



PORTLAND
BIBLE COLLEGE

Student Handbook



A MANNAHOUSE MINISTRY

Portland Bible College

Student Life Handbook 2024-25

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Welcome!

Welcome to PBC! We count it a tremendous privilege that you have chosen PBC as a place to spend this season of your life as you prepare for your future. Our desire is that you will experience the joy and depth of engaging in our unique community so that you can grow in the knowledge, understanding, character and skills that God has for you here!

The Student Handbook will help you get the most out of your PBC experience so that you can grow in all that God has for you in this season. The handbook is designed to serve you so that you can engage in a healthy campus culture and be encouraged in deep learning through your academic pursuits that are key to your growth.

As such, the handbook sets out expectations that reflect biblical values that we cherish together as staff, faculty, and students. The handbook will help you attain your goal in developing healthy disciplines that will facilitate your growth in Christian character.

We are excited that you coming to PBC is a statement of your commitment to invest in your personal and spiritual growth! It is our privilege to serve you in this journey.

Pastors Jason and Angie,
Campus Pastors

PBC VISION AND VALUES

Our Core Vision

Portland Bible College is a Christian college and a ministry of Mannahouse committed to developing passionate leaders who know how to live in God's presence and establish their lives on a clear set of biblical values that enable them to thrive in life and serve as influential leaders in their church and society.

Our Cultural Values

At PBC we desire to foster a vibrant culture where our values are practiced in how we engage and relate to God and one another. Our cultural values are the why and how behind what we do.

The chart below provides a visual representation about who we are. When lived out and applied, our values reflect our true identity. Our values aim at three areas in particular:

- Upward values that define the nature of our relationship with God.
- Inward values that define the nature of our relationships with one another.
- Outward values that define the nature of our relationship to the church and the world beyond.



SPIRITUAL LIFE

The most important key to building a healthy culture is for students to invest in their spiritual life through their personal relationship with Jesus Christ. Students are encouraged to pursue their own walk with God while also engaging in college and church events that will foster their spiritual pursuit.

Personal Devotional Life: In addition to the dynamic, spiritual atmosphere students will enjoy on campus, we encourage them to foster their own consistent, meaningful, and uniquely personal devotional lives. There are no formal means of accountability for this, but faculty and staff are available to coach students in taking their own initiative to grow their relationship with Christ.

College Spiritual Life: The spiritual atmosphere at PBC is charged with many dynamic Spirit filled opportunities to foster spiritual growth. In our weekly chapel you will participate in deep and meaningful times of worship, prayer and Spirit-led ministry. In addition, there are many opportunities for student-led gatherings on campus. We require all full-time students to attend chapels as a way of expressing vibrant gratitude to God for all He is doing among us as a college family. Part-time students are strongly encouraged to attend, as their schedule permits.

Small Group Life: Small groups are where students build deep relationships in an environment that invites them to be truly themselves. Lasting friendships are developed as students begin to discover the value of being real, authentic and open about their struggles, fears, hopes and dreams. Small group leaders encourage students to be real and open in their journey to becoming whole.

Church Life: We welcome all out of town students to Mannahouse Church as your “home away from home!” A significant part of your growth comes through faithful and active engagement in church life. For over seventy years, Mannahouse has been training leaders in the church, by the church and for the church and we are excited to offer you plenty of opportunities at church to practically apply your learning.

There are also special opportunities for dynamic spiritual impartation through our annual Minister’s Fellowship International Conference where you will receive impartation from respected and experienced leaders from around the world. We also host the largest youth conference in the Northwest which brings world-class speakers and the opportunity to stir up faith among thousands of young people.

If you live in the Portland area, we hope that you will stay engaged with your home church. Our goal is to send you back, equipped and motivated to be a great strength to your local church. Students outside of the Portland metro-area will engage each week at one of our Mannahouse campuses. We recognize that from time to time you may need to miss a Sunday, especially if you return home to visit family. Students may occasionally miss a service to visit another local church or to attend special church events or ministry trips.

Practicum Ministry Experience

One of the greatest advantages of PBC is the opportunity for hands-on ministry application with Mannahouse Church. The heart of Mannahouse is to see PBC students equipped and successfully released in ministry. Care is taken to help you find areas of interest and calling through your practicum requirements. Students begin by serving, and progress to more strategic ministry skill development, ideally finishing with an apprenticeship experience. Students are welcome to serve beyond the required level of involvement as time and opportunity permit. Our practicum ministry experience is built around our commitment to these timeless truths:

1. Our highest honor is to serve others.
2. God's primary instrument to impact the world is the local church.
3. Students often learn and grow best through practical application.
4. Ministry skills are best developed in a context where coaching and evaluation will help you grow.

Students from the Portland area are encouraged to fulfill their practicum in their home church, unless the student and their pastor see that the practicum would be more effective if accomplished at Mannahouse.

A full description and requirements of the practicum credits are provided in the Practicum course syllabi.

PERSONAL LIFE

Accelerating the personal growth of students in character and Christ-likeness is something we value deeply. Life transformation occurs when students are discipled through coaching, accountability and the inner working of the Holy Spirit based on a code of conduct that reflects our biblical values.

Code of Conduct

Our code of conduct is derived from biblical values and therefore should be upheld at all times, whether on or off campus and on breaks and holidays. We desire to serve and support you in your journey to build your personal, relational, and vocational choices upon biblical values.

Honoring sexual integrity: We believe God created the joy of sexual union to be fully experienced within marriage, and therefore, is to be honored and preserved between a husband and wife. Students, therefore, should not engage in any form of sexual activity outside of marriage. In addition, students should refrain from sexually suggestive dancing, and listening, watching, playing, and distributing pornography or any media with explicit content.

Respecting the emotional and physical dignity of others - Sexual Abuse and Misconduct Policy: PBC is committed to a safe and nurturing community. Any kind of threats or incidents of physical, verbal, or emotional abuse and sexual harassment are prohibited. Sexual assault, misconduct, harassment, or predation (any kind of sexual grooming activity that is committed through coercion or manipulation--physically, emotionally, socially, by authority, by means of alcohol or other substances, etc.) will not be tolerated under any circumstances. Any person engaged in such activity will be asked to leave campus immediately. Please see the appendix: *Misconduct and Abuse Definitions* for more details.

Honoring your body: We believe we glorify God by honoring our bodies as God's creation and as a temple of the Holy Spirit, therefore students are not to possess or use recreational drugs, including marijuana, tobacco and its derivatives, including vaping.

Respecting authority: Students are expected to be respectful and responsive to faculty, staff, and dorm leaders or others in authority. If the student feels a decision or request by someone in authority is not justified, they should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to the one whom that person is responsible.

Respecting the relational integrity of others through honesty and uplifting speech: At PBC we foster a relational culture where respect and honesty thrive. As such, students are to refrain from the use of vulgar, profane, abusive, or sexually suggestive language. Students should also refrain from all forms of dishonesty.

Respecting the property of others: Living together in community requires students to respect each other's boundaries. Students should not steal, borrow, or take from others without their express consent.

Obeying the law: Students are expected to be subject to the local and national governing authorities and therefore not engage in any criminal or unlawful activity.

CAMPUS AND SOCIAL LIFE

At PBC students build personal, spiritual, and academic disciplines by making healthy lifestyle choices. It is our intention to enforce these policies, not as biblical mandates, but as sensible practices that reflect biblical wisdom and a desire to produce a healthy student culture.

Healthy Lifestyle Practices

Alcohol abstinence: Given the serious safety and social concerns around the use of alcohol along with legal prohibitions of minors, students are to abstain from consuming alcohol on and off campus during the school year and all breaks.

Entertainment and music: Students should consider how their choice of uplifting music and entertainment encourages their spiritual, emotional, relational, and mental health. Please adhere to the explicit content policy in the Code of Conduct.

Gambling: Students should not participate in gambling, since it is not a good stewardship of money.

Dancing: Per the Code of Conduct, while students should not participate in sexually suggestive or intimate dancing, appropriate social and group dancing together is recognized as an expression of celebration and community.

Healthy Relationship Practices

At PBC, we strive to nurture a spiritual family atmosphere where life-long friendships and ministry partnerships are formed. We encourage students to value each other in a Christ-like manner through respect, encouragement, care, and deferring to one another.

Men and Women Dating Relationships: PBC encourages healthy non-romantic friendships and supports healthy dating relationships with guidelines that are intended to help students balance their academic and work responsibilities.

- **First semester friendships:** Students are encouraged to build a wide range of healthy relationships and are not to pursue romantic relationships during their first semester. We ask that students not act on romantic feelings that may develop during the first semester. Students with a long-term pre-existing relationship may discuss their relationship with the Campus Pastors.
- **Accountability:** Students are encouraged to seek accountability when pursuing romantic relationships so as to maintain academic, work, and church responsibilities.

- **Location:** Couples are encouraged to spend time in public places and are expected to avoid being in secluded areas or inappropriate or compromising situations. Couples may visit or stay overnight at the home of each other's parents, when a parent is present. Couples should not stay overnight where either of them rents or owns their own home. Exceptions may be discussed with the campus pastors.
- **Physical Affection:** Couples are to honor the sexual integrity statement in our Code of Conduct, both in public and private. Also, it is our desire to have a family atmosphere at the college, church campus and at off-site school functions. Therefore, if couples express affection, it should be done in a way that does not make others feel uncomfortable.
- **Engagement:** We strongly encourage couples desiring to get engaged to seek counsel from parents, home pastors, and campus pastors prior to any decision.
- **Minors:** PBC students may not date or develop a romantic interest with a minor or high school student. In addition, PBC students may not take minors in their cars without permission from the minor's parent/guardian, with the exception of official church events.

Dress Code Policy

Students should seek to glorify God and show respect to others by dressing appropriately and modestly, whether in casual or formal situations. Students should avoid any identification with messaging on apparel that opposes Christian values.

In keeping with the recognition that God created us distinctly as male and female, we ask that men dress in a way that reflects their masculinity and women dress in a way that reflects their femininity.

1. Male students:

- No pajamas, shorts, sweat pants or gym wear to class, chapel, or church.
- Clothing should be no lower than a hand width below the collarbone and no shorter than a hand width above the knee.
- Shirts should be worn at all times on campus, including in the fitness center.
- Refrain from wearing swimwear, tight-fitting pants or tight-fitting shorts on campus, unless they are worn as undergarments.

2. Female students:

- No pajamas, shorts, sweat pants or gym wear to class, chapel, or church.
- Clothing should be no lower than a hand width below the collarbone and no shorter than a hand width above the knee.
- Tops should not be strapless or too tight-fitting
- Refrain from wearing swimwear on campus. Tight-fitting pants and leggings can be worn with tops that extend to the mid-thigh.

Student Advisor/Mentor Program

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

Student Leadership Team

In keeping with the school's objective to train leaders, student leaders are nominated by the students and appointed by staff to assist in providing leadership on campus and in the dorms.

Campus, Facilities, and Safety Information

Church and College Property: All college facilities and dorms are generously provided by Mannahouse and as such should be stewarded with respect. No furnishings should be misused or damaged willfully. Should damages occur, students are asked to immediately report them to the Dorm Leader or Campus Pastors. Students responsible for damaging property will be charged for repair or replacement.

Room Scheduling: Some buildings are also used for church functions. We ask all students to cooperate when church events interrupt normal space usage.

- Chapel: Practices and rehearsals should be scheduled through the PBC Music Dept.
- Gym: Requests can be made through the Campus Pastor.
- Classroom Building: Classroom reservations should be scheduled through the Campus Pastor.

Keys: Do not make copies of any PBC or Mannahouse keys. This is considered a serious offense and breach of trust.

Dangerous Items: Firearms, explosives, weapons, and dangerous chemicals are not permitted on campus.

Bike Room: Bicycles must be stored only in the Bike Room under Dorm 2 with your name attached. Bike Room keys are issued by the Campus Pastor.

Cafeteria: The cafeteria opens during orientation week of the fall semester and orientation day of the spring semester and closes on the last day of finals week. The cafeteria is closed over the breaks and national holidays, including the Thanksgiving Holiday weekend and during Spring Break. The normal cafeteria schedule is as follows:

Breakfast:	Weekdays 7:00 - 9:00 am	Weekends 7:00 - 10:00 am
Lunch:	Weekdays 11:45am - 12:30pm	Weekends 1:00 - 1:45 pm

Sack lunches are available for resident students who are absent due to work or school requirements. Requests must be made by 12:30 p.m. the day before. Students wishing to take food to go can pay for a disposable container, or bring their own reusable container. Tableware and silverware may not be taken from the cafeteria.

Guests are welcome in the cafeteria and can pay at the check in stand.

Campus Safety: At PBC, the safety and well-being of our students and staff are among our top priorities. Please go to portlandbiblecollege.org/campussafety which provides information on personal safety resources. In an immediate emergency or danger, please call 911. In case of public safety needs or requests on our PBC campus, please call Mannahouse Public Safety at (971) 235-5936. Public Safety will also assist students late at night who wish to be escorted safely from their car to the dorm.

Do not leave purses, backpacks, laptops, or valuables around the campus or in vehicles.

Off Campus Safety: Like many large cities, Portland is navigating a host of complex issues. The city is generally a safe place, however, students should use wisdom and be aware of their surroundings. Please refer to the Campus Safety page for more details.

Vehicles and Parking

Having a vehicle on campus is considered a privilege. The policies below enable us to provide a safe campus where personal property is respected. These policies are enforced all year, including all breaks. Non observance may result in reminders, fines, towing, or the suspension of vehicle privileges.

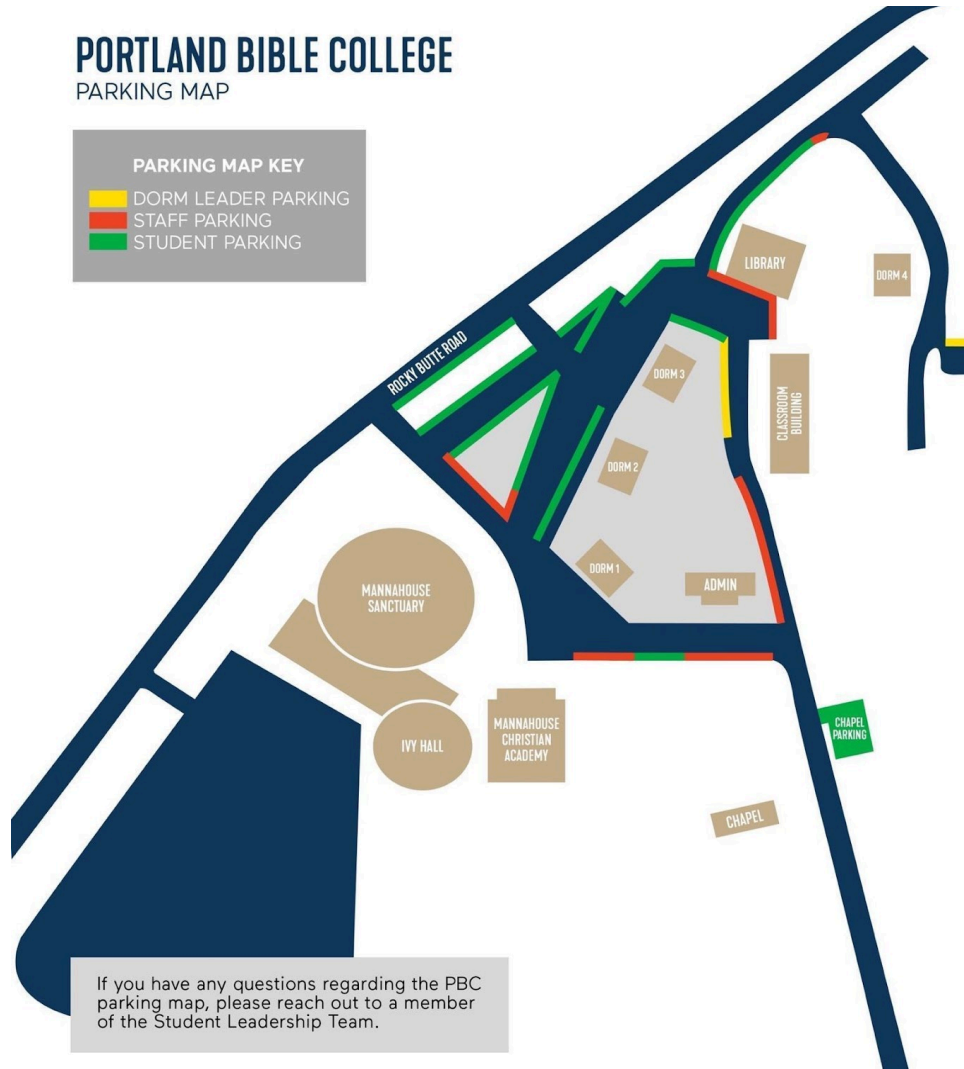
- **Registration:** All vehicles, including those of part-time students, must be registered with PBC in the Student Resource Center.
- **Insurance:** Insurance must be verified at registration to comply with State laws.
- **Liability:** Because of legal liability, students are discouraged from lending vehicles to others.
- **Campus speed limit:** 15 MPH. Please be especially careful in school drop off areas.
- **Traffic flow and off limits:** Obey all posted signs and follow one-way directions. Do not drive on the grass at any time. Student vehicles are not permitted beyond Dorm 4 without permission.
- **Vehicle repairs:** No major vehicle repairs or storing inoperable vehicles on campus.
- **Parking Passes:** Please park in student designated areas only. Parking passes can be purchased in the SRC. Passes must be displayed on the driver's side of the rear window.
 - On-campus student vehicle permits \$29.00
 - Off-campus student vehicle permits \$5.00
 - Replacement student vehicle permits \$10.00

PORTLAND BIBLE COLLEGE

PARKING MAP

PARKING MAP KEY

- DORM LEADER PARKING
- STAFF PARKING
- STUDENT PARKING



Finance Office and Policies

Our goal is to see our students graduate debt-free. Our class and fee schedules are structured to enable students to work their way through school while pursuing their studies. Most students are able to secure part-time employment opportunities in the Portland area, allowing them to attend classes until noon and work afterwards.

Tuition and room and board fees are assessed each semester and published on the website.

Interest-free payment plans allow you to get started with your education while managing your finances responsibly.

Term Enrollment Agreements will be sent to your email and must be signed to complete enrollment in the semester. Co-signers will be required for underage students and those requiring further assistance.

Down Payments will be due at the start of each semester:

Fall Semester Down Payment		Spring Semester Down Payment	
Full-time, On-campus	\$3,000	Full-time, On-campus	\$2,000
Full-time, Off-campus	\$1,300	Full-time, Off-campus	\$850
Part-time, Off-campus	50% of total	Part-time, Off-campus	33% of total

Payment plans are divided equally between 4 months in the Fall or 5 months in the Spring. Payments are due on the 20th of each month.

Monthly statements are available through Populi and can be sent to third parties (parents, organizations, etc.) for payment. Monthly payments are due on the 20th of each month.

Late fees of \$50 will be charged to any student who makes their payment more than 5 days after their payment is due. Students are encouraged to meet with the Finance Office to discuss inability to meet financial deadlines.

Automatic withdrawal from class may occur if you are more than 30 days overdue on a payment.

Preferred payment method is through e-check within Populi. To set up, log in to your bank account through Populi. Payments can also be made in person through cash, check, or money order at the Admin Building. You may also pay online with a debit or credit card but a 3% fee will be added to cover bank charges. Students will be charged a \$20 NSF fee for any e-check or handwritten check that is returned.

Release of Information forms can be provided to you if you would like staff to be able to discuss your finances or grades with your parents or a third party.

Scholarships are available for students with proven personal and academic track records and who are facing severe financial difficulty. To apply, visit our website. The amount awarded is determined on a case-by-case basis.

External Scholarships are accepted by PBC. Our website has some helpful links. However, it is up to each individual student to determine his/her qualification and application for the scholarship. The student then needs to let the Finance Officer or Registrar know if there are any requirements on the school's part in order to obtain the funds.

FAFSA is not accepted at PBC as we have chosen to keep our costs low and not participate in federal financial aid. Therefore we can not provide tax statements for tuition payments to use as a tax deduction.

Refunds for withdrawing students will be determined according to the following schedule:

- Week 1-2: 80% tuition payment refund.
- Week 3-4: 60% tuition payment refund.
- Week 5-6: 40% tuition payment refund.
- Week 7-8: 80% tuition payment refund.
- After week 8: No tuition refund will be given.

Room and board will be prorated on a weekly basis for a refund.

Refunds will first pay any balance owed. If the refund is more than the balance owing, the student will receive a check in the mail. If the refund is less than the balance owing, the student is still obligated to pay off the remaining balance by the end of the semester. After that, collection efforts will be made.

Student Resource Center

Our theological research library contains more than 16,000 books. Students have the opportunity to use a wide range of resources, old and new, filled with information to help them in their research.

Course Requirement books are available at all times and may not be checked out.

Checking out books may be completed from the self-service kiosk or with SRC staff with the exception of Reference books (marked REF) which may not be removed from the library at any time. Books can be checked out for 2 weeks. Students can renew each book twice either online or in person in the SRC.

Late book fines accrue at \$0.25/day to a maximum of \$50.00. Fines can be paid in person to the Librarian. Fines must be paid in order to check out or renew books. If at the end of the semester the student has not paid the fines, they will be added to the student's account, which must be paid in full in order to graduate, receive transcripts or matriculate for the next semester.

Hours are posted on the SRC doors and may change according to the semester and any special events. It is generally open 7 days a week.

Quiet hours are strictly enforced out of respect for others to maintain a quiet atmosphere in the library.

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

The PBC Bookstore is committed to securing the best prices on books and materials for our students. We provide rentals for all classes as well as for sale books for a select number of classes.

Computers and printers are available to students during library hours to complete assignments and research. Students are welcome to use the printer for any assignments or school-related use free of charge. Students will be charged a small fee for any personal use of printers.

Mail Services

Free mailboxes in the classroom building are issued to all students, commuters and residents on move-in day and keys can be obtained from the SRC. Mailboxes are required as this is our main form of non-electronic communication with students. The assigned box # will remain the same for each consecutive semester the student is enrolled, and returning students may keep their key over breaks.

Mailbox loan periods are for one semester at a time. Keys must be renewed before the end of the semester to avoid late fines. Late key fines accrue at \$0.25/day to a maximum of \$10.00.

Mailbox key replacements may be requested from the SRC staff.

Non-returning students should return their mailbox key directly to the SRC staff. If they have utilized their PBC mailbox as their primary mailing address, they must file a change of address form with the USPS online.

Incoming mail can be picked up at the SRC. Packages and mail are received from all carriers and distributed Monday - Friday only. Incoming mail should be addressed as follows:

Student Name
Portland Bible College
9150 NE Fremont (mailbox #)
Portland, OR 97220

During breaks packages and mail will be delivered directly to your mailbox in the Classroom Building.

Stamps and envelopes are available for purchase at the SRC and mail can be sent from there.

DORM LIFE

Each dorm is led by a Head Dorm leader and two assistants who are accountable to the Campus Pastors. Students should respect the dorm leaders and assistants as representatives of the Campus Pastors.

Dorm Policies

Common Areas:

- All signs and/or notices posted in the dorm must be approved by the Dorm Leader before they are posted. All approved signs must be neat in appearance and dated. Any notice not in compliance will be removed.
- All personal toiletries, clothing, and other items are not to be left in the bathrooms or common areas at any time.
- All food stored in any common area must be labeled or will be discarded within 24 hours.
- Please do not put anything wet or dirty inside the kitchen cupboards or drawers.
- Baby-sitting, senior care-taking, pets, and animals are not permitted in the dorms (Fish in a 10 gallon tank or smaller are permitted).

Dorm Rooms:

- All items displayed in a room should reflect values that honor God and respect for one another. If uncertain, check with the Dorm Leaders.
- Food must be stored in fully sealed containers.
- All fridges must be labeled with your name. Students who leave fridges will be fined \$50.
- Use adhesive tape on doors, rather than hooks, screws, or nails, etc. Glue guns may not be used to attach anything to any part of the room.
- To ensure privacy, please close window blinds when dark outside and your room light is on.
- No student shall at any time remove the screen from, or climb in or out of any window for any reason other than a fire.
- Please use fans that do not cause damage to the screens.

At the end of each semester, or when a student moves out from the dorm or changes rooms, students will use the **Dorm Room Exit Checklist Form** and pass a room inspection to receive their deposit.

Dorm Room Inspections: Dorm rooms will be checked Monday - Friday. Students who consistently keep their room clean (two or less reminders within the first 5 weeks of the semester) will only have their room checked once a week. If they receive two reminders during a weekly check, daily checks will resume.

Each room will be checked for the following:

- Bed: Sheets and bedspread made and tidy.
- Dresser: Drawers pushed in. Top clean and organized.
- Closet: Nothing sticking out of the closet area. No excess clutter or trash.
- All personal belongings, including shoes, should be stored inside your room and not outside your door, in another student's room, or in an empty room. Bicycles must be stored in the bike room.
- Desk: Shelves and desktop tidy and clean. Chair pushed in.
- Trash: Emptied when full. No food is permitted in dorm room trash cans.
- Carpet: Vacuumed. Items stored neatly and not left on the floor.
- Smell: No nasty odors. Doing laundry and removing trash and food waste is imperative. If necessary, minimize shoe odor by using foot powder or storing shoes in paper bags.
- Safety compliance: Rooms must comply with all fire safety guidelines. (See section on page 16)

Reminders: 1 reminder will be given for each infraction and will be sent out by Campus Pastors and Student Leaders.

Personal Belongings: Students should take care of their own things and treat others' belongings with respect by:

- Not taking or borrowing things without permission.
- Not assuming that unlabeled items are 'up for grabs.'
- Not leaving unwanted items in a common area. No "free" piles.

Dorm Curfew and Quiet Hours

Schedule: Students should be in their own dorm, and visitors and off-campus students should leave campus by:

Sunday - Thursday	10:00 PM
Friday (and holiday eves)	12:30 AM
Saturday	12:30 AM
Holidays and breaks	1:00 AM

A reminder is given for every 15 minutes that a student is late for curfew. Students will receive a fine after 30 minutes of being late. Please communicate with your Dorm Leader for genuine reasons you might be late such as a work shift ending later.

Curfew Extensions: Students wanting a curfew extension due to unique travel or special events must use the Extension Request Form. Details are provided on the form.

After Curfew: Your safety is paramount, therefore, leaving the dorm and going off campus after curfew is a serious offense. Students are asked not to leave prior to 5:00 AM except for work or special travel.

Quiet Hours: In consideration of our neighbors and those who work early, campus and dorm quiet hours are 10:30 PM – 7:30 AM daily, including weekends and breaks. This includes the weight room.

Noise: Students are asked to respect others with regards to excessive noise levels. Acoustic guitars may be played in the dorms, subject to the dorm leader's discretion. All other musical instruments must be played with headphones.

Campus Leave

Students must use the Campus Leave Request Form when they would like to stay off campus overnight. Forms must be picked up and dropped off at the Campus Pastors offices 2 workdays before leaving.

Dorm Maintenance and Cleaning Assignments

All maintenance issues are to be reported directly to the dorm leader.

Students will take personal responsibility for the general upkeep of the public areas. In addition, students will be assigned dorm duties and are expected to follow the cleaning assignment descriptions posted in each dorm.

When dorm duties are not performed, reminders will be issued to the assigned individual. Fines may be used instead of reminders during the last week of each semester and during breaks.

It is the student's responsibility to find a substitute for their cleaning assignments when they are absent or sick.

Dorm Privacy and Personal Safety

Students are not to enter a dorm of the opposite sex, or its entry way, except for:

- Family members who are helping students move in or out.
- Work-related custodial, maintenance teams, and service technicians.
- PBC staff or faculty as needed.
- PBC Dorm Check Teams, during very occasional pre-assigned dorm check times.
- PBC official events.
- Those given an exception who are escorted by staff or dorm leaders.

Students must close and lock all ground-level windows if you are not staying overnight.

Students should leave their dorm rooms locked when they are not present. Use caution in giving your room keys to others.

Fire Safety

Items NOT permitted to be used or stored in dorm rooms per local and state fire code regulations:

- Kettles, toasters, toaster ovens, rice cookers, air fryers, slow cookers, etc. These appliances can only be used in the dorm kitchen. Keurig-style coffee makers are permitted in rooms.
- Open flames, candles, incense or wax melters.
- Multi-outlet wall adapters.
- Extension cords without a built-in circuit breaker. Extension must not be connected/daisy chained to additional cords or power strips.
- Doorstops.
- Fireworks. (Not permitted on campus).
- Christmas lights that are battery operated and LED only are allowed in common areas but not in personal rooms.
- Do not hang anything on boiler pipes or sprinklers.

It is considered a serious offense to tamper with smoke alarms, fire extinguishers and other fire fighting equipment except during a fire. Regularly scheduled Fire Safety Inspections take place each semester by the local Fire Department. Any fees or fines issued to PBC for fire code violations will be directly added to the student's account.

Student Discipline

The goal of discipline is to associate a consequence with poor behavior in order to motivate change. We carry out discipline sparingly, redemptively and with loving care to promote the restoration and growth of the student. Our goal is that students not feel rejection or shame in the process, but rather a desire from us to partner with them and ensure their future success.

At PBC we choose to embrace a biblically-based Code of Conduct that honors God and one another. We are committed to helping students apply these values. When students break the Code of Conduct or other values, some form of disciplinary action may be necessary. A student's voluntary admission of a problem demonstrates their integrity and desire for change and will be carefully considered in determining the restorative process.

Listed below are a range of disciplinary measures and what each entails:

Reminders are given to students when they do not carry out a particular responsibility or have not met a handbook guideline. Students will be emailed reminders before fines accrue. (See chart below).

Fines are added to a student's account as reminders accumulate and increase as problems reoccur at the discretion of the Campus Pastors. Transcripts and grades will not be released until all fines are paid.

Discussion with Campus Pastors should occur when a student has received a number of reminders (see chart). Students should immediately initiate a meeting with one of the Campus Pastors to help them towards change.

Brief Behavioral Suspension may occur for serious violations of the Code of Conduct. Students may be asked to leave campus and not attend classes for 1-3 days to give time to reflect on their choices. Missed classes will be considered unexcused. The Code of Conduct and other guidelines will still apply.

Behavioral Probation may occur when a student accumulates excessive reminders in a semester and/or has demonstrated a poor spirit of cooperation. Probation continues until appropriate improvement has been demonstrated but could lead to the student's dismissal if significant improvement is not evident.

Full Suspension may occur for a serious violation of the Code of Conduct so the student can return home to focus on a defined restoration journey for one or two semesters with the hope of returning.

Dismissal may occur for serious violations of the Code of Conduct when the student is ambivalent towards receiving help towards a restoration process.

1 st Semester	Reminder Allowances	Fines Begin On:	Discussion with Campus Pastor	2 nd Semester Freshman, Sophomore, Junior & Senior	Reminder Allowances	Fines Begin On:	Discussion with Campus Pastor
Room Duty	9	10 th	10 th	Room Duty	8	9 th	9 th
Dorm Duty	4	5 th	8 th	Dorm Duty	3	4 th	7 th
Curfew	3	4 th	6 th	Curfew	2	3 rd	5 th
Quiet Hour	3	4 th	6 th	Quiet Hour	2	3 rd	5 th
Dress Code	3	4 th	6 th	Dress Code	2	3 rd	5 th
Parking	3	4 th	6 th	Parking	2	3 rd	5 th
Other	3	4 th	6 th	Other	2	3 rd	5 th

ACADEMIC LIFE

Academic Administration

The Academic Dean oversees all academic details concerning our degree programs. Our Registrar can help you with course registration, adding/dropping classes, change of program, transfer questions, grade reports, transcripts, certification of enrollment, graduation issues, and veteran's benefits. You must inform the Registrar if you change your address, phone number, or email address or want to withdraw from school. The Registrar's Office is located in the PBC Administration Building.

Registration

Dates and Deadlines: Registration dates are published in the academic calendar and posted online.

Eligibility: New students recently accepted to PBC are eligible to register. Continuing students who are in good standing with PBC and have met all previous financial obligations are also eligible to register.

You may attend class and receive credit only for courses for which you have been registered. Your registration will be complete upon signing and submitting your Enrollment Agreement. The official course roster from the Registrar's Office is the only basis an instructor has for enrolling a student in their course.

The only exception for not registering is for students who have already successfully completed that course for credit.

Auditing: Auditing is limited by the faculty. Permission may be requested from the Academic Dean.

Course and Employment Load: The class and fee schedule have been arranged for the benefit of students needing to work their way through school so they can graduate with little debt. In order to balance time demands, students must obtain permission to enroll in more than 18 credit hours or work more than 30 hours a week.

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

Registration Changes:

- **Add/Drop:** Within the first two weeks of a semester, a student may add or drop a course by emailing the Registrar. The add/drop deadline is noted in the catalog and calendar. If the decision is filed before the deadline, it is not recorded on the student's transcript.
- **Withdrawing from a Course:** After the first 2 weeks, a student may withdraw from a course by emailing the Registrar. The Registrar will notify the teacher, who will calculate the student's grade to be added to the transcript. The record will show that the student withdrew while passing the course (WP), or while failing the course (WF). If no email is sent the Registrar's Office and approved (should the student merely cease to attend a course), the student's grade for that course will be recorded as a failure on their permanent record and will be computed into their GPA. The last day for a student to withdraw from a course and receive a WP designation is noted in the college catalog. Veterans are limited by VA regulation to a 4-week withdrawal period.
- **Withdrawal from School:** This is permissible only after a student has emailed or spoken in person with the Registrar, consulted with the Academic Dean and checked out with the Finance Officer and Campus Pastor. A schedule of refunds is available from the Finance Officer. Unofficial withdrawals result in failing grades.

Class Attendance

The faculty has adopted the following attendance policies based on the belief that regular attendance is essential to your education and reflects a significant portion of each course grade.

Students are expected to be at all classes for which they have registered.

Students are sometimes overly tired, have minor colds, or must make appointments during class. Therefore a student is allowed one unexcused absence for each hour per week that the class meets without penalty. (i.e. a 3 credit hour course permits 3 unexcused absences per semester).

Each unexcused absence taken beyond this allowable limit will deduct 4% from the student's final grade and, therefore, could result in the failure of that course.

Missed classes due to late enrollment will be counted as unexcused unless the student follows the proper procedure to get the absences excused.

If a student misses 15 minutes or more of a class, it will constitute an absence.

Students are not permitted to leave a class before it is dismissed.

A student is considered tardy if they are not in the appropriate classroom at the official start of class. 3 unexcused tardies will be counted as 1 unexcused absence.

After a tardy or absence from a class, an online "Absence Excuse Form" should be filled out the day the student returns to class. One form must be submitted for each class missed. Students and instructors are then notified whether the absence or tardy will be considered excused or unexcused.

- Examples of excusable absences: Illness, family wedding, emergency immediate family situation.
- Examples of unexcused absences: Minor illnesses, colds, indigestion, headache, exhaustion, mental fatigue, etc., routine doctor, dental, or counseling appointments.

Excuse forms may not be submitted after 14 days from the absence.

Students are responsible for class content when absent, whether excused or unexcused.

Any student who misses more than one-third of the total classes for any course is automatically withdrawn regardless of the reason for their absences (excused or unexcused). Please be aware that Populi does not automatically calculate absences into your grade. It is your responsibility to calculate absences into your grade throughout the semester. Professors will not calculate it until the end of the semester. Questions regarding your current grade standing should be made to your professor.

Absence Excuse Form can be completed at: attendance.portlandbiblecollege.org

Use your Populi credentials to login, then select the absences you wish to have excused and the reason for your absence. You will be emailed through Populi if your absence request is accepted or denied.

Complete this form for each class period missed. If there is a class with two back-to-back periods, an Absence Form for the same class needs to be filled out twice, indicating each class period separately.

Classroom Etiquette

The key to effective learning in the classroom is consistent attention and participation. The following criteria is designed to increase attention and decrease distractions in the classroom:

Be on time and ready to learn by the beginning of the class period and do not leave the classroom during the class period unless for an emergency.

Appropriate discussion increases learning, but irrelevant chatter among students should be avoided.

Digital devices are permitted for note taking or Bible reference. Please silence your phone during class. Earbuds and headphones are not to be used during class.

Please do not work on assignments or study for exams during the class period.

Do not mark the roll sheet for other students (unless you are the designated attendance taker). Please only put a check by your name with no other mark.

Drink containers should have a secured lid to avoid spills.

Exam Etiquette

Please do not make/distribute copies of an exam review as it takes away the value of the review process.

Study notes should not be taken into an examination.

If a student is more than 15 minutes late for an exam, they will not be permitted to take it.

All electronic devices must be turned off during an exam. Teachers reserve the right to request that you remove your smart watch during exams.

Coursework and Grading

Academic Honesty: Honesty and integrity in all things is a clear biblical expectation for all and are essential for learning and accomplishing your educational goals. Dishonesty creates an unreality where it becomes impossible to know if you are really learning. Academic dishonesty includes:

- **Plagiarism:** Claiming the work of others as your own without specific acknowledgment. Making minor changes in wording does not make the work your own. All written assignments quoting other sources require proper citation.
- **Compiling the work of others:** Submitting work that is primarily a compilation of the work of others. Over half the words in any paper must be the words of the student writing the paper.
- **Unapproved collaboration:** Working with someone else so that the submission is not the product of the student, unless specifically allowed by the instructor. Students should assume that all assignments are to represent their own efforts, written in their own words. Submitting work that has been significantly edited by another person as your own is also considered dishonest.
- **Resubmitting work:** Students are not to submit the same or very similar work to more than one course without prior consent of the instructor. Submitting previously completed work as new is also dishonest.
- **Forwarding work to others:** Allowing another student to use your work for their assignment.
- **Test information:** Giving or receiving unauthorized test information prior to an exam.
- **Unauthorized sources:** Using unauthorized sources for answers during an exam is dishonest.

Academic dishonesty is serious as it violates the student's commitment to real learning and destroys academic trust. Consequences may range from a failing grade for the assignment or exam, to a lowered course grade, to a loss of course credit, or even a dismissal from school. A student coming forward to clear their conscience may lighten their consequence. Faculty members who become aware of possible academic dishonesty will consult with the Academic Dean to consider appropriate action.

AI Policy: Please review our strict non use of AI that is stated in every course syllabus.

Late Work Policy: The chart below represents how submitting late assignments will affect the final grade. It is based on an assignment that would have received an "A" grade had it been turned in at the due date. Assignments turned in on time that would have received a "B" grade or lower must be adjusted accordingly. Late work due to excused absences will be calculated from the time a student returns to class.

Days Assignment is Late	100 level courses	200 level courses	300 level courses	400 level courses
1 - 7 days	B (-11 points)	C (-21 points)	C (-21 points)	D (-31 points)
8 - 14 days	C (-21 points)	D (-31 points)	D (-31 points)	Minus 40 points
15 - 21 days	D (-31 points)	Minus 40 points	Minus 40 points	Minus 40 points
22 - 28 days	Minus 40 points	Minus 40 points	Minus 40 points	0 grade
29 or more days	Minus 40 points	Minus 40 points	0 grade	1 grade

Grading: Faculty members are responsible for informing students about the effect that coursework has on their final grade for the course. They are also individually responsible for evaluating the quality of student work and assigning grades according to the scale below.

- A (100 - 90%) Superior Scholarship
- B (89 - 80%) Above Average
- C (79 - 70%) Average
- D (69 - 60%) Below Average
- F (Below 60%) Failing
- WP Withdrawal with passing grade
- WF Withdrawal with failing grade
- I Incomplete. After two weeks following the close of a semester, unsatisfied incompletes shall be recorded as failures.

If a student believes that a grade for an assignment or course is inappropriate, they should discuss the matter with the instructor. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, then they may appeal in writing to the Academic Dean in a timely manner. The Academic Dean may make the final decision or refer it to the faculty. The faculty's decision is final.

Grade Point Average: A student's semester and cumulative grade point average (GPA) is calculated accordingly:

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

A+	4.00	B+	3.33	C+	2.33	D+	1.33	F	0
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

Grade Reports: Instructors submit their final course grades to the Registrar's Office. The student's grade report is issued from the Registrar to students in good financial standing with the college. Grade reports, transcripts, and degrees are not issued until all outstanding balances, fines and fees have been cleared.

Academic Probation

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

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

Academic probation is designed to assist students in evaluating their academic progress and is a warning that a student must meet academic standards to remain in PBC. If a student is placed on academic probation, they are not allowed to register for their next semester until meeting with the Academic Dean to help them assess their performance, identify areas needing improvement, and determine a strategy for improvement. This may include limiting course load, limiting employment, limiting co-curricular involvement and other activities. In addition, the student will be expected to participate in an academic accountability program designated by the Academic Dean.

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

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

Student Classification

A “full-time student” is one who carries 12 or more semester credit hours. A “part-time student” is one who carries less than 12 credit hours. Classification of students is according to the following:

- **Freshmen:** Those having completed less than 28 semester credits
- **Sophomores:** Those having completed between 28 & 59 semester credits
- **Juniors:** Those having completed between 60 & 91 semester credits
- **Seniors:** Those having completed a minimum of 91 semester credits
- **Advanced:** Those having completed a minimum of 128 semester credits

Graduation

A graduation ceremony is held on the weekend of the close of the Spring semester. All students are expected to attend unless there is an extreme emergency or other similarly difficult circumstance.

If you are expecting to graduate with your Associate or Bachelor degree, you must submit the **Graduation Petition Form** by Jan. 15th of your graduating semester. A \$125 graduation fee will be applied to the accounts of both live and online students. This fee includes the cost of one diploma and cover, regalia, and preparations for the graduation ceremony and is charged for those participating in person or receiving your degree through the mail. Each additional diploma requested on the Graduation Petition will add a \$55 fee to your account.

If your semester balance is paid in full (including the Graduation Fee), you will receive your diploma at the ceremony. If you are not able to attend Graduation, and your balance is paid in full, you may pick up your diploma at the Registrar’s office. If you live out of town, contact the Registrar to have your diploma mailed to you.

Graduation Petition location: <https://portlandbiblecollege.org/Graduation-Ceremony>

The transcript of any course credits from another institution that a student intends to transfer into PBC and apply toward their graduation requirements must be received by the Registrar by **April 1st** the month before Graduation.

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

Student Records

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

STATEMENT OF COMMITMENT

I, _____, believe that it is the will of God for me to be enrolled in PBC for the 2024-25 school year. I believe that God desires to do a significant work in my life that includes a deeper understanding of His Word, a stronger personal relationship with Him, the further maturing of my Christian character, the strengthening of personal disciplines, the sharpening of my ministry skills, and the development of life-long friends.

Because of this, as a student of Portland Bible College, I make the following commitment to honor God in my in my spiritual, personal, social, and academic life:

I commit to diligently pursue the spiritual opportunities and attend chapel and church services to help me grow in my own relationship with God and to become better equipped to serve and minister to others.

I commit to be open to the work of the Holy Spirit in all areas of my life so that I may grow in Christian maturity, character, and godliness.

I commit to adhere at all times to the biblical values set out in the Code of Conduct and to be a respectful law-abiding citizen and resident of the community.

I commit to honor my body, made in God's image, by adopting sound health habits and will refrain from using tobacco, marijuana, drugs, and alcohol.

I commit to be responsible for the financial commitments that I have made to the college for my tuition and room and board.

I commit to build healthy relationships with others, to do my part to resolve conflicts that may arise, and to seek to love others as Christ commands.

I commit to be responsive to college and church leaders that God has put over me during this season.

I commit to apply myself wholeheartedly to my intellectual pursuits, attend and focus my attention on learning in the classroom, and to maintain a spirit of excellence in all that I do.

I further understand that my signature below is my acceptance of the entire Statement of Commitment and a pledge to abide by all the guidelines and Code of Conduct provided in the Student Handbook or other instructions issued by college staff. This completes a contract between Portland Bible College and I.

Signature _____ Date _____