTOR

Brandon Diggens, MABS

OBJECTIVES

In addition to meeting the learning objectives required for all degree programs, the Christian Studies Major will enable graduates to:

1. *Formulate* theological positions on contemporary issues.
2. *Formulate* a Christian worldview demonstrated in life and ministry at an advanced level.
3. *Communicate* Scripture in the context of Christian worship.
4. *Practice* skills in pastoral and church ministry.

QUALIFYING

The Christian Studies Major is for students who are 25 years and older and who also meet PLBC's other admission requirements.

DEGREE REQUIREMENTS (90 CREDIT HOURS)

I. GENERAL STUDIES COURSES (30 credit hours)

A. Communications (3 credit hours)
GEN 101 Academic Writing (3)

B. Humanities/Fine Arts (9 credit hours)
GEN 131 History of Christianity I (3)
GEN 132 History of Christianity II (3)
GEN 198 Christian Worldview (3)

C. Natural Science/Mathematics(One of the following; 3 credit hours)
GEN 143 Science and Christianity (3)
GEN 149 Statistics (3)

D. Social/Behavioural Science (One of the following; 3 credit hours)
GEN 171 Introduction to Psychology (3)
GEN 175 Conflict Engagement (3)

E. Electives (12 credit hours)

II. BIBLE AND THEOLOGY COURSES (27 credit hours)

A. Program Required (15 credit hours)
BIB 101 Old Testament Survey (3)
BIB 152 New Testament Survey (3)
BIB 192 Biblical Interpretation (3)
BIB 291 Advanced Biblical Interpretation (3)
LAN 101 Introduction to Biblical Languages (3)
THS 101 Survey of Christian Belief (3)
THS 490 Theological Method (3)

B. Bible Elective (One of the following; 3 credit hours)
BIB 201 Pentateuch (3)
BIB 252 The Gospels (3)

C. Theology Elective (One of the following; 3 credit hours)
THS 201 Theology I: God the Father (3)
THS 202 Theology II: God the Son (3)
THS 203 Theology III: God the Holy Spirit (3)

III. MINISTRY DEVELOPMENT COURSES (18 credit hours)

PMN 252 Homiletics (3)
PMN 361 Pastoral Ministry (3)
PTH 101 Spiritual Formation (3)
PTH 114 Life and Ministry in the Holy Spirit (3)
PTH 225 Evangelism Strategies (3)
PTH 499 Senior Seminar (3)

IV. OPEN ELECTIVES (15 credit hours)

Associate in | 60 credit hours | Two Years Full-Time

CHRISTIAN STUDIES

PURPOSE

The purpose of the Associate in Christian Studies is to allow mature students (25 years and older) to complete an accelerated degree.

PROGRAM LENGTH

- 60 credit hours
- 2 years full-time

PROGRAM DIRECTOR

Brandon Diggens, MABS

OBJECTIVES

In addition to meeting the learning objectives required for all degree programs, the Christian Studies Major will enable graduates to:

1. *Formulate* theological positions on contemporary issues.
2. *Formulate* a Christian worldview demonstrated in life and ministry at an advanced level.
3. *Communicate* Scripture in the context of Christian worship.
4. *Practice* skills in pastoral and church ministry.

QUALIFYING

The Christian Studies Major is for students who are 25 years and older and who also meet PLBC's other admission requirements.

ASSOCIATE REQUIREMENTS (33 CREDIT HOURS)

In addition to completing the 27 credit-hour modified core (pages 43–44), students in this diploma also take the following:

I. BIBLE AND THEOLOGY COURSES (24 credit hours)

A. Bible Elective (One of the following; 3 credit hours)
BIB 201 Pentateuch (3)
BIB 252 The Gospels (3)

B. Theology Elective (One of the following; 3 credit hours)
THS 201 Theology I: God the Father (3)
THS 202 Theology II: God the Son (3)
THS 203 Theology III: God the Holy Spirit (3)

C. Interpretation or Language Elective (One of the following; 3 credit hours)
BIB 291 Advanced Biblical Interpretation (3)
LAN 101 Introduction to Biblical Languages (3)

D. Electives (3)

II. MINISTRY DEVELOPMENT COURSES (18 credit hours)

A. Program Required (15 credit hours)
PMN 252 Homiletics (3)
PMN 361 Pastoral Ministry (3)
PTH 101 Spiritual Formation (3)
PTH 114 Life and Ministry in the Holy Spirit (3)
PTH 225 Evangelism Strategies (3)

B. Elective (one of the following; 3 credit hours)
PMN 282 Leadership Development (3)
PTH 270 Practical Ethics (3)

III. OPEN ELECTIVES (3 credit hours)

Certificate of Christian Studies | 30 credit hours | One Year Full-Time

CHRISTIAN STUDIES CERTIFICATE

PURPOSE

The purpose of the Christian Studies Certificate is to allow mature students (25 years and older) to complete an accelerated degree.

PROGRAM LENGTH

- 30 credit hours
- 1 year full-time

PROGRAM DIRECTOR

Brandon Diggens, MABS

OBJECTIVES

In addition to meeting the learning objectives required for all degree programs, the Christian Studies Major will enable graduates to:

1. *Formulate* theological positions on contemporary issues.
2. *Formulate* a Christian worldview demonstrated in life and ministry at an advanced level.
3. *Communicate* Scripture in the context of Christian worship.
4. *Practice* skills in pastoral and church ministry.

QUALIFYING

The Christian Studies Major is for students who are 25 years and older and who also meet PLBC's other admission requirements.

DEGREE REQUIREMENTS (30 CREDIT HOURS)

I. GENERAL STUDIES COURSES (9)

GEN 101 Academic Writing & Research (3)
GEN 198 Christian Worldview (3)
One of the Following (3 credit hours)
GEN 131 History of Christianity I (3)
GEN 132 History of Christianity II (3)
GEN 143 Science and Christianity (3)
GEN 171 Introduction to Psychology (3)

II. BIBLE AND THEOLOGY COURSES (15 credit hours)

A. Core Requirements (12 credit hours)
BIB 101 Old Testament Survey (3)
BIB 152 New Testament Survey (3)
BIB 192 Biblical Interpretation (3)
THS 101 Survey of Christian Beliefs (3)

B. Bible or Theology Elective (3)
This includes Bible, Theology, or Biblical Language courses.

III. MINISTRY DEVELOPMENT COURSES (6 credit hours)

PTH 101 Spiritual Formation I (3)
PTH 114 Life and Minsitry in the Holy Spirit (3)

Second Bachelor's Degree | 60 Credit Hours | Two Years Full-Time

BACHELOR OF THEOLOGY

PURPOSE

Students that have already completed a degree in another field or discipline may qualify to complete this accelerated second bachelor degree.

PROGRAM LENGTH

- 60 credit hours
- 2 years full-time

PROGRAM DIRECTOR

Brandon Diggens, MABS

OBJECTIVES

In addition to meeting the learning objectives required for all degree programs, the Bachelor of Theology will enable graduates to:

1. *Understand* the development of doctrine and the major people and events of church history.
2. *Interpret* the Bible using sound exegetical, hermeneutical, and theological methods.
3. *Demonstrate* ministry skills that will support the student in their vocation.

QUALIFYING

Transcript evaluation is required to ensure qualification for program requirements. The normal procedure is as follows:

1. Complete and send to Pacific Life the Application for Admission with the Degree Upgrade program fee.
2. With the Application for Admission, also have an "official copy" of your previous degree transcript(s) sent to us.
3. We will evaluate your application and transcript(s) to determine if you qualify for the program. If you qualify, we will inform you by official letter and indicate to you what courses you will need to complete.

DEGREE REQUIREMENTS (60 CREDIT HOURS)

I. GENERAL STUDIES (6 credit hours)
- GEN 131 History of Christianity I (3)
- GEN 132 History of Christianity II (3)

II. BIBLE AND THEOLOGY COURSES (45 credit hours)

A. Modified Core (27 credit hours)
- BIB 101 Old Testament Survey (3)
- BIB 152 New Testament Survey (3)
- BIB 192 Biblical Interpretation (3)
- BIB 201 Pentateuch (3)
- BIB 252 The Gospels (3)
- BIB 291 Advanced Biblical Interpretation (3)
- LAN 101 Introduction to Biblical Languages (3)
- THS 101 Survey of Christian Beliefs (3)
- *One of the Following (3 credit hours)*
  - THS 201 Theology I: God the Father (3)
  - THS 202 Theology II: God the Son (3)
  - THS 203 Theology III: God the Holy Spirit (3)

B. Program Required (3 credit hours)
- THS 490 Theological Method (3)

C. Bible and Theology Electives (6)
This includes Bible, Theology, or Biblical Language courses.

III. MINISTRY DEVELOPMENT COURSES (18 credit hours)

A. Modifed Core (9 credit hours)
- PTH 101 Spiritual Formation I (3)
- PTH 114 Life & Ministry in the Holy Spirit (3)
- PTH 225 Evangelism Strategies (3)

B. Program Required (9 credit hours)
- PMN 252 Homiletics (3)
- PMN 361 Pastoral Ministry (3)
- PTH 499 Senior Seminar (3)

Certificate of Christian Studies | 31 Credit Hours | One Year Full-Time

CHRISTIAN LIFELAUNCH PROGRAM

PURPOSE

This one-year program with its focus on practical theology helps the student to build their life on a solid biblical foundation while developing a desire to serve others whether in the church or in the marketplace. The LifeLaunch Program is especially recommended for those students who plan to go on to university or training for another career, but who would first like to solidify their knowledge of their Christian faith. Unique to the LifeLaunch Program, students have the opportunity to be a part of several missions trips, including a foreign short-term missions trip. As with the Biblical Studies Certificate, the LifeLaunch Program comprises the first year of studies of the four-year Bachelor of Arts programs, making transferal into one of PLBC's two- or four-year programs simple should the student wish to continue their studies.

PROGRAM LENGTH

- 31 credit hours
- 1 year full-time

PROGRAM DIRECTOR

Matthew DelBlanc, BA

ASSISTANT PROGRAM DIRECTOR

Kasandra Pride, BA

OBJECTIVES

In addition to meeting the core learning objectives required for all programs, the LifeLaunch program will enable graduates to:

1. *Gain* a foundational knowledge of the Old and New Testaments and basic Christian beliefs.
2. *Practice* disciplines of the Christian faith that will deepen their relationship with God.
3. *Integrate* theology and faith with the world and people around them.
4. *Value* and practice tangible expressions of God's love for humankind.
5. *Learn* tools to build and support a Christian worldview.

CERTIFICATE REQUIREMENTS (31 CREDIT HOURS)

I. GENERAL STUDIES (6 credit hours)
- GEN 100 Personal Life of the Leader (3)
- GEN 198 Christian Worldview (3)

II. BIBLE AND THEOLOGY COURSES (12 credit hours)
- BIB 101 Old Testament Survey (3)
- BIB 152 New Testament Survey (3)
- BIB 192 Biblical Interpretation (3)
- THS 101 Survey of Christian Beliefs (3)

III. MINISTRY DEVELOPMENT COURSES (13 credit hours)

A. Spiritual Formation Requirements (12 credit hours)
- PTH 101 Spiritual Formation I (3)
- PTH 107 Life Launch I (3)
- PTH 108 Life Launch II (3)
- PTH 114 Life and Ministry in the Holy Spirit (3)

B. Practicum Requirements (one of the following; 1 credit hour)
- MIN 101 Short Term Missions Trip (1)
- MIN 103 Tour Team (1)
- MIN 109 Service Ministry Practicum (1)

CHRISTIAN ENGLISH LANGUAGE IMMERSION PROGRAM

PURPOSE

This program gives advanced English language learners an opportunity to study the Bible and Christian doctrine in an English-speaking environment, as well as receive formal English language training.

The Christian English Language Immersion (CELI) program is different from ESL programs in that it exists to enrich the Christian life of intermediate and advanced English language learners. Students receive a selection of formal English language training, enrol in Bible and theology classes, and immerse themselves in the life of the College by attending chapels and participating in student ministry teams. It is a welcoming way to practice English in a Christian setting.

PROGRAM LENGTH

Students may study for 4 or 8 months. International students require a visitor's visa for one semester (4 months) or a Canada Immigration study permit to study full-time for two semesters (8-month program).

EVALUATION AND CREDIT

Students are evaluated at the beginning of the program to determine their current level of English proficiency. Grades for English courses are based on how the student has advanced from where they started the program. In this way, the program has an aspect of being personally tailored to the individual learner. Students of this program do not receive academic credit transferable to the College's other certificate, diploma, or degree programs.

CHAPEL

We are a spiritual learning community where life together in prayer and worship is a priority, and therefore, we gather weekly for chapel. Students are encouraged to attend scheduled chapels each week and participate in other opportunities to deepen their theological knowledge and experience.

ENTRANCE REQUIREMENTS

The applicant must be an intermediate English language learner and meet the regular requirements for admission outlined in the catalogue. International students require a visitor's visa for one semester (4 months) or a Canada Immigration study permit to study full-time for two semesters (8-month program).

WHAT YOU WILL LEARN

- Know the major eras, themes, and persons of the Bible.
- Read and write English with greater proficiency.
- Listen to and speak English with greater proficiency.

REQUIREMENTS

- Each semester, you will complete three English courses: Reading and Writing, Listening and Speaking, and Grammar and Theological Vocabulary, as well as receive 10 Private Tutoring session in English.
- You will complete two additional Bible and theology courses each semester. Fall term will be ELI 080 Old Testament Survey and one additional course. Spring will be ELI 090 New Testament Survey and one additional course.
- For the Bible and ministry courses, you attend the same lectures as credit students, but have different assignments.
- CELI students do not receive college credit for their Pacific Life Bible College courses.

I. ENGLISH COURSES

ELI 001/002 Private English Tutoring (0)
ELI 061/062 Listening and Speaking English (0)
ELI 071/072 Reading and Writing English (0)
ELI 073/074 Grammar and Theological Vocabulary (0)

II. BIBLE AND THEOLOGY COURSES

ELI 080 Old Testament Survey (0)
ELI 082 Survey of Christian Beliefs (0)
ELI 090 New Testament Survey (0)
And others.

III. OTHER OFFERINGS

ELI 081 Spiritual Formation I (0)
ELI 096 Life and Ministry in the Holy Spirit (0)
And others.

ACADEMIC POLICIES

ACADEMIC ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Commitment

Pacific Life Bible College is committed to student success. This is not only measured through academic achievement but also through spiritual growth and the development of a servant's heart. The school is excited to help students grow in each area. When it comes to academics, we are committed to supporting each student in reaching his or her potential. PLBC understands that there are students who are determined to serve God and grow spiritually but face significant challenges when it comes to formal education.

Self-Advocacy

Students need to advocate for themselves in order to communicate their need and secure the available aid. Students with documented disabilities (physical, sensory, learning, or mental health) are encouraged to contact the Student Support Office for assistance and/or further information.

Guiding Principles

The following principles shall guide the administration accommodation for students with disabilities.

a. Confidentiality

All information regarding disability provided for purposes of triggering support and accommodation is held exclusively in the Student Support Office and professional standards of confidentiality are maintained. Access to files is available only to personnel in the Student Support Office who directly provide disability services. When the Enrolment Office receives any documentation of disability, the documentation is sent directly to the Student Support Office.

b. Inter-Departmental Collaboration

The Student Support Coordinator collaborates with the Student Development Department, when requested to do so, to ensure that each disabled student receives the appropriate accommodations in the academic setting as well as in the other facets of campus life. Any department or office at PLBC that interacts with a disabled student concerning disabilities must consult with the Student Support Coordinator on issues related to institutional commitment for accommodations, prior to making institutional commitments to the student or parents.

c. Limits on Accommodations and Undue Hardship

The size of our institution means that we are unable to provide services and accommodations that would result in undue hardship to the College. PLBC cannot provide attendants, individually prescribed devices, readers for personal use or study, or other devices or servers of a personal nature. PLBC does not provide individual tutoring as a form of accommodation for disabilities. However, tutoring is available at a fee. In many cases, Canadian students with documented learning issues may be provided up to three hours of tutoring instruction per week, with costs covered by a government grant.

d. Service Animals and Therapy Pets

PLBC will permit service animals (such as guide dogs for the blind or helper dogs for persons in wheelchairs) in classrooms and at public functions. PLBC students must provide a written request prior to bringing a service animal on campus, and the Student Support Coordinator, in collaboration with the Student Development Department has several factors to consider before making a decision: Does this student have a disability as defined by law? What are this person's functional limitations? How is the institution going to provide equal educational

opportunities? PLBC will not permit service animals to reside in campus residence. Students requiring service animals should live off campus in a residence that permits animals.

Students are expected to provide appropriate care of the service animal, and appropriate action will be taken if the student does not provide appropriate care. Students are expected to consult with Student Development for assisting with daily needs of the service animal, so as not to disrupt institutional policies and procedures. Students are expected to ensure that service animals' behaviour is under control and does not disrupt the classroom environment, the living environment, or other students on campus.

PLBC does not permit therapy pets in campus classrooms, at official functions, or in campus residence in consideration of the health and safety of other students. Students requiring therapy pets should live off campus in a residence that permits animals.

e. Appropriate Use of Disability Services

Students with disabilities have the responsibility to adhere to the same academic standards, behavioural expectations, and ethical conduct as all other students on campus.

All course requirements, as stated in course syllabi, are required by students with disabilities, subject to reasonable accommodations which do not substantially alter the course requirements or expectations. Reasonable accommodations cannot substantively change a course. The boundaries of substantive changes are at the discretion of the professor in consultation with the Vice President of Academic Affairs.

Procedures

Step 1: Documentation

You will need to submit documentation from the appropriate medical professional to the Student Support Office. All information regarding disability will be kept confidential. Access to your information will only be available to personnel in the Student Support Office who directly provide disability services. If the Enrolment Office receives any documentation of disability, the documentation is sent directly to the Student Support Office.

Step 2: Funding

Applying for accommodations requires meeting with RCA's Director of Special Education at a rate of $35/hr, for 1-2 hours. Non-funded students will be required to pay the full cost of any accommodations requiring paid services (e.g. tutoring) and will be responsible for acquiring any equipment that may be required for their academic success (e.g. e-books, hearing devices, dictation tools). Students who are eligible to pursue funding should be advised as per the procedure detailed under Funding for Students with Permanent Disabilities

Step 3: Accommodation

Once the Student Support Office has obtained adequate documentation of disability, an appointment must be scheduled with RCA's Director of Special Education, who will meet with the Student Support Coordinator and the student to determine the parameters for the student's Accommodation Letter. The Director of Special Education is responsible for writing the Accommodation Letter, with the recommendations of the Student Support Office, and supplying the Student Support Office with the official, signed letter. Your accommodations will not mean that you will not be expected to meet the academic standards of Pacific Life Bible College courses. Instead you will be given opportunity to "show" your knowledge or use of newly acquired skills differently. For example, you may be allowed to do a paper orally with the sources documented or forgo an oral presentation for a written one. Perhaps you may need longer time for testing, a scribe or reader, or just a quiet place to take the test. What matters is that students who may not be able to read, write, focus for long periods of time, or

retain great amounts of information will still have the opportunity to use the strengths they possess to demonstrate that they have grasped the basic concepts of the course.

Perhaps you just find paper writing, organization, exam taking, or time management a struggle. Such challenges can be daunting when combined with other school obligations. Do not wait until you are overwhelmed to seek help. Contact us.

Step 4: Notification

When the Student Support Coordinator provides you with an Accommodations Letter, you give each of your professors two copies of the letter within two weeks of the beginning of the semester. The professor signs one copy acknowledging receipt and gives it back to you to return to the Student Support Office. The professor keeps the second copy for their records. The letter will list accommodations but will not identify the disability. You may voluntarily disclose the nature of your disability, but professors may not ask for this information.

Procedure

1. Responsibility for Policy, Procedure, and Administration.
    a. The Vice President of Finance is the Disability Coordinator and is responsible for the overall administration and execution of this policy.
    b. The Disability Coordinator, Receptionist, Student Support Coordinator, and Financial Aid Officer are required to be familiar with this policy and procedure.
    c. The Disability Coordinator is responsible to ensure necessary documentation for provided services is forwarded to the Student Support Coordinator (i.e., information regarding pay rates, hours allotted, hours logged, etc.).
2. Application and Verification.
    a. It is the responsibility of the student to pursue funding under this policy. Forms can be found at http://studentaidbc.ca/explore/grants-scholarships.
    b. Students seeking funding for permanent disabilities are encouraged to make an appointment with the Student Support Coordinator to become familiar with the types of student support available at PLBC.
    c. Completed forms should be submitted to the front counter or to the Student Support Coordinator which are then passed on to the Disability Coordinator for processing and verification.
3. Administration of Program.
    a. The Financial Aid Officer will be responsible for the administration and tracking of student aid funding received from the government. This includes:
        i. Apply received monies to the student's account.
        ii. Notify the student via email when money has been applied to the student's account.
        iii. Meet with the Student Support Coordinator at the end of the semester and receive from the Student Support Coordinator a report of the disbursement of monies received by the student.
        iv. Reimburse the government for money not spent at the end of the semester, or at any other time mandated by the government.
        v. Contact the Disability Coordinator with any questions, concerns, or suggestions for the better administration of the program.
    b. The Student Support Coordinator is responsible to:
        i. Assist the student in locating proper forms and to help the student become familiar with the types of student support available at PLBC.
        ii. Liaise with and connect the student to Student Support.

iii. Administer and track student supports used, including hours and pay rates, and maintain a log on behalf of the student.
iv. At the end of the semester, meet with the Financial Aid Officer to provide the Financial Aid Officer with a written record of disbursement of monies used by the student.

Appeal Procedures

Informal Resolution

If a student has reason to believe that they have been denied equal access to a PLBC program, service, or activity due to disability, they are encouraged first to attempt a resolution of the concerns independently by initiating a meeting with the staff member, faculty member, administrator, or student with whom there is a concern or disagreement.

Formal Complaint

If independent resolution is not satisfactory, the student should submit a written account of the situation to the Student Support Coordinator. The report should be submitted immediately after the independent resolution process has been attempted, but in no case after more than 30 days. If the grievance concerns the Student Support Coordinator, the student should submit their written complaint to the Vice President of Academic Affairs. Within seven (7) business days of receipt of a written complaint, the appropriate reviewing authority (outlined above) will initiate an investigation of the complaint, which shall be conducted in a timely manner. After thoroughly reviewing the complaint with the reporting individual, the Student Support Coordinator, in collaboration with the Vice President of Academic Affairs will meet with the other party. If necessary a meeting will occur jointly with both parties to attempt a resolution.

Appeal

If resolution is not met at this point, then the unresolved complaint shall be forwarded to the Academic Executive. Complaints must be forwarded in a timely manner and in writing. The written document submitted by the student must include the name and campus address of the student initiating the complaint, the name(s) and address(es) of the individual(s) who allegedly denied the student rights, a descriptive statement of the problem, and a statement indicating the potential impact on the complainant.

(1) The Academic Executive formally hears and resolves disability-related complaints that have not been resolved independently or through informal measures. The hearing will take place in a reasonable amount of time after the date that the written complaint and necessary documentation are received. The burden of proof that an accommodation was wrongly denied must be sustained by the student.

(2) All complainants shall have the right to present evidence and witnesses at a hearing. Any member of the Council who is subject to or included in the complaint shall be disqualified from hearing the complaint. Attorneys are not permitted to attend the hearing.

(3) The Academic Executive shall keep records that accurately reflect the proceedings. After the hearings are completed the Executive shall deliberate in unrecorded executive session. A written decision of the committee shall be presented to the complainant in a timely fashion after the hearing. The decision of the Academic Executive is binding.

ACADEMIC DISHONESTY AND PLAGIARISM

Policy

As character development is a major part of the PLBC mission, and in order to prepare students to be effective disciples and ministers, plagiarism and other forms of academic dishonesty are not

tolerated. All work submitted as part of any class exercise should be the actual work of the student claiming credit for the assignment.

Plagiarism

Plagiarism is defined as "the act of taking the words, ideas, or research of another person and putting them forward without citation as if they were your own" (Rampolla, Mary Lynn. A Pocket Guide to Writing in History, 5th Ed. [Boston, MA: Bedford/St. Martins, 2007], 88).

(i) Some activities that constitute plagiarism are the following:

- Failure to cite the source of a quote or idea.
- Submitting the work of another person.

(ii) Some activities that are NOT plagiarism are the following:

- Stating a fact that is common knowledge.
- Having someone proofread an assignment that a student has written for the purpose of detecting errors so that the student can make those corrections.
- Discussing the material with others before writing an assignment (unless forbidden by the instructor).

Generative AI Policy

Recognizing the potential impact of generative AI (GenAI) on the job marketplace in the near future, PLBC encourages its students and faculty to explore ways of engaging and implementing the technology while also practicing wisdom in how these technologies are utilized ethically and professionally.

Unless explicitly clarified by an instructor, use of Generative AI should adhere to the following:.

(i) Some activities that constitute acceptable AI use are the following:

- Finding expert sources or summarizing expert opinion.
- Reviewing assignments for spelling or grammar mistakes, or providing suggestions for concision or clarity.

(ii) Some activities that do NOT constitute acceptable AI use are the following:

- Generating ideas to be passed off as your own.
- Composing assignments on behalf of the student.
- Summarizing or paraphrasing another's work, whether scholarly or otherwise, to be passed off as your own.
- Altering, editing, or revising your content to make your own thoughts more articulate.
- Revising, adding, or omitting your own concepts or ideas.
- Translating assignments from the student's first language into English.

All submitted papers at PLBC may be run through plagiarism and GenAI detecting software such as Zerogpt.com or Scribbr.com/ai-detector. Papers (with the exception of instructor-directed AI usage) coming back with a score of:

- 0–25% will be considered within acceptable margins.
- 26%+ will result in an investigation which could lead to an automatic 0% on the assignment.

Offenses will be treated the same as plagiarism, with consequences ranging from failing the course to expulsion. Professors may, at their discretion, require students to present all associated records of GenAI usage as appendices on any given assignment.

Other Forms of Academic Dishonesty

Other forms of academic dishonesty include cheating on exams and quizzes, unauthorized work sharing, tampering with resources, and any misrepresentation or falsification of academic work done by the student. The willful aiding of another student in any of these forms of dishonesty is also not tolerated.

(i) Some activities that constitute academic dishonesty are the following:

- Copying the work of another student.
- Using notes or other aids during an exam without permission.
- Falsifying data, research, and/or references.

(ii) Some activities that are acceptable are as follows:

- Collaboration in the research process with other students, where allowed by the instructor (the writing of the assignment must be the work of each individual student).
- Group projects where assigned by the instructor (the writing of the assignment must be the work of each individual student unless clearly communicated otherwise by the instructor).

Character

Academic Dishonesty and Plagiarism are not only against PLBC policy, but are sins against God and damaging to the character and ministry of the student who commits them. All forms of academic dishonesty are both theft and fraud, stealing the work of others and claiming it to be one's own. However, students primarily rob themselves both of the learning that would have taken place and the integrity that was sacrificed.

As an emerging technology, Generative AI and Large Language Models will become integral in many professional spheres. However, PLBC's mission is to support the church by equipping men and women for Spirit-empowered ministry. We believe ministry to be a deeply personal and human task. Thus, in ministry and academics, Generative AI should be used with restraint—not as a substitute for human work and learning but as an aid to it.

Procedures

Plagiarism and academic dishonesty will result in the following actions being taken:

1. When a professor encounters academic dishonesty they should investigate. If they conclude that the incident is genuine, they must file an Academic Dishonesty Report with the Vice President for Academics, who in concert with the professor will decide on a sanction.
2. If a first offense is determined to be inadvertent, the student will usually be strongly warned and clearly instructed on why the behaviour is unacceptable and how to complete the work without making the same mistake.
3. If a first offense is determined to be willful, the student will normally be given a zero for the exam or assignment.
4. If a second offense occurs, the student will normally receive a zero for the course.
5. If a third offense occurs, the student will normally be suspended for one academic year.
6. The sanctions outlined above are normative, but not prescriptive. The Vice President of Academics has the discretion to be more or less harsh depending on the infraction and the attitude of the student.
7. Whenever a sanction is imposed, the student will be informed in writing, a note will be made on their file, and the student will be allowed the right of appeal according to the Student Grievance Policy.

AI Policy

Recognizing the potential impact of generative AI (GenAI) on the job marketplace in the near future, PLBC encourages its students and faculty to explore ways of engaging and implementing the technology while also practicing wisdom in how these technologies are utilized ethically and professionally.

All submitted papers at PLBC may be run through plagiarism and GenAI detecting software such as Zerogpt.com or Scribbr.com/ai-detector. Papers (with the exception of instructor-directed AI usage) coming back with a score of:

- 0–25% will be considered within acceptable margins.
- 26%+ will result in an investigation which could lead to an automatic 0% on the assignment.

Offenses will be treated the same as plagiarism, with consequences ranging from failing the course to expulsion. Professors may, at their discretion, require students to present all associated records of GenAI usage as appendices on any given assignment. (*This policy is borrowed from our sister college, Life Pacific University*)

ACADEMIC FREEDOM

Policy

PLBC recognizes that the pursuit of wisdom is essential to the goals of collegiate education and that freedom of expression without fear of reprisal is integral to this aim. PLBC also recognizes the limits of human wisdom and the need for submission to revealed truth and the importance of interpreting scripture in the context of the community of the church. Therefore, PLBC faculty members are given the right and responsibility of academic freedom within the boundaries of the doctrinal statement, mission, and objectives of PLBC.

Procedure

Responsibility

Faculty and students should not use the classroom as a forum for personal agendas. For those class topics that are more controversial, the instructor will fairly present evidence for all major sides, allowing the students to evaluate the evidence for themselves with Scripture as the standard. This must be done on the basis of scholarship, not coercion, deception, or manipulation.

Respect

Modelling collegiality, faculty and administration are encouraged to discuss and clarify theological issues in an atmosphere of openness, mutual love, and respect. Faculty and students should treat those with whom they disagree with fairness, love, and respect, while still being free to express their disagreement with positions in terms appropriate to the issue

Accountability

Scripture is the foundation for theological inquiry, and the normative standard of authority, although not excluding the input of tradition, experience, or reason. All faculty, students, and administration are expected to submit to the scripture received by the Church.

Constraints

Academic freedom is constrained by the professional standards of the relevant discipline and the responsibility of PLBC to set its academic mission.

1. The insistence on professional standards speaks to the rigor of the enquiry and not to its outcome.
2. The constraint of institutional requirements recognizes simply that the academic mission, like other work, has to be organized according to institutional needs. This includes the institution's responsibility to select and appoint faculty and staff, to admit and discipline students, to establish and control curriculum, to make organizational arrangements for the conduct of academic work, to certify completion of a program and to grant degrees.

ACADEMIC PROGRESS

Frequency

Academic performance evaluations are performed for each student up to three times per year: at the end of the Fall semester (September to December), the Spring semester (January to April) and the Summer semester (May to August).

Procedure

No evaluation is performed if a student has taken no credit courses since the last evaluation. The total number of credits attempted since the last academic performance evaluation, the fraction of those credits that were passed, and the credit-weighted average are computed to determine the student's GPA. Those three quantities, plus the current academic standing of the student, are used to determine the new academic standing of the student. Courses are only included in an academic performance

evaluation once a final grade has been assigned.

Transcripts

Transcripts of student progress are revised at the end of each semester and include the student's complete record at the college including: whether the transcript is "official" or "unofficial," the student's name, student ID number, enrolment date, the name of the degree and the major, honours if applicable, the date on which the degree was granted (when applicable), a record of each course taken semester-by-semester, credits attempted, credits earned, grade assigned, points earned, the semester GPA, and the cumulative GPA.

Release of Transcripts

No transcript is issued to or for a student who has not made arrangements to meet any outstanding indebtedness to the college satisfactory to the Finance Office.

ACADEMIC RECORDS

The College maintains records of enrolment in a secure digital student management system (Populi). Records include: application date, acceptance date, graduation date, program, major, name of program advisor, credit hours attempted, credit hours earned, grades assigned, points earned, term and cumulative GPA, academic standing, documentation (transcripts, applicants forms, references) and records of honours or disciplinary actions. Records are always current and updated as changes are made.

Official transcripts are affixed with the College seal, are confidential and are only released upon written request from the student. Transcripts issued to an institution, company, or agencies are mailed directly to their address in confidential envelopes marked transcript of record. Third-party requests must be accompanied by a signed authorization from the student.

The College does not disclose general information to a third-party, including confirmation of enrolment unless permission is granted by signature of the student on the Contract of Enrolment.

ACADEMIC STANDING AND PROBATION

Levels

There are three levels of academic standing:

1. In Good Standing
2. On Academic Probation
3. Failed

All students on initial entry to the college are **In Good Standing**. Academic standing may change to **On Academic Probation** or **Failed** based on grades.

In Good Standing

The college requires that a student maintains both a semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of 2.00 to remain in Good Standing. Students cannot graduate from any PLBC program with a CGPA below 2.00.

GPA

The GPA describes a student's average academic performance for a specific semester. Each letter grade is assigned its numerical equivalent (see Grading), which is then multiplied by the number of credits assigned for each course. This gives the grade points for that course. The semester GPA is the total number of grade points earned in a specific semester, divided by the total number of credits taken in that semester.

CGPA

The CGPA describes a student's average academic performance for all semesters combined. Only courses attempted at PLBC are used to calculate the CGPA. The CGPA is the total number of grade points earned at PLBC, divided by the total number of credits taken at PLBC.

Repeating courses to improve CGPA

If a student repeats a course, only the higher grade will be used to calculate the CGPA. Therefore,

repeating courses is a good way to improve the CGPA.

On Academic Probation

Triggering Probation

The college calculates the academic standing of all students at the end of every semester after grades have been reported. When a student's GPA or CGPA falls below 2.0 that student is placed on academic probation. We encourage students that are struggling with their course work to take advantage of student support services to avoid probation or for assistance while on probation.

Notification

While the college normally attempts to notify students that they have been placed on probation or that their probation status has changed, changes in standing are based solely on the student's GPA and/or CGPA, with or without notification.

Four Levels of Academic Probation:

Stage 1

When a student's GPA is less than 2.00 for a particular semester they will be placed on Stage 1 probation, which is essentially a warning stage that academic performance has fallen below acceptable levels. If at the end of a semester at Stage 1:

- Both the GPA and CGPA are 2.00 or higher, the student is removed from probation and returned to good standing.
- The GPA is 2.00 or higher BUT the CGPA is less than 2.00, the student remains at Stage 1.
- The GPA is less than 2.00, the student proceeds to Stage 2.

Stage 2

At Stage 2 the student will be allowed to re-enrol but be limited to nine credits. If they are already enroled in more than nine credits for the next semester when they receive notice that they are moving to Stage 2, they must meet with their program advisor to determine which courses to drop. The college will refund all tuition for the courses required to be dropped and a pro-rated refund for tuition for dropped individual music lessons or directed studies. Students at Stage 2 may also be required to seek assistance from the Academic Support Office, including (but not limited to) academic strategy, tutoring, and academic success workshops. Costs associated with seeking assistance will be borne by the student. If at the end of a semester at Stage 2:

- Both the GPA and CGPA are 2.00 or higher, the student is removed from probation and returned to good standing.
- The GPA is 2.00 or higher BUT the CGPA is less than 2.00, the student remains at Stage 2.
- The GPA is less than 2.00, the student proceeds to Stage 3.

Stage3

At Stage 3 students are limited to nine credits and will be required to participate in a Student Success Program focusing on academic and learning skill development. They will meet with an academic support worker and/or the Dean of Students for academic strategy, and/or tutoring, and/or accountability. Costs associated with participating in the Student Success Program will be borne by the student. If the student is already enroled for the next semester when they receive notice that they are moving to Stage 3, they must meet with the Student Support Office immediately and register for the Student Support Program. Students at Stage 3 who do not register for the Student Support Program will be moved to Stage 4. If at the end of a semester at Stage 3:

- Both the GPA and CGPA are 2.00 or higher, the student is removed from probation and returned to good standing.
- The GPA is 2.00 or higher BUT the CGPA is less than 2.00, the student remains at Stage 3.
- The GPA is less than 2.00, the student proceeds to Stage 4.

Stage 4

At Stage 4 students are suspended from PLBC for one year and may not enrol in classes. If they are already enroled for the next semester when they receive notice that they are moving to Stage 4, their enrolment will be cancelled and the college will refund all tuition and fees and grant a pro-rated refund for tuition for dropped individual music lessons or directed studies. The student may take classes after one academic year (one Fall, one Spring, and one Summer semester). Upon return, they wil be placed at Stage 3 probation.

Intent

The intent of probation, and the manner in which it will be administered, is to help each student succeed to the best of their ability while pursuing high standards in academics.

Appealing Academic Probation

Appeal Procedure

Students who wish to protest decisions relating to their academic standing may do so. The protest should be made initially as near the source of difficulty as possible, presumably an instructor, and progress to the Vice President of Academic Affairs.

The Committee on Appeals on Academic Standing reviews all appeals made to the Academic Executive.

The procedures of this Committee are as follows:

Composition of the Committee*:*

The Committee on Appeals on Academic Standing is created on a case-by-case basis from members of the Academic Executive and consists of no fewer than three members. The Vice President of Academic Affairs administers probation and does not sit as a member of the Appeals committee.

Terms of Reference

- The Committee hears and disposes of appeals by students on matters of academic standing.
- The decision of the Committee on an appeal is final; there are no further levels of appeal.
- If a decision on an appeal is not unanimous, or if it raises, in the opinion of the Committee, an unsettled question of policy or procedure of general importance to the College, the Committee may refer that question to the Academic Executive for a ruling.
- The Committee will allow an appeal where it decides that the decision has been arrived at through improper or unfair application of the academic standing policy.
- Since changes in standing are based on GPA and/or CGPA, lack of written notification regarding change in standing are not grounds for appeal.
- An appeal allowed by the Committee will result in a reversal of the decision and the granting of such academic standing to the appellant as the Committee thinks fit in the circumstances; or sending of the matter back to be dealt with in accordance with proper procedures.
- A tie vote, if a vote is taken, upholds the decision being appealed and the appeal will be dismissed.
- Members of the Committee will not discuss the substance of an appeal with any of the parties other than at a hearing.
- The Committee will keep a record of all appeals, including notes and correspondence as necessary, which shall be filed in a secure and confidential location.

Failed

A student is classified as Failed if they withdraw from a program prior to completing the requirements for graduation. Students that return from Probation Stage 4 (suspension) and fail a semester by earning a GPA of less than 2.00 will be asked to withdraw from the college and classified as Failed.

ACCESSING ACADEMIC SUPPORT SERVICES

If a student's declining grades, poor time management skills, and/or confusion about subject

matter appear to be due to some type of disability, program advisors may refer the student to the Student Support Office for academic strategy and/or tutoring. Otherwise, struggling students should be encouraged to seek help from their program advisor, instructor, study groups, and library services for support.

If the referred student is eligible for government funding, the Student Support Office can assist the student with the application process. If the student does not qualify for government funding, the college will allow up to four one-hour visits at subsidized cost to the student, after which students may pay for additional visits at the rate published on the fees page of the college website.

Students that do not have a documented learning issue, but struggle academically may also receive up to four subsidized appointments with Student Support Office for academic strategy or tutoring.

Procedures

Any student who feels they would benefit from private tutoring but who does not qualify for government funding can still access the services of the Student Support Office.

1. The student must make an appointment with their academic advisor to seek approval for tutoring. The advisor completes a Student Support Referral form and gives it to the student, who presents it to the Student Support Office.
2. If the student wants to receive more tutoring or support in addition to their four sessions, they may do so on a pay-per-visit basis.
    a. The student visits the front office and requests to purchase a Tutoring Voucher. The cost for tutoring is published on the financial information page (under the Admissions tab) on the PLBC website. The student receives a separate voucher for each appointment they want.
    b. The office checks the student's financial standing to verify the student is current with their account. If the student's account is current, the student may pay for their voucher(s) with cash, cheque, or debit.
    c. The student presents their voucher(s) to the Student Support Office, which schedules the tutoring session(s).
    d. After each appointment, the Student Support Office submits the used voucher(s) to the finance office.

ADD, DROP, OR CHANGE OF COURSE

Policy

A student may add or drop a class before the add/drop deadline without academic ramifications except absences for any classes missed before adding a class.

All course changes (including adding and dropping) must be approved by the student's Program Director.

A class dropped before the add/drop date will not appear on the student's transcript. A class may not be added after the add/drop date.

The add/drop date is the Friday of the second week of classes.

If a student drops a class after the add/drop date and before the midterm (exactly 4 weeks after the add/drop date), they will receive a W (withdraw) for the class, which will appear on their transcript, but will not affect their GPA. If a student drops a class after the midterm, the instructor will assign either a WP or WF grade (withdraw while passing/withdraw while failing) based on the student's work to that point in the term. A WP or WF will appear on their transcript. WP does not impact their GPA, but WF does.

Procedure

Students may add, drop, or change courses by completing the appropriate form (available at the office or on Populi). Students should refer to the Academic Calendar for the add/drop deadline (the Friday of the 2nd week of classes). Any course change will likely impact the student's finances.

Students should consult the refund policy in the Academic Catalogue or on the website. If a student drops below 9 credits for a term, financial aid may be affected.

ASSIGNMENTS

Format

PLBC uses the Chicago Manual of Style as the default system for documenting sources and formatting all written assignments. Christian counseling students use the style guidelines of the American Psychological Association (APA).

Due Dates

Assignments are due on the dates published in course syllabi and on Populi.

Late Assignments

Late Assignments within the Semester
Each instructor has leeway to create their own policy with respect to late assignments within the semester. Instructors are required to publish their policy in the course syllabus, communicate it clearly, and implement it consistently.

Last Day to Submit Late Assignments
The final deadline for students to submit late assignments is the last day of final exams as published in the Academic Catalogue. For guided independent online courses, the last day to submit late assignments is 120 days after the course begins.

Course Extensions

No instructor may grant an extension beyond the last day to submit assignments. However, if a student has completed 20% of the work for a course by the last day of the semester, they can be granted one 30-day extension for a fee of $50 per-credit hour by submitting an online Course Extension Request for which an extension is required. A penalty of 15% will apply to all assignments submitted and all tests written during the extension period. Both the extension fee and the grade penalty can be waived by the Vice President of Academic Affairs or their designate if any of the following criteria apply:

- Serious personal sickness, psychological crisis, injury or death of a family member or acquaintance that requires the student's attention. Documentation may be required.
- Serious personal illness or injury that also prevents the student from working.

Moving, providing hospitality, taking a trip, failure to plan for or anticipate the nature of an assignment, computer problems, lost assignments, or minor sickness may not be considered grounds for waiving the late penalty.

When an extension is granted the final course grade will be set to "I" (Incomplete) until the instructor submits a grade for assignments received by the extended deadline.

Applications must be submitted prior to the end of the semester.

ATTENDANCE

Students are expected to be present, prepared, and on time for all classes. Students should not miss any class session except for illness or unavoidable emergency situations. Students are expected to schedule all appointments after school hours. A student who is physically present, but clearly not engaged (e.g. asleep, surfing the web, etc.) may be marked absent at the instructor's discretion.

If a student adds a course after the first class session, the student will be considered absent for every class session missed. In the case that the student changed their schedule at the request of their advisor or the college administration, the instructor will be advised whether the student should be counted absent for class sessions missed.

Students who enter the classroom after the class begins or fails to return before the end of a break period will be recorded as tardy. If a student misses more than 20 minutes of any class session without valid excuse, they should be marked absent for that day. Every three tardies will be counted as one absence.

Total absences in excess of 25% of classes may result in the student being asked to withdraw from the class with a fail. Please inform the Academic Dean if a student is absent without excuse for more than 2 classes in succession or consistently late. Instructors have the option to make attendance a portion of the student's final grade, which would be lowered for each absence or consistent lateness without acceptable excuse. Instructors are encouraged to be clear about their absence policy and fairly hold the students accountable to that policy. Instructors are also encouraged to exercise grace in circumstances that warrant a softening of the policy, always with an eye to what is best for the student in the long run.

Students may be excused from class by prior approval of the professor. Students shall not receive a grade penalty for an excused absence. However, excused absences may still count against the 25% maximum allowable absences.

CAMPUS CLOSURE

In the event of deteriorating weather conditions overnight or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes on Populi and your pacificlife.ca email account. The first announcement regarding a closure will cover the period up to 1:00 p.m. only. If classes are to be cancelled beyond 1:00 p.m., this decision will be announced by the same means before 11:00 a.m. that day. Students and faculty should assume that all night classes will continue to operate. If the emergency continues into the evening, students and faculty may check for a closure notice on Populi and your pacificlife.ca email account after 3:00 p.m. that day.

CHALLENGING A COURSE

Students wishing to challenge a course may do so before the term in which the course is offered, or they may challenge after the start of the term if they have registered for the course. If registered for the course, the student must apply to challenge the course before the second week or session of the class. Application is made by completing an "Application to Challenge a Course" form and paying an additional $25 per credit, non-refundable challenge fee. The course instructor and academic dean will make a decision regarding the challenge application before the next class (third week/session). The student is required to complete an exam and/or interview to demonstrate that they have the equivalent of the content in the course being challenged. Students must achieve a minimum of a "C" to successfully challenge a course for credit. A maximum of 12 credits can be challenged for all 4-year programs and 6 credits for 2-year programs. Students are not eligible to challenge a course if they have failed or audited a previous offering of the course. Credits awarded by the challenge for credit process will be recorded on the student's transcript with the appropriate designation as recommended by the office of the Registrar. No percentage grade will be awarded in a challenge credit and will therefore not affect a student's GPA. A course may be challenged only once. Departments are not required to offer challenge examinations in all courses.

Credits successfully challenged will be awarded at normal tuition price in addition to the course challenge fee. Credits are only applied when the student is up to date on all financial obligations. The college reserves the right to not allow certain courses to be challenged.

CHANGE OF LEGAL NAME OR ADDRESS

Students are required to notify the Registrar of any change of home or local address, parent or guardian, or any change of legal name. When a student's legal name is changed, a certified copy of the relevant documents must be submitted to the Registrar. Changes of address must be submitted to the Registrar within 48 hours of the effective date of the change.

CLASS HOURS

Please see the current Course Schedule (available at the office and online) to see course scheduling.

COURSE REGISTRATION

All students are required to receive approval from their program's Program Advisor before registering for courses each semester.

DIRECTED STUDIES

Directed Studies are courses conducted independent of the classroom in a one-on-one or small group setting with faculty. Directed Studies are available through appeal to or by assignment from the Vice President of Academic Affairs and have an additional fee per credit. The fee is published in the Tuition and Fees section of the Academic Catalogue. Requests for Directed Studies are subject to faculty availability.

DISMISSAL POLICY

1. Students can be dismissed from PLBC for the following reasons:
   - BREACH OF CODE OF CONDUCT: Criteria for dismissal are outlined in the Student Handbook.
   - FINANCIAL DEFAULT: Criteria for dismissal are outlined in the Academic Catalogue.
   - ACADEMIC FAILURE OR DISHONESTY: Criteria for dismissal are outlined in the Academic Catalogue.
2. No student can be dismissed by a single administrator. A minimum of two administrators shall sign off on all dismissals.
   - In the case of dismissal for a BREACH OF CODE OF CONDUCT, one of the administrators must be the Dean of Students.
   - In the case of dismissal for FINANCIAL DEFAULT, one of the administrators must be the Student Accounts Officer.
   - In the case of dismissal for ACADEMIC FAILURE or ACADEMIC DISHONESTY, one of the administrators must be the Vice President of Academic Affairs.
3. An appeal process must be available to dismissed students, and students must be made aware of that process when notified of their dismissal.
   - CODE OF CONDUCT: Appeal procedures are outlined in the Student Handbook.
   - FINANCIAL DEFAULT: Appeal procedures are outlined in the Academic Catalogue.
   - ACADEMIC FAILURE OR DISHONESTY: Appeal procedures are outlined in the Academic Catalogue.

Procedures

1. The first step in dismissing a student is verifying through investigation and documentation that dismissal is warranted.
2. The second step requires that administrative personnel compose a letter to the student notifying them of their dismissal and outlining the reasons for their dismissal. The letter can be mailed, emailed, put in the student's campus mailbox, hand-delivered, or a combination of the above. The letter should include information about appeal options and procedures.
3. The third step entails completing the Student Dismissal Form and forwarding it to the Registrar's office, which shall:
   a. withdraw the student from all courses
   b. notify the finance office of the dismissal so they can process collections or refunds
   c. tag the student as "dismissed"
   d. append the Student Dismissal form to the student's file in Populi (student tab, disciplinary action)
   e. determine if the dismissed student qualifies to graduate from one of PLBC's programs based on credits completed to date

DISTANCE LEARNING POLICIES

The Academic Policies and Procedures of PLBC's

Distance Learning Department are the same as the rest of the college except in the following unique cases.

Academic Dishonesty

Policy

The college requires students enrolled in courses to submit an academic honesty statement:

> *I declare and certify that I am the student registered in this class and that all of the work submitted was my own, and has not been composed by a Generative Artificial Intelligence.*

or for online courses:

> *I (state name) hereby verify that I am the student registered in this class, and that all work submitted was my own.*

The student will be required to submit this statement via Populi, the PLBC's college management system. This is to keep in accordance with the Association of Biblical Higher Education's requirement that institutions offering distributed learning establish that the student registering for a distributed learning course is the same student who participates in and completes the course and receives academic credit. Failure to submit the statement, or to explain why you are unable to, will result in automatic failure of the course.

Course Completion

Starting Dates

Every semester, online Guided Independent Study (GIS) courses are set up for students; convenience aligning with the regular length of semesters. Students are not, however, bound to these course offerings if the timing does not work for them; students are able to begin classes on any day of the year if it is more convenient for them.

Due Dates

Internally, GIS courses do not have firm weekly due dates. Most courses have been divided into 15 "weekly" lessons, but this is to help students stay on track and not fall behind. The dates of these "weekly" lessons and assignments are not enforced by markers. Assignments are simply due at the end of the course. The only date enforced by the marker is the ending date of the class.

Ending Dates

There are two sorts of ending dates. (1) Courses that align with semester dates begin and end on the same dates as the campus semester schedule (Fall and Spring semesters average about 100 days). (2) Courses that begin on any other date are counted a bit differently. The length of each course is first based on its credit value. Then, the ending date of this sort of class is counted out from the starting date to the Saturday of their final week. Course lengths, then, are as follows (where x is the number of days until the Saturday of that week):

- One-credit course = 60 days + x.
- Two-credit course = 90 days + x.
- Three-credit course = 120 days + x.

Extensions

No instructor may grant an extension beyond the last day to submit assignments. However, if a student has completed 20% of the work for a course by the last day of the semester, they can be granted one 30-day extension for a fee of $50 per-credit hour by submitting an online Course Extension Request for which an extension is required. A penalty of 15% will apply to all assignments submitted and all tests written during the extension period. Both the extension fee and the grade penalty can be waived by the Vice President of Academic Affairs or their designate if any of the following criteria apply:

- Serious personal sickness, psychological crisis, injury or death of a family member or acquaintance that requires the student's attention. Documentation may be required.
- Serious personal illness or injury that also prevents the student from working.

Moving, providing hospitality, taking a trip, failure to plan for or anticipate the nature of an assignment, computer problems, lost assignments,

or minor sickness may not be considered grounds for waiving the late penalty.

When an extension is granted the final course grade will be set to "I" (Incomplete) until the instructor submits a grade for assignments received by the extended deadline.

Applications must be submitted prior to the end of the course.

Course Grading

Grading of courses complies with the campus grading system. For those details see the school's current non-distance education Academic Catalogue available under the Downloads page of PLBC's website. Notification of course grades and completed course work will be sent via Populi, email, post, or courier at the discretion of the department.

Dropping A Course

Policy

Because Distance Learning (DL) courses are not bound to the start and end dates of an on-campus semester, the policy for dropping a DL course differs slightly from PLBC's normal policy. A student enrolled in a Guided Independent Study may drop that class before the end of the 4th week of the class without academic ramifications. A class dropped before the 4th week of class will not appear on the student's transcript. If a student drops a class after the 4th week and before the end of the 8th week of their class, they will receive a W (withdraw) for the class, which will appear on their transcript, but will not affect their GPA. If a student drops a class after the end of the 8th week, the instructor will assign either a WP or WF grade (i.e., "Withdraw while Passing" or "Withdraw while Failing") based on the student's work to that point in the term. A WP or WF will appear on a transcript. WP does not impact a student's GPA, but a WF does. All course changes must be approved by the student's Program Director.

Course Refunds

The DL course refund policy likewise differs from PLBC's normal course refund policy. Upon dropping a course, registered students may, where circumstances warrant, apply for refunds of the unused portion of tuition and fees on a pro-rated weekly basis. A refund will be granted for tuition (and additional fees) to students unable to complete a class, based upon calendar days and the following scale:

- Weeks 1–4, 100% refund;
- Week 5, 90% refund;
- Week 6, 80% refund;
- Week 7, 70% refund;
- Week 8, 60% refund;
- Weeks 9–16, 0% refund.

Note that in cases where any amount of marking has been completed, even in the event of a would-be 100% refund, the college will keep back $25 to cover marking costs.

Tuition Refund Policy

A refund will be granted for tuition (and additional fees) to students unable to complete a class, based upon calendar days and the following scale:

- Weeks 1–4, 100% refund;
- Week 5, 90% refund;
- Week 6, 80% refund;
- Week 7, 70% refund;
- Week 8, 60% refund;
- Weeks 9–16, 0% refund.

Note that in cases where any amount of marking has been completed, even in the event of a would-be 100% refund, the college will keep back $25 to cover marking costs.

ENROLMENT STATUS/COURSE LOADS

All full-time undergraduate students are expected to complete at least 12 credits each semester. All international students are required to complete at least 9 credits each Fall and Spring semester.

EXAMINATIONS

Schedules

As exams are an important part of learning and the assessment of learning, all students must write examinations when scheduled.

Exceptions

Missing an Exam

If an exam must be missed due to illness or an emergency situation, the instructor must be notified prior to the exam. If not, the student forfeits at least 10% of the exam grade. Arrangements for rewriting must be made with the instructor, who is free to refuse if sufficient reason is not given.

Writing Early

Normally students are not permitted to take a final examination other than at the scheduled time. If an exception to this policy is legitimately needed for extenuating circumstances, special permission must be granted by the Registrar's office to write the exam(s) prior to or following the scheduled time.

Any changes in final exam schedules must be made at least two weeks in advance of Exam Week in consultation with the Registrar's office.

Procedures

Requests for changes must be made on the "Exam Reschedule Request" forms (available from the Receptionist or Populi) and approved by the Registrar's office and the instructor of the course(s) involved.

Fees

Rescheduling fees are $20 per exam to change to a different time during exam week and $40 per exam to change to a time prior to or following exam week.

Waiver

The rescheduling fee may be waived in cases of extreme, unforeseen circumstances beyond the student's control.

FINAL EXAMS AND OTHER ASSESSMENTS

Final exams are scheduled at the end of the Fall and Spring semesters. Up to three hours are allotted for exams. Members of the faculty also assess student leaning throughout the semesters using essays, book reviews, quizzes, projects, and other assignments. Instructors are required to mark and return assignments within a reasonable time. Faculty members assign exams and other assignments a percentage value to indicate the weight that that assessment has towards to the student's final grade. Grading rubrics are used where appropriate.

Proctors

Some exams might require the student to use a proctor. A proctor is a person who monitors the student during an examination to safeguard against cheating. For someone to be an eligible proctor, he/she must meet the following requirements:

- Be 19 years of age or older.
- Not be related to the student.
- Not be living in the same household as the student.
- Have access to and provide their cell phone number and/or email to confirm proctorship (confirmation done via populi).
- Supervise the student for the entire duration of the exam.

GRADING

The college's academic scoring is based on the grade-point system, with letter grades being translated to a numerical value.

97–100% = A+ (4.3)
93–96% = A (4.0)
90–92% = A- (3.7)
87–89% = B+ (3.3)
83–86% = B (3.0)
80–82% = B- (2.7)
77–79% = C+ (2.3)
73–76% = C (2.0)
70–72% = C- (1.7)

67–69% = D+ (1.3)
63–66% = D (1.0)
60–62% = D- (0.7)
0–59% = F (0.0)

- P = Pass. It is not calculated in Grade Point Average.
- F = 0. A failed course may be attempted again. When repeated, the F remains on transcript but does not affect GPA and is denoted by an "R."
- I = 0. An Incomplete receives no credit. In extenuating circumstances beyond the student's control, arrangements may be made to complete missing work within one month. If the work is not made up, the I is changed to an F.
- W = 0. A withdrawal receives no credit and is not calculated in the GPA. A student may withdraw after beginning a course only in the case of extenuating circumstances and only with the Academic Dean's approval. A grade of W remains on the academic record unless the student replaces it by attempting the same course again.
- WF = Withdraw Failing.
- WP = Withdraw Passing.
- TC = Transfer.
- IP = In Progress.
- I = Incomplete.
- DR = Drop Course.
- AUD = Audit.
- * = Exam Sent.

GRADUATION REQUIREMENTS

All students must meet the standards of Christian character and conduct, fulfil all practicum requirements, and complete their academic program with a GPA of 2.0 or greater. All financial commitments must be paid in full prior to graduation.

Students that apply for graduation undergo a degree audit to determine that all program-requirements have been satisfied. The audit examines to ensure that the accumulative GPA is equal to or greater than 2.00, that the cumulative credits earned meet the requirements of the degree, that within the cumulative credits earned a sufficient number have met the residency requirement, and that specific courses required for the program were passed.

If the audit identifies deficiencies, these are communicated to the student by the Registrar's office and a completion plan is proposed. Students are granted their degree only after all requirements of the program as published in the Academic Catalogue have been met.

HONOURS

To recognize and encourage scholastic achievement, the Vice President of Academic Affairs shall announce an honour roll at the conclusion of each grading period based on students' semester GPA. To qualify, a student must have attempted a study load of at least 12 credits. The college also grants graduation honours based on students' cumulative grade point average. The college awards honours based on student performance as follows:

- 3.30–3.69 for Honours
- 3.70–3.89 for High Honours
- 3.90 and Higher for Highest Honours

LENGTH AND TERMS OF DEGREES

PLBC reserves the right to change, substitute, or cancel any program of study without notice. Students in a Certificate, Diploma, BA/BTh program have a maximum of seven years from their acceptance date into a degree program to complete their degree. If a student is unable to complete the degree in that time, a request for an extension must be made to the Academic Executive Committee. If a program is discontinued or otherwise significantly revised, continuing students will be informed of this change, and given the option either to switch to a program on the current PLBC curriculum or to complete the balance of their previously enroled program within three years. A student taking longer than 5 years to complete a degree may have to complete their program under the requirements

of a more recent catalogue year. Students who have not taken classes for two full years (24 months) must reapply to PLBC. Upon acceptance, they will come in under the new academic catalogue. Any previous courses that fit their new program can be applied toward the requirements of that program.

MATRICULATING CREDITS

Students entering PLBC with life experience or previous training from institutions not recognized by PLBC may apply to matriculate their experience and training. Students who are 30 years of age or more and have the equivalent of five years of full-time ministry experience are eligible to apply for Credit for Prior Learning.

Credit for the units earned will be applied to the transcript after the portfolio has been reviewed by a faculty committee and approved for credit.

There is a per credit fee for all credits attempted to cover evaluation costs (see Tuition and Fees).

Students who have received training from unrecognized institutions can challenge a course (see PLBC's "Challenging a Course" policies).

MATURE STUDENTS

PLBC defines a Mature Student as an adult student of 25 years or older who has been out of school a minimum of two years before application.

In cases where Mature applicants are not able to provide a high school diploma or college transcript, the applicant will be interviewed by an Admissions Committee (chaired by the Admissions Officer and comprised of the Academic Dean, Registrar, and Program Director) to assess the applicant's ability to succeed in an academic setting. Mature applicants will be evaluated on a case-to-case basis, with proof of grades in previously courses and life experience taken into consideration.

Upon admittance, the Mature student will be required to take GEN 101 Academic Writing and Research in the first available semester at PLBC, or GEN 099 Pre-College English if necessary.

MODIFIED EDUCATION PLANS

Definition

A Modified Education Plan provides a student with the opportunity to participate meaningfully in the PLBC community when accommodations are insufficient and the student would otherwise be required to withdraw. Whereas accommodations do not substantially change the instructional level, content, or performance criteria of a course, modifications are substantial changes in what a student is expected to learn and demonstrate; and whereas accommodations are changes in how the student shows what they have learned, modifications are changes in what the student is required to learn.

Examples of Modifications

Modifications could include: alternative curriculum, simplified content, omitting difficult assignments, a different grading scale, recognition of participation, or substituting percentage grades with a Pass or Fail scale. The standard attendance policy applies to all MEPs.

Criteria

To be considered for an MEP, the student must (1) have a diagnosed and documented disability; (2) in the judgment of the Student Support Coordinator, be unable to remain in good academic standing even with accommodations and academic support; and (3) be in reasonable danger of immediate or eventual requirement to withdraw or be dismissed for academic reasons.

Modified Education Plans and Graduation

Students on Modified Education Plans are members of the PLBC community, but completion of an MEP does not constitute graduation from an official college program. Students are awarded a certificate of completion after a set time indicating they have had the full college campus experience without the

standard requirements. Students taking modified courses pay full tuition.

Procedure

1. Recommendations or requests that a student be placed on an MEP can come from students, staff, or faculty and should be directed to the Vice President of Academic Affairs.
2. The Vice President of Academic Affairs will ask the Student Support Coordinator to review the student's academic history and current performance and recommend in writing whether the student meets the criteria for an MEP, and if they do, what stipulations or requirements would be appropriate.
3. If the student meets the criteria for an MEP, the Vice President of Academic Affairs shall (1) recommend to the Academic Executive the stipulations and requirements to be followed by the student to earn a certificate of completion and, upon approval, place a record of the requirements in the student's file; and (2) assign the student an academic advisor to guide the student in selecting courses and meeting the stipulations of their MEP.

POPULI

PLBC uses an online communication and course management system called Populi. Students are required to use Populi as directed by staff and faculty.

SEQUENTIAL PROGRAMS

In those instances where a student completes a lower credential (certificates are lower than diplomas and diplomas are lower than degrees) courses completed in the lower credential may be used toward the higher credential as long as they fit into the program.

STUDENT GRIEVANCE POLICY

PLBC is committed to providing mechanisms whereby grievances and complaints will be dealt with prompt, due care. It is the college's desire to see any instance of possible grievance or complaint resolved quickly and in a Christian manner. While students may need to explore their grievance or complaint with others, all parties should avoid gossip and maligning.

Students who have a grievance are encouraged to use the processes described below to seek a resolution. Individuals who initiate a complaint are protected from unfair action or treatment. PLBC will take appropriate action against any employee or student who retaliates against another employee or student who files a grievance.

PLBC also provides support for students who are experiencing harassment or who have been victims of sexual violence. The process for Victim Support can be found in the college's Student Handbook.

Definitions

1. A grievance is a circumstance where a student perceives that an injustice, duress, or affront has occurred involving a member of PLBC and this circumstance is reported to the appropriate persons.
2. A complaint differs from a grievance in that a complaint may be brought forward by a third party not affected by grievance. Complaints may be in reference to a variety of issues including behavioural impropriety, failure to fulfill contractual obligations, or failure to fulfill the expectations of the role of staff or faculty. Complaints may be made either by someone inside or outside the campus community.

Informal Resolution

Students are encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student has a grievance or concern regarding a faculty member or classroom issue, the student is encouraged to first meet with the faculty member to resolve the matter if at all possible. If a student is uncomfortable discussing her/his concern with the involved individual(s), or, after discussing it,

believes that the concern is not adequately resolved, the student should utilize the formal process described below.

Formal Resolution

1. A student may file a written formal grievance against a faculty or staff member or student within 30 days of the occasion warranting the grievance. Address the letter to the appropriate personnel at Pacific Life Bible College, 15030 - 66A Avenue, Surrey, BC V3S 2A5. For additional information, call 604-597-9082.
    a. Academic, ethical or professional misconduct grievances concerning a faculty member should be addressed to the Vice President of Academic Affairs.
    b. Ethical or professional misconduct grievances against a staff member should be addressed to the head of the department (Student Development, Finance and Operations, or Enrolment) in which the staff member works and to which the staff member is ultimately accountable.
    c. Grievances concerning another student should be addressed to the Dean of Students.
2. Students must submit the following information in writing:
    a. Name and phone number of the person filing the grievance and the name(s) of the individual(s) or office against which the grievance is being alleged;
    b. A detailed description of the action warranting the grievance; include how the student has been harmed or treated unfairly, the date or period of time that the action occurred, a list of any other people who were either involved or witnessed the action, other materials that will support a grievance, and what the student believes would be a fair and equitable resolution.
3. Within seven (7) business days of receipt of a written complaint, the appropriate reviewing authority (outlined above) will initiate an investigation of the complaint. The investigation will be completed in a timely fashion based on the nature of the complaint. Following the investigation, the appropriate reviewing authority (outlined above) will seek to bring resolution or make a determination and inform the parties involved. The determination shall include remedial actions necessary to resolve the grievance.
4. If the reviewing authority is unable to resolve the issue to the satisfaction of all parties, or if in the opinion of the reviewing authority the matter is of a very serious nature, they shall refer the grievance to the appropriate committee:
    a. Unresolved academic grievances against a faculty member shall be brought by the Vice President of Academic Affairs to the Academic Executive Committee, which shall appoint two representatives, neither of which may be the subject of the grievance, who will meet with the student and other relevant persons to decide how the issue can be resolved. The Executive members will report back to the Academic Executive and recommend appropriate action. If the grievance can be resolved by the Academic Executive, a letter will be sent to the student describing the specific action to be taken.
    b. Unresolved ethical or professional misconduct grievances against a faculty member shall be brought by the Vice President of Academic Affairs to the Executive Council, which will consider the matter and take appropriate action. A letter will be sent to the involved parties describing the findings and decision of the Executive Council.
    c. Unresolved or serious ethical or professional misconduct grievances against a staff member shall be brought by the department head to the Executive Council, which will consider the matter and take

appropriate action. A letter will be sent to the involved parties describing the findings and decision of the Executive Council.

d. Unresolved or serious grievances against another student shall be brought by the Dean of Students to the Student Discipline Committee, which will consider the matter and take appropriate action. A letter will be sent to the involved parties describing the findings and decision of the Committee.

Right of Appeal

If the situation cannot be resolved by the appropriate committee or if the student is not satisfied with the committee's finding, the student may appeal as follows:

1. Appeals concerning academic grievances against a faculty member or grievances against another student should be addressed to the President and Executive Council, who will consider the matter and take appropriate action. A letter will be sent to the involved parties describing the findings and decision of the Executive Council. If the student is not satisfied with the actions of the Executive Council, an appeal can be made to the Board of Governors. The student should send a letter to the college addressed to the Chair of the Board of Governors. The letter should list specific reasons for the dissatisfaction and recommend what further action should be taken. The Board will consider the student's letter and decide if further action is needed to resolve the issue or if the decision of the Executive Council was sufficient. All decisions of the Board of Governors will be the final action of Pacific Life Bible College.
2. Appeals concerning ethical or professional misconduct grievances against a faculty or staff member should be addressed to the Board of Governors, which will consider the matter. After consideration of the evidence, the Executive Council will take appropriate action. A letter will be sent to the involved parties describing the findings and decision of the Executive Council. All decisions of the Board of Governors will be the final action of Pacific Life Bible College.

Confidentiality

Every effort will be made to ensure confidentiality for all parties throughout the grievance process. If the subject of a grievance is a member of any of the investigating committees named above, they shall recuse themselves.

TRANSCRIPT OF RECORD

Requests for transcripts must be made in writing or email (from your email on record). Pacific Life Bible College reserves the right to refuse to issue a transcript of the record of any student who has not fulfilled all financial obligations due Pacific Life Bible College. A financial hold will also be placed on a student record if the student is either delinquent or has defaulted on loans. Requests must be made in writing or by coming to the Front Office in person. Facsimile requests are also accepted. No telephone requests will be honoured.

TRANSFER CREDIT AND COURSE WAIVER TRANSFER CREDIT POLICY

Definition of transfer credit

When a student receives transfer credit, it means credit received for courses taken at another institution is transferred to their PLBC transcript.

Evaluation of Prior Credit

Students who have studied at other institutions may be able to transfer credit toward their PLBC program if they meet the following conditions.

- Courses must be applicable to the requirements of their program. In the event that an applicable course has no equivalent course at PLBC, the transfer course may be accepted as elective credit.
- The final grade for applicable courses must be at least "C-."
- In situations where coursework is ten or more

years old, or where requisite skills may have been lost, courses previously taken at other institutions may be subject to review by the academic dean and a faculty member of the division that offers the equivalent course(s).
- No counselling or psychology course will be transferred into Christian Counselling Diploma or Major if it is ten or more years old.

Transfer Credit from Non-Accredited Institutions

Transfer credit from non-accredited institutions will be assessed on an individual basis. The registrar or academic dean, and in some cases a faculty member in the division responsible for the course(s) for which credit is sought, will evaluate syllabi from the student's previous institution to determine how much transfer credit is warranted.

Transfer Credit from International Institutions

Students seeking transfer credit from colleges outside Canada or the United States may be asked to provide detailed course information including a description of material covered, number of hours of instruction per week, length of semester, texts mused, and grading profile for each course. The information must be accurate for the year and semester in which the course(s) were taken and must be supplied by the institution.

Transfer of Credit from Discipleship Training Programs

PLBC may provide some transfer of credit for discipleship programs like Foursquare church-based institutes, Master's Commission, Youth With a Mission Discipleship Training School. Since these kinds of programs focus on enrichment and practical ministry experience, courses may not be considered equivalent to three-credit hour courses. However, some credit may be granted for Christian service requirements, spiritual formation courses, Bible or doctrine survey courses of lower-division applied theology courses. Courses completed through Canadian Foursquare church-based institutes between 1990 and 2016 will be recognized as per agreements in place at the time.

Limit on Transfer

A minimum of 30 credit hours must be completed at PLBC to graduate from a baccalaureate or associate program, and 18 credit hours to receive a certificate.

Procedure for Applying for Transfer Credit

To apply for transfer credit students should submit a Transfer Credit Request form to the Registrar's office. The student must also supply official transcripts from their previous institution, either sent directly or hand-delivered by the student in a sealed envelope from their previous institution and official course descriptions in the form of a print-out from the institution or an Academic Catalogue.

Once the evaluation of transfer work is completed, the student will receive a Transfer Evaluation Report, which lists all credits awarded in transfer and what equivalent courses have been assigned at PLBC. The grades of courses taken at other institutions will not be factored into the student's GPA at PLBC.

For requests for transfer credit to be processed by the beginning of a semester, students should submit the Transfer Credit Request form by the following dates. The college will still receive submissions after these dates but cannot guarantee they will be processed by the beginning of the semester.

- For students beginning in the Fall Semester: August 1.
- For students beginning in the Spring Semester: December 1.
- For students beginning in the Summer Semester: April 1.

Course Waiver and Substitution Policy

Definition of course waiver

If a student who has not earned academic credit for a required course wants to have the course waived on the basis of work or life experience related to that course, they may request to have the required course waived and substituted. Course waiver is

not the same as transfer credit in that the student's transcript will not show they have earned credit for the required course. In addition, the student must take another course of equal credit value in place of the waived course. Courses most likely to qualify for waiver and substitution are lower-level English composition, music theory, and spiritual formation courses.

Procedure for Applying for Course Waiver or Substitution

The college evaluates requests for waiver and substitution on the basis of documented work or life experience or examination.

- *Documented Work or Life Experience:* Mature students may be eligible for waiver and substitution based on work or life experience. The registrar, academic dean, and a faculty member in the division responsible for the course(s) for which the student is seeking recognition of work or life experience will determine which course(s) qualify. Students may be asked to submit relevant documentation (work samples; official job descriptions; letters from supervisors) for evaluation.
- *Evaluation by Examination:* In some cases, students may be granted the right to waive and substitute a course based on an internal examination procedure. The nature of the exam will be jointly determined by the registrar, academic dean, and a faculty member from the division offering the course(s) for which a waiver is sought. Students who pass their examination and are granted a waiver must drop the course following the normal course change procedure including paying a course change fee and are entitled to a tuition refund according to the refund schedule policy. Students may attempt to test out of a course only once.

Waived courses will be noted in the student's degree audit.

To apply students should meet with the registrar to decide on the best way to evaluate their prior learning to see if a waiver and substitution is warranted.

WITHDRAWAL POLICY

If a student decides to withdraw from a program, they must provide a dated, written, notice of withdrawal to the Registrar. Refunds are calculated according to PLBC's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

International students whose application for a study permit has been denied are entitled to a refund if a copy of the denial letter is provided to PLBC prior to the program start date.

Students who do not register for courses for three consecutive semesters, excluding summers, will be deemed to have withdrawn from the College

Procedures

- Students wanting to withdraw should complete a Withdrawal form. The notice shall be placed in the student's file.
- Once withdrawn, they may apply for re-admission by satisfying admission requirements including, but not limited to re-submitting an application form, an updated pastor's reference, and recommitting to the community standards. Student's re-entering a counselling program must also re-submit a criminal records check. Returning students will have their program requirements reset to the current catalogue year.
- Each semester, the registrar's office will determine which students have not registered for courses for three consecutive semesters, not including summers, and change their status to withdrawn.

COURSE DESCRIPTIONS

1. GENERAL STUDIES DIVISION

GEN 100 Personal Life of the Leader (3 credits)

This course is designed to help students manage their personal resources, including their time, money, talents, and spiritual gifts. The ultimate objective is to help the students prepare for future training, career development, and church leadership by discovering and maximizing what God has already deposited in their lives.

GEN 101 Academic Writing (3 credits)

This course is designed to assist the student in researching, developing, and composing essays and research papers. Important elements of the course include grammar, vocabulary, opinion formation, thesis development, argument, and logic.

GEN 105 Academic Writing Lab (3 credits)

This required lab supplements the Academic Writing course and is designed to help the student develop and practice their research and writing composition skills.

GEN 131 History of Christianity I (3 credits)

The objective of this course is to introduce and survey the significant events, movements, and personalities in the church from its beginning to the Reformation period. By exploring the renewing and reforming works of God in these events, movements and personalities, the students will gain perspectives regarding the role of the church in human history.

GEN 132 History of Christianity II (3 credits)

This course is a continuation of History of Christianity I. Beginning with an overview of the Great Reformation, this course then follows the path of history which links the modern evangelical to the church universal. The final component provides an overview of the twentieth century, including the birth and growth of the Pentecostal and Charismatic expressions of the church, and assesses the state of the church at the beginning of the twenty-first century.

GEN 143 Science and Christianity (3 credits)

This course examines critical interactions between Christianity and science. A major goal of this course is to explore the history of Christianity and science. A secondary goal is to explore Christian strategies for a more fruitful interchange between science and faith. From this course, students should be able to take away both enriched historical understanding and better theological balance for approaching critical questions relating science and Christianity.

GEN 144 Creation Care (3 credits)

This course explores the relationship between faith and the environment. Students will survey the global environmental situation as it now stands and develop a Christian response based on the Christian Scriptures. The link between faith, community, and the environment puts Christians in an important position to be leaders in transforming attitudes and behaviour with respect to promoting environmental stewardship.

GEN 149 Statistics (3 credits)

This course is intended to provide an introduction to statistics, particularly as relevant to research conducted in the social sciences. Special attention well also be paid to exploring how statistics get used in our everyday lives as individuals, communities and congregations, and how they show up in the news and social media generating headlines prone to media sensationalism and misinterpretation. A strong math background is not needed, however fundamental mathematical skills are required, especially the ability to do algebra.

GEN 152 Aesthetics: Art and Christianity (3 credits)

This course is an introductory overview of and exposure to different art forms, including "popular art" and "fine art." The student will acquire the tools necessary to critique and discuss and appreciate different art forms. Through personal experience, workshops, lectures, and readings, students will explore a variety of artistic expressions not only in relation to art history, theory, and practice, but also in relation to social responsibility and spiritual life. This interdisciplinary approach to understanding the arts will ideally be a team taught course using faculty and guest artists/experts. Students will be

required to participate in group discussions and hands-on workshops, complete given assignments and readings, and attend art exhibitions, performances and other events.

GEN 171 Introduction to Psychology (3 credits)
An overview of psychological theories, including such topics as learning, perception, cognition, development, and mental health, as well as a survey of current secular and Christian counselling models.

GEN 175 Conflict Engagement (3 credits)
This course will inculcate students in the theory and practice of conflict resolution. Students will gain tools that they can use and modify to resolve conflicts of any type.

GEN 177 Healthy Emotions (3 Credits)
This course is intended to provide a basic overview and understanding of emotions and the significant role they play in our lives as human beings, in how we experience life, relationships, work and faith. We will explore what Scripture and research have to say about healthy engagement with our emotions, the impact of family background and life experiences, and what may contribute to growth in emotional intelligence and health. The hope is that this course will contribute to greater emotional health personally, relationally and professionally, and to building up the Church in her aim to be a deeper reflection of Christ's holiness, joy, peace and love.

GEN 190 Commercial Driver's License – Class 4 (1 credit)
The course partners with ICBC to license students to drive: 1) Buses with a maximum seating capacity of 25 persons (including the driver), including school buses, special activity buses and special vehicles used to transport people with disabilities; 2) Taxis and limousines; 3) Ambulances; and 4) Any motor vehicle or combination of vehicles in Class 5. This practical course will enable students to legally drive the above said vehicles/numbers. Prerequisite: Full-privilege Driver's License (Class 5).

GEN 192 Foodsafe – Level 1 (1 credit)
Foodsafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing.

GEN 193 Commercial Driver's License – Class 2 (1 credit)
The course partners with ICBC to license students to drive buses (including school buses, special activity buses and special vehicles), trailers or towed vehicles (may not exceed 4,600 kilograms except if the bus and trailers or towed vehicles do not have air brakes), and any motor vehicle or combination of vehicles in Class 4. *Prerequisite: Full-privilege Driver's License (Class 5).*

GEN 194 Standard First Aid (1 credit)
Standard First Aid (SFA) is a comprehensive course which gives participants the ability to deliver a higher level of first aid treatment in different environments. After completion of this course the student will be prepared for a variety of first aid situations, both life threatening and non-life threatening. SFA includes all Emergency First Aid course content (CPR Level C, breathing and cardiovascular problems as well as bleeding emergencies) plus victim management, heat and cold injuries, bone and joint injuries, sprains, wounds, head trauma, diabetes, burns and poisons.

GEN 198 Christian Worldview (3 credits)
Students will be introduced to the concept of worldview and how the Christian worldview differs from competing worldviews and philosophies. They will also receive a primer in some of the key fields of philosophy, such as epistemology, metaphysics, ethics, & philosophy of religion. Students will learn to be better critical thinkers: carefully listening and reading, discerning fallacies of thought, recognizing presuppositions, and evaluating options based on the strength of arguments and evidence. The course will not focus on thinking as an end in itself but on the practical consequence of all thought.

GEN 214 Contemporary Communications (3 Credits)
This course will orient the student to the dynamics and principles of effective public speaking and introduce them to concepts and application of digital communication tools. Time will be given for the implementation of class learning all while applying the lordship of Christ and the edifying duties of the Christian in all communication.

Special attention is given to the principles of preparation, organization, and delivery of an effective public speech or other forms of communication.

GEN 261 World Religions (3 credits)
A comparative analysis of major world religions, cults and aberrant Christian sects, contrasting their tenets with the fundamental doctrines of Christianity. The course also includes practical principles for identifying errant teachings and for reaching and teaching adherents of other religions, cults and sects. *Prerequisite: GEN 198.*

GEN 265 Engaging World Philosophies (3 credits)
This is an introductory investigation into the historical and philosophical foundations of evolving worldviews. The purpose of this course is to understand the roots of contemporary trends of thinking and how Christians can engage in meaningful dialogue. Comparisons between humanistic and theistic premises will be contrasted that highlight the limits of reason and the necessity for faith. *Prerequisite: GEN 198.*

GEN 274 Lifespan Development (3 credits)
In this course, students learn the fundamentals of human development from conception to death. Lifespan developmental psychology examines theoretical perspectives that have been proposed to explain development in terms of physical, cognitive, emotional, and social factors. Students will be encouraged to critically consume scientific research that investigate topics related to development and their potential implications for life and counselling applications. Through this course, students will grow in appreciation of the wonders and complexities of life as human beings in God's creation.

GEN 295 Christianity & Culture (3 credits)
This course provides the student with the basic concepts and skills which are required to more fully understand and exegete culture(s). Students will be introduced to the theories of culture and will explore the impact of culture throughout history and in systems, the church, and the world. The course will also present a biblical and theological basis, framework, and vision for how Christ-followers can approach culture to move forward together as a new humanity in Christ.

The course will also help students evaluate their own Cultural Quotient (CQ), including the analysis of their own strengths and weaknesses in adapting to another culture, as they learn skills to help them be more culturally intelligent in their God-given call. Students will study how cultures develop, how they can learn to evaluate and analyze a culture to determine its salient values, why members of that culture act the way they do, and various ways to introduce change within a culture.

2. BIBLE AND THEOLOGY DIVISION CLASSIFICATIONS:

A. Biblical Studies
B. Biblical Languages
C. Theological Studies

A. BIBLICAL STUDIES

The College offers various book studies on an ad hoc basis according to student need and instructor availability. These course codes have been marked with an asterisk.

BIB 101 Old Testament Survey (3 credits)
An overview of the Old Testament, highlighting its organization, overall themes, historical context, and major events, as well as key words, names, and places mentioned in each book.

BIB 152 New Testament Survey (3 credits)
An overview of the New Testament, highlighting its organization, overall themes, historical context, and major events, as well as key words, names and places mentioned in each book.

BIB 190 Understanding the Bible (3 credits)
This course introduces the tools and methods for Bible research, teaching students to draw from Scripture in order to minister to others. The student will gain specific principles, methodical guidelines, and skills training for study and interpretation of the Bible.

BIB 192 Biblical Interpretation (3 credits)
This course introduces the tools and methods for Bible research, teaching students to draw from Scripture in order to minister to others. The student will gain specific principles, methodical guidelines, and skills training for in-depth study

and interpretation of the Bible.

BIB 201 The Pentateuch (3 credits)
A study of the first five books of the Old Testament, Genesis through Deuteronomy, covering the overall theme, purpose, and theology of each book, and the Pentateuch as a whole. These books encompass the early history of mankind and the nation of Israel. The Foreshadowing of the Person and work of Christ in the Covenants, Tabernacle and the Levitical offerings is also highlighted.

BIB 202 Historical Books (3 credits)
An analytical survey of the historical books of the Old Testament, Joshua through Esther, emphasizing notable biblical characters, messianic typology, and timeless spiritual applications gleaned from the experiences of Israel.

BIB 221* The Psalms (3 credits)
This course will examine the book of Psalms. It will provide an understanding of the organization, themes, and contents of the Psalter and will explore its application to corporate worship, prayer, and daily Christian living. In addition, it will examine its literary shape, historical context and history of interpretation. Not only a collection of praise songs, the Psalter is a guidebook to pilgrims on their spiritual journey through life and an expression of eschatological hope in the kingdom of God and the Messiah. study of the Old Testament books: Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 224* Wisdom Literature (3 credits)
This course will examine the wisdom literature of the Old Testament: Proverbs, Job, Ecclesiastes and Song of Solomon. It will provide an understanding of the organization, themes, and contents of these books and will explore its application to corporate worship, prayer, and daily Christian living. In addition, it will examine their literary shape, use of Hebrew poetry, and historical contexts. Written to build godly character, the wisdom books of the Old Testament address us in the midst of life (challenges and rewards, and suffering and joys) with the expectation of encountering God and transforming our everyday actions. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 233* Isaiah (3 credits)
This course will examine the book of Isaiah. Attention will be given to its content, form, and style, as well as Isaiah's historical and literary contexts. Focusing on exegesis, interpretation, and application, this course will outline its major themes, purpose and message for the people of God both in the ancient world and contemporary society. It will also articulate the theological contribution of Isaiah to the whole Bible by examining the ways that Isaianic texts have profoundly shaped the message of both Old and New Testament authors. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 237* Minor Prophets (3 credits)
This course is a survey of the Minor Prophets in the Old Testament that includes an analysis of the similarities and differences in their prophetic ministries and function in Old Testament pre-exilic, exilic, and post-exilic Israel, an overview of the key themes of these books, and an exposition of specific touchstone passages, with a focus on those that have messianic or eschatological significance. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 250 Biblical Studies Practicum (1 credit)
Students will engage in biblical preaching or teaching in a variety of contexts under the direction of a supervising mentor.

BIB 251 Acts of the Apostles (3 credits)
An examination of the beginning and development of the early church, with an emphasis on the ministry of the Holy Spirit, the mission of the church, and principles for church life.

BIB 252 The Gospels (3 credits)
A historical and expository study of the life of Christ as revealed in the gospels. Particular emphasis is given to the nature and teachings of Jesus and how they are worked out through His disciples then and now.

BIB 255* Prison Epistles (3 credits)
This course is an exegetical and theological study of Paul's Prison Epistles: Ephesians, Philippians, Colossians, and Philemon. The historical and cultural setting is emphasized, as well as exploring their teachings about Christian character and conduct. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 256* Pastoral Epistles (3 credits)
This course is an exegetical and theological study of I and II Timothy and Titus. Paul's theological and practical concerns for pastoral leadership and ministry will be emphasized. The respectable behaviour becoming of the Christian faith community in order to enhance its effectiveness

in mission while in the world at large will also be explored. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 261* Early Pauline Epistles (3 credits)
This course will provide a foundational overview of some key historical, cultural, linguistic, philosophical, theological and hermeneutical issues related to Paul's early Epistles: I and II Thessalonians, Galatians, and I and II Corinthians. Also, biblical doctrines from the Old Testament and the Gospels which saturate Paul's doctrine and shape his practice will be considered.*Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 265* Hebrews and General Epistles (3 credits)
A general study of Hebrews, James, I and II Peter and Jude, understanding historical background and major themes, particularly those pertaining to Christology. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 291 Advanced Biblical Interpretation (3 credits)
Building on the content of Introduction to Biblical Interpretation, this course will further develop the necessary skills and tools to accurately understand the Bible and to respond personally and appropriately. Students will continue to learn and practice a flexible process for studying a passage in light of its historical occasion and purpose and in light of the normal conventions of language communication. *Prerequisite: BIB 192.*

BIB 331* Jeremiah and Lamentations (3 credits)
This course is a study of Jeremiah and Lamentations that includes an analysis of the prophet's ministry and prophetic function in Old Testament pre-exilic and exilic Israel, an overview of the themes of these books, and an exposition of their touchstone passages, including those that foretell of the Messiah and the new covenant. *Prerequisites: BIB 101, BIB 152, BIB 192.*

BIB 335* Ezekiel and Daniel (3 credits)
This course is a study of the books of Ezekiel and Daniel that includes an analysis of their prophetic ministries and function during the Babylonian exile of Old Testament Israel, an overview of the key themes of these books, and an exposition of their touchstone passages, including their use of symbolism and those that have messianic or eschatological significance. *Prerequisites: GEN 101, BIB 101, BIB 152, BIB 192.*

BIB 351* Romans (3 credits)
An expository, exegetical study of the book of Romans, with specific consideration given to Paul's development of major theological themes and his application of them to the lives of all believers. *Prerequisites: GEN 101, BIB 101, BIB 152, BIB 192.*

BIB 393 Advanced Hermeneutical Concepts (3 credits)
This course complements the two Bible Interpretation classes by continuing to explore the specific aspects of different biblical literary genres and guiding the student in working with each of the major genres in the interpretation process. This course also examines the historical/foundational principles of Biblical interpretation and application in order for students to apply Scriptures consistent with the theological principles found in the Biblical text. *Prerequisites: GEN 101, 192.*

BIB 450 Biblical Studies Practicum (3 credits)
Students will engage in biblical preaching or teaching in a variety of contexts under the direction of a supervising mentor.

BIB 452 John's Gospel and Epistles (3 credits)
A study of the Apostle John, his three epistles, and an advanced study of his Gospel. The historical, cultural, theological and hermeneutic issues and the unique contribution of these books to understanding the nature of Jesus will be highlighted. *Prerequisites: GEN 101, BIB 101, BIB 152, BIB 192.*

BIB 455 Book of Revelation (3 credits)
This course is a study of Revelation, the last book of the New Testament, with attention to its historical, cultural and Old Testament background. Discussion of the nature of apocalyptic literature, prophecy, and various approaches to the interpretation of this book are included in this course. *Prerequisites: GEN 101, BIB 101, BIB 152, BIB 192.*

BIB 490 Book Study (3 credits)
This course will examine a specific biblical book(s). Attention will be given to its content, form, and style, as well as its historical context, literary

shape, and history of interpretation. Focusing on exegesis and application, this course will outline the major themes, purposes and message of the book for the people of God both in the ancient world and contemporary society.

BIB 491 Advanced Exegesis Seminar (3 credits)
This course is a seminar environment, where students will do exegetical interpretation/research on a particular Biblical book, section or topic and present their findings to the class. Students will learn by research and presentation, but also by interaction with the instructor, the work of other students and critique of their own work. The topic covered in the seminar may change for each course instance. *Prerequisite: LAN 202 or LAN 203.*

B. BIBLICAL LANGUAGES

LAN 101 Introduction to Biblical Languages (3 credits)
An introduction to Hebrew and New Testament Greek focusing on culture, alphabets, basic vocabulary, grammar and syntax, with the goal of helping students work with standard reference tools and develop skills in sound exegesis. Bible Software will be used to facilitate these activities. *Prerequisite: GEN 101.*

LAN 202 Greek I (3 credits)
The student is introduced to the basic features of New Testament Greek, including grammar, vocabulary, and oral reading. The result is the ability to read the simpler portions of the New Testament with the aid of a Greek Lexicon.

LAN 203 Hebrew I (3 credits)
The student is introduced to the basic features of Old Testament Hebrew, including grammar, vocabulary, and oral reading. The result is the ability to read the simpler portions of the Old Testament with the aid of a Hebrew Lexicon.

LAN 302 Greek II (3 credits)
Building on skills learned in GEN301 Greek, the student finishes development of the basic skills needed to read the Greek New Testament. This includes finishing the verbal system, the forms and functions of participles and non-indicative moods, and refining translation skills. *Prerequisites: GEN 101, LAN 202.*

LAN 303 Hebrew II (3 credits)
The student continues to be introduced to the basic features of Old Testament Hebrew, including vocabulary, grammar, and syntax. The result is the ability to read and translate portions of the Old Testament with the aid of a Hebrew Lexicon. *Prerequisites: GEN 101, LAN 203.*

LAN 492 Greek Readings Seminar (3 credits)
Course Description coming soon.

LAN 493 Hebrew Readings Seminar (3 credits)
Course Description coming soon.

C. THEOLOGICAL STUDIES

THS 101 Survey Of Christian Beliefs (3 credits)
This course introduces students to the basic concept of worldviews and the importance of understanding a Christian worldview. The basic Christian beliefs that form the basis of a Christian view of the world are then surveyed according to standard theological categories.

THS 201 Theology I: God the Father (3 credits)
Bibliology and Theology Proper: with a focus on God the Father, this course explores the nature of the person and works of God, and the doctrine of revelation and authority, with particular attention to the role of Scripture. *Prerequisite: THS 101.*

THS 202 Theology II: God the Son (3 credits)
Christology, Anthropology, Hamartiology and Soteriology: with a focus on God the Son this course helps students understand the nature of humanity, the person and work of Christ and the application of Christ's work to fallen humanity in salvation. *Prerequisite: THS 101.*

THS 203 Theology III: God the Spirit (3 credits)
Pneumatology, Ecclesiology and Eschatology: with a focus on God the Holy Spirit this course deals with the person and work of the third person of the Trinity, the Church as God's people birthed by the Spirit and the culmination of God's intentions in the last things including the second coming, heaven, hell and the eternal kingdom. *Prerequisite: THS 101.*

THS 232 Theology of Worship (3 credits)
This course will examine the biblical, historical, and theological foundations of Christian worship and consider the delicate balance between substance and contemporary relevance. The purpose of such a foundation is to help the student better understand,

develop, and implement a theology of worship that is grounded in Scripture and rooted in Christian history and belief.

THS 252 Christian Apologetics (3 credits)

This course introduces the student to the nature, purpose and major approaches of apologetics. This course presents specific principles, techniques, and guidelines for performing the apologetic task of presenting both positive arguments for the truth of Christianity and responding to criticisms. The student will interact with a broad spectrum of classic and contemporary challenges to the Christian faith and develop an apologetic to address these challenges.

THS 261 Theology of Missions (3 credits)

The theology of Christian mission has undergone dramatic shifts throughout the history of the church, particularly in the twentieth century. The purpose of this course is to enable to the student to attain a high level of understanding of the theology that empowers Christian mission around the world. The student will learn the biblical theology for Christian mission so that he/she will not only understand the "what" of mission, but also the "why" of mission.

THS 312 Christology (3 credits)

An overview and evaluation of the contemporary views of the person of Christ. These will be compared with the biblical, historical view of Christ. The purpose is to help students gain an accurate understanding of Christology. *Prerequisite: GEN 101, THS 202.*

THS 324 Ecclesiology (3 credits)

An in-depth sciptural look at the formation, structure, leadership, and mission of the Church (Ecclesiosology). This course will explore the marks of a healthy church that honours God in worship, purposefully makes disciples and cares for believers, and bears fruitful witness to Christ locally and globally. Emphasis will be given on the means of grace given by God to accomplish this goal. *Prerequisite: GEN 101, THS 202.*

THS 361 Analysis of Worldviews (3 credits)

Fundamental to any people group is their unique view of themselves, the world, and their place in it. Students will be exposed to key aspects of how people develop a world view and will be able to reflect on their own world view and how it has been developed. Students will then be taught the tools necessary in order to help them evaluate the differences between world views and how to create bridges of communication. *Prerequisites: GEN 101, APL 252*

THS 380 Topical Study (3 credits)

This course will examine a specific topic in theology through the lens of biblical, historical and systematic theology. Specific attention will be given to its formation, development and contemporary use so that students will gain a full and accurate understanding of the chosen topic.

THS 411 The Holy Spirit (3 credits)

An exegetical and biblical theological study of the Holy Spirit with emphasis on the various aspects of the work of the Spirit in the lives of God's people. It will also show how these themes provide foundational support for charismatic experience and doctrine. *Prerequisite: GEN 101, THS 203.*

THS 424 Theology of Spiritual Warfare (3 credits)

An in-depth study of the biblical truths regarding angels, demons, and Satan. It includes principles of being an overcomer in the spiritual battle through prayer, and of leading people to freedom in Christ. *Prerequisite: GEN 101, THS 203.*

THS 442 Eschatology (3 credits)

This course explores the basic theological concepts surrounding The Last Things: the second coming of Christ and the consummation of the age; positions on the Rapture, Tribulation and Millennium; resurrections and judgements; and the final state of both the saved and the unsaved. *Prerequisite: GEN 101, THS 203.*

THS 490 Theological Method (3 credits)

This course is designed to teach students to take a methodical approach to answering life's questions, "doing theology" and applying it to their own life and ministry. Students will learn to draw on history, biblical theology, systematic theology, apologetics, and practical theology to respond to questions in a holistic rather than fragmented manner. *Prerequisites: GEN 101, THS 201, THS 202, THS 203.*

THS 491 Advanced Theology Seminar (3 credits)

This course provides opportunities to explore

select topics in theology or the ideas of particular theologians or theological movements not covered in-depth in the standard curriculum but of interest to students or faculty. *Prerequisites: GEN 101, THS 201, THS 202, THS 203.*

3. MINISTRY DEVELOPMENT DIVISION CLASSIFICATIONS:

A. Christian Counselling
B. Ministry Practicum
C. Music Ministry
D. Pastoral Ministry
E. Practical Theology

A. CHRISTIAN COUNSELLING

CNS 100 Christian Counselling Orientation (1 credit)
This course orients students to the counselling program and covers life and academic skills that will promote academic success in the study of counselling.

CNS 101 Self-exploration Group Group (0 credits)
Self-Exploration Group Therapy is intended to foster, promote, and facilitate the counselling student's continual personal development, growth and self-awareness.

CNS 110 Introduction to Psychology (3 credits)
This course is intended to provide an overview of the principles and psychological theories that consider how aspects of a person's biology, cognition, important relationships, and social identity combine to form an individual's identity.

CNS 120 Basic Counselling Skills (3 credits)
This course is intended to provide students with a comprehensive and practical understanding of counselling knowledge and skills. Using Gerard Egan's renowned three stage model outlined in "The Skilled Helper," this course takes a problem management and opportunity development approach to helping. It will focus on the practical application of counselling through in-class skills practice by way of role play.

CNS 130 Issues and Ethics in Counselling (3 credits)
This course provides students with the fundamentals of ethical and professional conduct in the field of counselling. One of the main objectives is to stimulate the student's thinking process about major issues related to professional practice as a Counsellor and to challenge them to formulate their own position on ethical issues.

CNS 201 Self-exploration Group (0 credits)
Self-Exploration Group Therapy is intended to foster, promote, and facilitate the counselling student's continual personal development, growth and self-awareness. *Prerequisite: CNS 210.*

CNS 210 Practicum I: Basic Intake and Assessment (3 credits)
This practicum provides participants with a sound understanding of the Skilled Helping Model: A Problem Management and Opportunity-Development Approach to Helping by Gerald Egan. The focus of the course will be on the practical application of counselling through in-class practice sessions. *Prerequisites: CNS 101, CNS 110, CNS 120, CNS 130, CNS 220.*

CNS 221 Theories of Counselling (3 credits)
This course is intended to provide participants with a broad base of knowledge pertaining to some of the most commonly used contemporary counselling modalities, philosophies, techniques, and approaches. It includes an overview of the therapeutic process and the therapeutic relationship from an integrative perspective. *Prerequisites: CNS 101, CNS 130.*

CNS 240 Abnormal Psychology (3 credits)
This course provides an overview of current conceptions of psychological dysfunction faced by mental health professionals. Primary focus will be directed towards the symptoms, causality, and treatment of psychopathology and behavioral problems. *Prerequisite: CNS 210.*

CNS 245 Brain and Behaviour (3 credits)
This course seeks to introduce students to the core concepts of behavioral neuroscience in an accessible, applicable, and possibly even faith-inspiring way. We will look at the wonders of brain structures and functions that respond to experiences and generate sensations, thoughts, feelings, and behavior. We will also explore implications for understanding

how people are biologically wired to learn and grow, and applications for helping people more effectively as counsellors and ministers. Note: Taking CNS 110 or GEN 171 first is recommended.

CNS 250 Cognitive Behavioural Therapy (3 credits)

This course provides an in-depth overview of the history and application of Cognitive Behavioral Therapy. It provides students with a broader understanding of the cognitive conceptualization process as well as practical tools and strategies to assist clients in identifying an action plan to meet specific goals.

CNS 301 Self-exploration Group (0 credits)

Self-Exploration Group Therapy is intended to foster, promote, and facilitate the counselling student's continual personal development, growth and self-awareness. *Prerequisite: CNS 310.*

CNS 305 Trauma and Crisis Counselling (3 credits)

This course provides an overview of multi-system level definitions, diagnosis, effects and treatment of traumatic stress and trauma experienced from a multi-system perspective. It presents and explores important considerations for a trauma-informed approach to counselling in professional, ministry, social services, and other relevant contexts. It will also seek to equip students with a broad scope of understanding grief and loss, and various techniques and therapeutic procedures used in brief therapy crisis intervention counselling. *Prerequisites: CNS 101, 221, 245.*

CNS 310 Practicum II: Counselling Skills (3 credits)

This practicum provides students with an opportunity to learn, develop, and practice thier diagnostic, conceptual, and case management skills. Through the case conceptualization process, students will learn to understand a client's needs, examine the client's presenting problem, related problems, root causes, and factors currently keeping the problem going. Through their unique theoretical perspective, students will subsequently apply appropriate counselling skills and treatment strategies. *Prerequisites: CNS 201, CNS 230, CNS 240, CNS 250, CNS 260.*

CNS 320 Marriage and Family Counselling (3 credits)

This course will give students a broader understanding of selected principles and emerging theories of couple, premarital, marriage, and family counselling. The focus of the course will be on the practical application of Bowen's approach to the Family Systems Theory where the family is analyzed within a multigenerational or historical framework. *Prerequisite: CNS 310.*

CNS 331 Personality Theories (3 credits)

This course is intended to provide participants with a broad base of knowledge of the major theories of personality, and how these theories can aid in understanding individual differences and diversity in human behavior. Through discussions of the textbook and supplementary readings, as well as interacting with several personality inventories, we will explore implications of the course material for self-discovery and development as professional helpers and as Christian disciples. We will also consider how the theories may inform or challenge our understanding of God's plan for diversity in human beings who are each uniquely "fearfully and wonderfully made" (Psalm 139:14-15) created in the image of God to walk alongside one another as "One Body, Many Parts" (1 Corinthians 12). Note: Taking CNS 110 or GEN 171 first is recommended.

CNS 341 Lifespan Development (3 credits)

In this course, students learn the fundamentals of human development from conception to death. Lifespan developmental psychology examines theoretical perspectives that have been proposed to explain development in terms of physical, cognitive, emotional, and social factors. Students will be encouraged to critically consume scientific research that investigate topics related to development and their potential implications for life and counselling applications. Through this course, students will grow in appreciation of the wonders and complexities of life as human beings in God's creation. Note: Taking CNS 110 or GEN 171 first is recommended.

CNS 351 Addictions Counselling (3 credits)

This course is designed to assist the student in understanding of addiction treatment. It will examine addiction from the behavioural, pharmacological, historical, social, legal, and

clinical perspectives. Students will explore treatment modalities from various perspectives, including a Christian perspective working alongside secular agencies. *Prerequisites: CNS 101, 221, 245.*

CNS 405 Group Counselling Skills (3 credits)
This course provides an overview of some of the most commonly used contemporary group counselling modalities, with a special focus on the ethical principles of group facilitation. It offers opportunities for experiential learning to facilitate the development of group counselling skills and competencies. *Prerequisite: CNS 310.*

CNS 410 Practicum III: Advanced Counselling Skills (3 credits)
This practicum allows students to integrate counselling theory and practice in a placement site. Weekly supervision by school faculty provides support, feedback, case review, continuation of skill development, and opportunities for reflective inquiry. *Prerequisites: CNS 320, CNS 330, CNS 340, CNS 350, CNS 405.*

CNS 415 Practicum III Continuation (0 credits)
This course allows students needing more time to complete the required hours for the Advanced Clinical Skills practicum under faculty supervision.

CNS 490 Integration of Faith and Practice (3 credits)
This course will help students craft a philosophy of counselling ministry based on a biblical worldview and provide practical tools and strategies for launching a Christian counseling practice or ministry.

B. MINISTRY PRACTICUM

MIN 101 Short-Term Mission (1 credit)
Short-term missions trip organized and supervised by Pacific Life Bible College.

MIN 103 Tour Team (1 credit)
Music or drama groups that travel to promote Pacific Life Bible College.

MIN 109 Service Ministry Practicum (college) (1 credit)
Any service at the College. Includes a variety of tasks such as event set-up, college building maintenance, etc.

MIN 119 Librarian Skills Training (0 credits)
A course to help student library workers develop the skills required to work effectively at a Dewey Decimal System library. Training includes checking in and checking out books, properly shelving library material, placing books on hold, assigning fines, cataloging, new book preparation, patron updates and photocopier maintenance.

MIN 419 Degree Upgrade Academic Experience (64 credits)
Degree Upgrade Track students may apply for these credits based on having successfully completed a Bachelor's level program at another institution.

MIN 459 Leader's Track Ministry Experience (64 credits)
Leader's Track students may apply for these credits based on years of pastoral leadership experience.

C. MUSIC MINISTRY

Music Theory

MUS 101 Music Theory I (2 credits)
An introductory course to learn to read notes and rhythm, and understand the written language of music.

MUS 102 Music Theory II (2 credits)
Picking up from where Music Theory I leaves off, this course continues to explore the fundamentals of reading and writing music, with an emphasis on contemporary approaches, chording and chord charts. This course ends at an equivalent of a Royal Conservatory Grade 1 level. *Prerequisite: MUS 101 or equivalent.*

MUS 152 Music Ministry Management (2 credits)
This course will be an overview of the diverse practical aspects of leading a music ministry in a church context. Topics covered will include building a team, working with and developing artists, organizing services, and administrating. Also emphasized will be responsibilities to God and the congregation, and the building and maintaining of effective relationships with other members of leadership teams, as well as personal gifting and creativity.

MUS 155 Worship Leading I (2 credits)
Desctription coming soon.

MUS 156 Worship Leading II (2 credits)
Description coming soon.

MUS 290 Music Practicum (1 credits)
Students apply classroom learning by serving and leading in a music ministry under the direction of a supervising mentor.

Individual Lessons
Music concentrations are required to take private lessons in an instrument.. Students will be evaluated on the basis of practice, recital performance, and progress over the course of the semester.

MUS 131/231 Keyboard, Fall (1 credit)
MUS 181/281 Keyboard, Spring (1 credit)
MUS 132/232 Guitar, Fall (1 credit)
MUS 182/282 Guitar, Spring (1 credit)
MUS 133/233 Bass, Fall (1 credit)
MUS 183/283 Bass, Spring (1 credit)
MUS 134/234 Drums, Fall (1 credit)
MUS 184/284 Drums, Spring (1 credit)
MUS 139/239 Other Instrument, Fall (1 credit)
MUS 189/289 Other Instrument, Spring (1 credit)

D. PASTORAL MINISTRY

PMN 252 Homiletics (3 credits)
This course includes training in the technical preparation and delivery of biblical sermons. In-class assignments and required actual preaching experiences orient this course to learning through practice.

PMN 282 Leadership Development (3 credits)
This course focuses on the leader's personal development and growth, and how leaders develop other leaders. Students will gain a perspective on life-long leading and an understanding of the phases of leadership development, overcoming barriers to growth, and recognizing various leadership styles. Attention will also be given to strategies and methods for developing leaders and leadership teams.

PMN 290 Pastoral Ministry Practicum (3 credits)
Students gain practical experience in aspects of pastoral mentoring and leadership. Examples include working as an interim pastor for a summer or other period of time.

PMN 361 Pastoral Ministry (3 credits)
This course is designed to lay a solid theological foundation concerning pastoral ministry and its theology, philosophy and accompanying components. Attention is given to the principles, practices and problems of shepherding the people of God, from one-on-one ministry to public roles in conducting various services.

PMN 370 Leadership and Administration (3 credits)
This course will give an overview of the various departments of a local church with a focus on the skills and principles for leading and integrating these ministries under the standard of a Biblical ecclesiology. It will cover basic administrative management and leadership principles including time management, goal-setting, planning, decision-making, organization, delegation, volunteers, and staff relations. This course will also include components on general church polity, legal matters, and financial management.
Prerequisite: PMN 282.

PMN 422 Applied Ecclesiology (3 credits)
This course explores principles and methods characteristic of growing churches, paying particular attention to principles of cultural engagement and evangelism in the Canadian context. Church planting is also a significant component of this course, examining the importance of planting churches; gathering, interpreting and applying demographic information; developing a church planting plan; and laying a foundation for a new church. *Prerequisite: PMN 270.*

PMN 460 Pastoral Ministry Practicum (6 credits)
Students apply classroom learning by serving and leading in a pastoral ministry under the direction of a supervising mentor. *Prerequisite: PMN 101.*

PMN 490 Ministry Study (3 credits)
Students apply classroom learning by serving and This course will examine a specific, selected, ministry topics and how it can be applied in the contemporary ministry context.

PMN 492 Foursquare Distinctives (3 credits)

This course examines the history, doctrine, values, polity, licensing, and administrative policies of the Foursquare Gospel Church of Canada. Emphasis will be given to the unique characteristics of this "Interdenominational" denomination and its place in relation to the present global picture.

E. PRACTICAL THEOLOGY

(general ministry courses) PTH courses on Biblical Interpretation and Theological Method are listed in the Bible and Theology Division section of this catalogue. PTH courses on Apologetics are listed at the beginning of the Ministry Development Division course descriptions.

PTH 001 Chapel (0 credits)

All resident students, as well as students with a class on Tuesday, are required to participate in Chapel as part of their spiritual development. The student's chapel attendance will be tracked, and will be assessed a pass/fail on their official transcript, based upon attendance. A student will receive a passing grade if not missing more than 3 chapels per semester.

PTH 101 Spiritual Formation (3 credits)

This course offers the student a foundation for the personal process of spiritual formation and character development. The student will gain a biblical understanding of the nature and practice of Christian spirituality and how the consistent practice of spiritual disciplines will help the student centre their life in God. As well, the student will learn how their personal walk with God is expressed in the relationships they have with others.

PTH 107 LifeLaunch I (3 credits)

As members of the Church students learn to see themselves as an integral part of God's reconciling work within creation (II Cor. 5:17–22). This course combines academic study with outside-the-classroom opportunities for faith engagement in missional, social justice, and ecological contexts.

PTH 108 LifeLaunch II (3 credits)

Building on PTH 107, this course explores what it means to be missional within a post-Christian culture and with people who come from different contexts, religious backgrounds, worldview, philosophies, and moralities. This course combines academic study with outside-the-classroom opportunities for faith engagement in missional, social justice, and ecological contexts. Time will be given to preparation for the end of the year LifeLaunch Mission Trips.

PTH 114 Life and Ministry in the Holy Spirit (3 credits)

A doctrinal study and practical application of the person and work of the Holy Spirit (Pneumatology) designed to lay a theological base and to challenge the student to walk and minister in the dynamic of the Spirit-filled life.

PTH 201 Spiritual Formation II (3 credits)

This course is designed to help students personally experience the freedom and healing that is found in Christ and His Word, and be able to teach others these same principles.

PTH 225 Evangelism Strategies (3 credits)

A course designed to prepare and involve the student in personal evangelism, the basics of ministry for winning and discipling new believers.
Prerequisite: GEN 101.

PTH 270 Practical Ethics (3 credits)

To be filled in at a later date.

PTH 290 Practical Theology Study (3 credits)

This course will examine practice of a specific theological topic. The description of the specific instance of this course should be added when the course is set for the semester in which it will run.

PTH 499 Senior Seminar (3 credits)

This course will enable the student to integrate the studies leading to senior year into a comprehensive biblical worldview and philosophy of ministry. It will prepare the student to enter ministry with a clear statement of their beliefs and values and a practical plan for translating them into positive action. *Prerequisites: GEN 101, 90 credits towards the completion of a program.*

4. CHRISTIAN ENGLISH LANGUAGE IMMERSION

ELI 001/002 Private English Tutoring (0 credits)

Students will meet one on one with a tutor to work on their language skills. The sessions will be tailored to the student's specific needs. Students may also receive support for their assignments for their Bible classes.

ELI 061/062 Listening and Speaking

English (0 credits)
This course is intended for students at an intermediate level of English Competency. It is designed to build on their listening and speaking skills for social interactions, and to expand these skills for more challenging academic tasks.

ELI 071/072 Reading and Writing English (0 credits)
This course is intended for students who have some exposure to English reading and intermediate vocabulary. This course helps students improve their grasp of sentences, paragraphs, and elementary writing techniques.

ELI 073/074 Grammar and Theological Vocabulary (0 credits)
This course is intended for students who have some exposure to English grammar and (beginner) intermediate vocabulary. This course helps students improve their grasp of grammar and vocabulary, including some basic theological vocabulary.

ELI 080 ELI Old Testament Survey (0 credits)
An overview of the Old Testament, highlighting its organization, overall themes, historical context, and major events, as well as key words, names, and places mentioned in each book.

ELI 081 ELI Spiritual Formation (0 credits)
This course offers the student a foundation for the personal process of spiritual formation and character development. The student will gain a biblical understanding of the nature and practice of Christian spirituality and how the consistent practice of spiritual disciplines will help the student centre their life in God. As well, the student will learn how their personal walk with God is expressed in the relationships they have with others.

ELI 082 ELI Survey of Christian Beliefs (0 credits)
This course introduces students to the basic concept of worldviews and the importance of understanding a Christian worldview. The basic Christian beliefs that form the basis of a Christian view of the world are then surveyed according to standard theological categories.

ELI 083 ELI Acts (0 credits)
An examination of the beginning and development of the early church, with an emphasis on the ministry of the Holy Spirit, the mission of the church, and principles for church life.

ELI 090 ELI New Testament Survey (0 credits)
An overview of the New Testament, highlighting its organization, overall themes, historical context, and major events, as well as key words, names and places mentioned in each book.

ELI 091 ELI Gospels (0 credits)
A historical and expository study of the life of Christ as revealed in the gospels. Particular emphasis is given to the nature and teachings of Jesus and how they are worked out through His disciples then and now.

ELI 092 ELI Evangelism Strategies (0 credits)
A course designed to prepare and involve the student in personal evangelism, the basics of ministry for winning and discipling new believer.

ELI 096 ELI Life and Ministry in the Holy Spirit (0 credits)
This course introduces students to the person and work of the Holy Spirit and challenges them to walk and minister in the dynamic of the Spirit-filled life.v

5. DISTANCE LEARNING

You may notice two designations on course codes. Some will end in an E (e.g., BIB 252E) while others end in -OL (BIB 101-OL). These designations mark the difference between courses in an older paper-based mode and a newer digitally-based mode. Courses that end in E tend to be based on a printable and lengthy student manual; courses that end in -OL are courses organized within the College's course management system.

BIB 101-OL Old Testament Survey (3 credits)
An overview of the Old Testament, highlighting its organization, overall themes, historical context, and major events.

BIB 152-OL New Testament Survey (3 credits)
An overview of the New Testament, highlighting its organization, overall themes, historical context, and major evens.

BIB 192-OL Biblical Interpretation (3 credits)
This course introduces the tools and methods for Bible research, teaching students to draw from Scripture in order to minister to others. The student will gain specific principles, methodical guidelines, and skills training for in-depth study and interpretation of the Bible.

BIB 201-OL Pentateuch (3 credits)
A study of the first five books of the Old Testament, Genesis through Deuteronomy, covering the overall theme, purpose, and theology of each book, and the Pentateuch as a whole. These books encompass the early history of mankind and the nation of Israel. The Foreshadowing of the Person and work of Christ in the Covenants, Tabernacle and the Levitical offerings is also highlighted.

BIB 202E Historical Books (3 credits)
This course is a thematic survey of the two major histories in the Old Testament (northern and southern Israel) and of their historical and cultural milieu. This course enables students to understand and communicate the foundational, historical, and theological heritage of the Israelites and to increase their appreciation of the historical roots of the doctrinal emphases of each of the Historical Books.

BIB 237-OL Minor Prophets (3 credits)
This course is a survey of the Minor Prophets in the Old Testament that includes an analysis of the similarities and differences in their prophetic ministries and function in Old Testament pre-exilic, exilic, and post-exilic Israel, an overview of the key themes of these books, and an exposition of specific touchstone passages, with a focus on those that have messianic or eschatological significance.

BIB 251E Acts of the Apostles (3 credits)
An examination of the beginning and development of the early church, with a focus on the ministry of the Holy Spirit and the principles for church life and growth today.

BIB 252-OL The Gospels (3 credits)
A historical and expository study of the life of Christ as revealed in the Gospels. Particular emphasis is given to the nature and teachings of Jesus and how they are worked out through His disciples then and now.

BIB 261E Early Pauline Epistles (3 credits)
This course will provide a foundational overview of some key historical, cultural, linguistic, philosophical, theological, and hermeneutical issues related to Paul's early epistles, namely I & II Corinthians, Galatians, I & II Thessalonians. Biblical doctrines from the Old Testament and the Gospels which saturate Paul's doctrine and shape his practice will also be considered.

BIB 291E Advanced Bible Interpretation (3 credits)
This course is designed to introduce students to the skills involved in exegeting the Scriptures. The course features a workbook that provides the student with a step-by-step procedure for exegeting Old Testament and New Testament passages and gives special attention to the characteristics associated with the variety of genres present in both.
Prerequisite: BIB 192-OL

BIB 301E Poetical Books (3 credits)
This course is a comprehensive survey of the wisdom literature from Job through Song of Songs. The student will gain a comprehensive understanding of the literary, historical, and theological significance of these books as well as discover their themes, interpretations, and principles of application.

BIB 335-OL Ezekiel and Daniel (3 credits)
This course is a study of the books of Ezekiel and Daniel that includes an analysis of their prophetic ministries and function during the Babylonian exile of Old Testament Israel, an overview of the key themes of these books, and an exposition of their touchstone passages, including their use of symbolism and those that have messianic or eschatological significance.

BIB 351-OL Romans (3 credit)
This course is an in-depth exegetical introduction to the Letter to the Romans and is designed to prepare and enable the student for continuing study of this letter. Special attention is given to Paul's development of significant theological themes and how these themes might speak to our contemporary world.

CED 21E Children's Ministry (3 credits)
The objective of this course is to learn the principles for reaching children for Christ through the Christian Online program of the church and to develop a personal philosophy of Christian Online. The student will analyze the various age groups in their personality development, social and spiritual needs, as well as study various teaching procedures and methods with emphasis on application to each age group.

GEN 101-OL Academic Writing (3 credits)
This course is designed to assist the student in researching, developing and composing essays and research papers. Important elements of the course include grammar, vocabulary, opinion formation, thesis development, argument and logic.

GEN 131-OL History of Christianity I (3 credits)
The objective of this course is to introduce and survey the significant events, movements, and personalities in the church from its beginning to the Reformation period. By exploring the renewing and reforming works of God in these events, movements and personalities, the students will gain perspectives regarding the role of the church in man's history.

GEN 132-OL History of Christianity II (3 credits)
This course is a continuation of History of Christianity I. Beginning with an overview of the Great Reformation this course then follows the path of history which links the modern evangelical to the church universal. The final component provides an overview of the twentieth century including the birth and growth of the Pentecostal and Charismatic expressions of the church and assesses the state of the church at the beginning of the twenty-first century.

GEN 143-OL Science and Christianity (3 credits)
This course examines critical interactions between Christianity and science. A major goal of this course is to explore the history of Christianity and Science. A secondary goal is to explore Christian strategies for a more fruitful interchange between science and faith. From this course, students should be able to take away both enriched historical understanding and better theological balance for approaching critical questions relating science and Christianity.

GEN 171-OL Introduction to Psychology (3 credits)
An overview of psychological theories, including such topics as learning, perception, cognition, development, and mental health, as well as a survey of current secular and Christian counselling models. This course considers the integration of psychology and Christian counselling.

GEN 205-OL English Literature Survey (3 credits)
This course is an introduction to the great works of English literature. Students will become knowledgeable in the history, development, and impact of the English literary tradition and reflect on how it has impacted the modern world. The course will cover the themes, motifs, and styles of the most significant works within this tradition, ranging from the Medieval era to the Modern era, from prose to poetry to plays.

GEN 234E Interpersonal Development (3 credits)
All ministry flows out of relationships so it is vital that students in ministry training discover and develop the skills needed to maintain healthy relationships. This course introduces the concept of boundaries and how they operate within the context of friendships, marriages, and families.

GEN 293-OL Introduction to Western Philosophy (3 credits)
This course will provide an overview of the main branches of philosophy, which includes logic, metaphysics, epistemology, ethics, and philosophy of religion. The key issues and proposals within each domain will be discussed alongside the works of key figures in the history of philosophy, helping develop the student's philosophical acumen and knowledge.

PTH 101-OL Spiritual Formation I (3 credits)
This course offers the student a foundation for the personal process of spiritual formation and character development. The student will gain a biblical understanding of the nature and practice of Christian spirituality and how the consistent practice of spiritual disciplines will help the student center their life in God. As well, the student will learn how their personal walk with God is expressed in the relationships they have with others.

PTH 114-OL Life and Ministry in the Holy Spirit (3 credits)
A doctrinal study and practical application of the person and work of the Holy Spirit (Pneumatology) designed to lay a theological base and to challenge the student to walk and minister in the dynamic of the Spirit-filled life.

PTH 201E Spiritual Formation II (3 credits)
This course is designed to help students personally experience the freedom and healing that is found in Christ and His Word, and be able to teach others these same principles.

PTH 325-OL Evangelism Strategies (3 credits)
This course designed to prepare and involve the student in personal evangelism, the most basic ministry of winning and discipling new believers.

It is also intended to equip the students through knowledge and experiential application, with the message and methodology of presenting and living the message of the gospel of Jesus Christ.

PTH 499-OL Senior Seminar (3 credits)
This course will enable the student to integrate the studies leading to senior year into a comprehensive biblical worldview and philosophy of ministry. It will prepare the student to enter ministry with a clear statement of their beliefs and values and a practical plan for translating them into positive action.

PMN 101E Pastoral Ministry (3 credits)
This course is designed to lay a solid theological foundation concerning pastoral ministry, its theology, philosophy and accompanying components. It is structured to require and encourage hands-on pastoral ministry experience. It is hoped that the student will be able to penetrate the surface issues of pastoral ministry and understand the heart of God concerning this great calling.

PMN 252-OL Homiletics I (3 credits)
This course teaches proper preparation and delivery of sermons. Lectures are theoretical and inspirational, but there is also a practical component to the course. The video sessions are presented by Jerry Cook.

PMN 282-OL Leadership Development (3 credits)
This course is designed for leaders and leaders-in-training. The video instructor, Steven R. Falkiner, M.A., presents an analysis of the biblical basis of leadership, leadership roles, and character qualifications. The emphasis will be on personal development with a view to learning how to understand God's guidance and how to recognize the helps and hindrances that face emerging leaders.

PMN 362E Women in Ministry (3 credits)
This text-based course is designed for all church leaders. It provides students with a biblical theology for women in ministry. It investigates the role of women in the church by considering various eras of history and the beliefs about women during these periods. A DVD session on women in ministry leadership is presented by Jerry Dirman.

PMN 370-OL Church Leadership and Administration (3 credits)
This course will give an overview of the various departments of a local church with a focus on the skills and principles for leading and integrating these ministries under the standard of a biblical ecclesiology. It will cover basic administrative management and leadership principles including time management, goal-setting, planning, decision-making, organization, delegation, volunteers, and staff relations. This course will also include components on general church polity, legal matters, and financial management. The video sessions feature various instructors presenting on given topics.

PMN 385E Marriage & Family Relationships (3 credits)
This course lays a theological foundation for marriage and the family. It addresses the components of healthy, vital relationships within this context, as well as family systems theory, family life cycle, and circumflex models.

PMN 422E Applied Ecclesiology (3 credits)
This course is designed to help the student better understand the biblical basis for church growth as mandated by the Great Commission and evidenced by the expansion of the early church in the book of Acts. The student will also learn how to develop and clearly articulate a vision, philosophy, and strategy for church growth while bearing in mind the greater good and health of the local congregation. Video sessions presented by Dr. Jim Hayford.

PMN 492E Foursquare Distinctives (3 credits)
This course is required for anyone wishing to pursue licensing with the Foursquare Gospel Church of Canada. The course examines the rise of the Foursquare Gospel Church as a classical Pentecostal denomination, its basic doctrines and tenets, the history of founder Aimee Semple McPherson and the development of the Foursquare Gospel Church of Canada. It also examines the organizational structure and administrative aspects of the Canadian Foursquare Church.

THS 101-OL Survey of Christian Beliefs (3 credits)
This course introduces students to the basic concepts of the Christian faith and the significance of understanding a proper Christian worldview.

THS 134E Divine Healing (1 credit)
This course is designed to lay a solid theological foundation concerning the doctrine of divine healing and its contemporary relevance.

THS 201-OL Theology I: God the Father (3 credits)
Bibliology and Theology Proper: with a focus on God the Father this course explores the nature of the person and works of God, and the doctrine of revelation and authority, with particular attention to the role of Scripture.

THS 202-OL Theology II: God the Son (3 credits)
This course continues a systematic study of doctrines, namely Christology, Anthropology, Hamartiology and Soteriology. With a focus on God the Son, this course helps students understand the nature of humanity, the person and work of Christ and the application of Christ's work to fallen humanity in salvation.

THS 203-OL Theology III: God the Holy Spirit (3 credits)
Pneumatology, Ecclesiology and Eschatology: with a focus on God the Holy Spirit this course deals with the person and work of the third person of the Trinity, the Church as God's people birthed by the Spirit and the culmination of God's intentions in the last things including the second coming, heaven, hell and the eternal kingdom.

THS 242-OL Eschatology (1 credit)
This course offers a basic introduction to the theological concepts surrounding The Last Things: the second coming of Christ and the consummation of the age; positions on the Rapture, Tribulation and Millennium; resurrections and judgements; and the final state of both the saved and the unsaved.

THS 312E Christology (3 credits)
This course is designed to give the student a solid theological foundation concerning the existence, pre-existence, and eternal existence of Jesus Christ. It explores His deity, humanity, incarnation, and work. This course also investigates the origins and explanations of contemporary Christological views, with an attempt to develop thoughtful responses from an evangelical perspective.

THS 324-OL Ecclesiology (3 credits)
A look at the formation, structure, leadership, and mission of the Church (Ecclesiology) from the basis of Scripture. This course will explore church traditions and consider the marks of a healthy church that honors God in worship, purposefully disciples and cares for believers, and bears fruitful witness to Christ locally and globally. Emphasis will be placed on the means of grace given by God to accomplish this goal.

THS 424E Theology of Spiritual Warfare (3 credits)
An introductory study of the biblical truths regarding angels (Angelology), demons (Demonology), and Satan (Satanology). It includes principles of being an overcomer in the spiritual battle through prayer.

THS 490E Theological Method (3 credits)
This course is designed to teach students to take a methodical approach to answering life's questions, "doing theology" and applying it to their own life and ministry. Students will learn to draw on history, biblical theology, systematic theology, apologetics, and practical theology to respond to questions in a holistic rather than fragmented manner.

