PORTLAND BIBLE COLLEGE

Student Handbook

2026–2027

PBC STUDENT HANDBOOK 2026-2027

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STATEMENT OF COMMITMENT

PART I: FOUNDATION OF FORMATION

Matthew 28:19-20

"Therefore go and make disciples of all nations…"

1. OUR CORE VISION

Portland Bible College is a ministry of Mannahouse dedicated to the formation of leaders through Intellectual Depth, Ministry Practice, Spiritual Encounter, and Life at the Table.

2. OUR CULTURAL VALUES

1 Corinthians 10:31 "So whether you eat or drink or whatever you do, do it all for the glory of God."

At PBC, we don't just attend a college; we cultivate a shared culture. Our values shape how we engage with God and how we live with one another. We are a Jesus-focused, Table-formed, People-reaching Movement. This is how we live as disciples together:

Jesus-focused: Anchoring our Intellectual Formation and Spiritual Encounter in the presence of God as we pursue our ultimate calling: to become More Like Jesus.

Table-formed: Living out the Practice of the Table within our residences, classrooms, and campus life. This posture of intentional, relational community is expressed as we are present, communicating openly, and actively contributing to campus life.

People-reaching: Living out ministry in our sphere of influence—on campus, in the local church, and in the world around us.

3. THE STEWARDSHIP OF PERSONAL INFLUENCE

1 Corinthians 10:31 So whether you eat or drink or whatever you do, do it all for the glory of God.

At PBC, students are formed to live with an awareness that all of life is lived before God and others. Leadership is understood as a way of life shaped by wisdom, integrity, and love.

Students are invited to grow in stewardship of their whole lives—including their thoughts, habits, relationships, digital presence, physical well-being, academic work, and resources—so that their influence reflects Christ in every context.

Influence is not about image or control, but about faithful presence, maturity, and consistency over time.

PART II: SPIRITUAL FORMATION

Acts 2:42

"They devoted themselves to the apostles' teaching, to fellowship, to the breaking of bread and to prayer."

The strength of our culture is rooted in the spiritual health of our students. Spiritual formation begins with a personal relationship with Jesus Christ and is strengthened in community. Students are encouraged to cultivate daily rhythms of prayer and Scripture and participate in the life of the college and their local church.

4. CHAPEL

The spiritual life of PBC is expressed in a presence-driven rhythm of worship and prayer. A central part of this rhythm is weekly chapel, where we gather to encounter God, grow in faith, and respond together in worship.

Chapel is a required gathering for all full-time students as part of the shared life of the college, and a key expression of gratitude and devotion to God. Part-time students are strongly encouraged to attend as their schedule allows.

5. CHURCH LIFE: THE LEADERSHIP LABORATORY

For decades, PBC has been training leaders in the church, by the church, and for the church. We believe the local church is an essential environment for discipleship and the place where spiritual formation is lived out.

Church Participation: All students are expected to participate in weekly church services at Mannahouse during the academic year. This is a core part of the PBC experience and student formation.

Mannahouse Small Groups: Students are encouraged to participate in Mannahouse small groups as an opportunity for spiritual growth and connection beyond campus life.

Local Students: For students who live locally, we value your continued faithfulness to your local congregation and your commitment to stay rooted in your local church.

Moments of Impartation: Throughout the year, PBC participates in major church-wide movements, including the MFI Conference and our annual ONE Conference. These are key moments of Spiritual Encounter where we receive from global leaders and experience the momentum of the wider body of Christ.

6. PRACTICUM MINISTRY EXPERIENCE

The Practicum Ministry Experience provides students with the opportunity for the practical application of church life through serving in the local church.

At PBC, we believe leadership begins with serving. Students are formed as they participate in the rhythms, responsibilities, and relationships of the local church. Practicum helps students grow in faithfulness, humility, and a servant-hearted posture as they participate in the life of the church.

Students begin by serving and learning the foundations of church life. Over time, faithful service creates opportunities for greater responsibility, leadership development, skill development, and apprenticeship.

This experience reflects the conviction that:

- Our highest honor is to serve others.
- The local church is God's primary instrument to impact the world.
- Students grow best through practical application.
- Leadership is developed through faithfulness, service, and stewardship.
- Growth happens through environments of coaching and feedback.

Full requirements are outlined in the Practicum course syllabus.

PART III: COMMUNITY LIFE

1 Peter 1:15-16

“But now you must be holy in everything you do, just as God who chose you is holy. For the Scriptures say, ‘You must be holy because I am holy.’”

CODE OF CONDUCT

Colossians 3:12-14 *"Since God chose you to be the holy people he loves, you must clothe yourselves with tenderhearted mercy, kindness, humility, gentleness, and patience…"*

Growth in character and Christlikeness is a core value of this community. We believe transformation happens as we follow the Holy Spirit and live in accountable relationships.

The Code of Conduct is based on biblical values and is designed to support your personal, relational, and vocational development. Because leadership is a 24/7 calling, these standards apply to all students throughout the semester, on and off campus.

We view these policies as shared commitments that shape community life. They are intended to support formation, strengthen integrity, and sustain a healthy spiritual community.

7. SEXUAL INTEGRITY

At Portland Bible College, we uphold Scripture's teaching that sexual union is a gift from God to be expressed within the covenant of marriage. Because we desire to cultivate spiritual maturity, wisdom, and relational integrity, students are expected to honor biblical sexual ethics.

Students are not to engage in sexual activity outside of marriage.
For clarity, *sexual activity* includes:

- Any sexual contact or behavior intended to arouse sexual desire.
- Any form of intimate physical contact that simulates or expresses sexual intimacy.
- Digital or online sexual behaviors, including explicit messaging or images.
- Intentionally viewing, accessing, producing, or distributing sexually explicit material in any format - digital, printed, or interactive.

Pastoral Approach
When students violate the Sexual Integrity Policy, the response will be determined by the nature, frequency, and transparency of the behavior, prioritizing:

- Honesty and repentance.
- Pastoral support.
- Accountability and growth.
- Stewardship of leadership and community health.

Students will not be removed simply for coming forward or seeking help. Our priority is repentance and restoration. However, the college reserves the right to adjust leadership standing or enrollment status as necessary to steward the health of the community and the individuals involved.

8. CIVIL INTEGRITY

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. - Romans 13:1

As leaders, we are called to be exemplary citizens. PBC students are expected to uphold the integrity of the community by:

Obeying the Law
Students are expected to be subject to local and national governing authorities and refrain from any criminal or unlawful activity.

Respecting Property
A healthy community requires clear boundaries. We expect students to honor the privacy and possessions of others. This means never borrowing or taking items without express consent.

Facilities & Security
Stewardship applies to the physical home God has given us. Students are expected to treat campus buildings and equipment with care, ensuring the house is left better than it was found. For the safety of the community, students must strictly adhere to all safety protocols, including building access codes and emergency procedures.

9. SAFETY & MISCONDUCT

PBC is committed to maintaining a safe, respectful, and abuse-free environment. Misconduct, harassment, abuse, and predatory behavior are strictly prohibited. These behaviors are categorically distinct from Sexual Integrity violations, as they constitute safety violations and will be addressed primarily through a safeguarding and safety lens.

Zero-Tolerance Behaviors
The following behaviors are strictly prohibited and may result in immediate removal, suspension, or dismissal:

- Physical misconduct
- Sexual misconduct or assault
- Sexual coercion, manipulation, or grooming
- Emotional or spiritual abuse
- Predatory behavior toward any member of the community

Definitions and examples are provided on our website: PBC Campus Safety Resource.

Understanding Consent & Power
Consent is a clear, voluntary, and ongoing agreement, free from coercion, manipulation, intimidation, impairment, or abuse of power. A person cannot consent if asleep,

unconscious, or incapacitated by alcohol or other substances. Consent cannot be inferred from silence, passivity, or lack of resistance.

At PBC, abuse of authority is treated as a safety violation. Power imbalances may include student leadership roles, ministry leadership, mentorship or discipleship relationships, academic authority, or social influence within the student community.

Determinations of misconduct will be made by a Designated Safeguarding Review Team based on assessment of facts, power dynamics, and consent.

Protection of Minors
PBC maintains a zero-tolerance policy regarding romantic or sexual involvement with minors (under age 18), regardless of perceived consent or prior relationship. Students are prohibited from pursuing or maintaining dating or sexual relationships with minors.

Private, unsupervised one-on-one interactions with a minor — whether physical, digital, or involving transportation — are strictly prohibited. All ministry-related interactions, including student transportation, must be explicitly authorized by church leadership and conducted within approved ministry guidelines.

Reporting & Safety Response
At PBC, all faculty and staff serve as Mandatory Reporters in accordance with Oregon law. If staff witness, hear of, or receive a report involving misconduct or a safety concern, they are required to initiate an institutional report. This process is designed to support and protect students, not punish them. Staff will protect confidentiality to the greatest extent possible and walk everyone involved through each step of the process.

- **Immediate Danger:** Call 911
- **Campus Safety:** Mannahouse Public Safety — (971) 235-5936
- **Reporting Form:** PBC Safety Reporting Form (anonymous available)
- **Staff Reporting:** Report to any staff or faculty member

Distinguishing Safety From Relational Discomfort
This policy addresses behaviors that violate safety, not normal interpersonal conflict.

Relational disagreements, awkwardness, or difficult conversations are typically addressed through discipleship and reconciliation, not disciplinary removal. Feeling anxious or uncomfortable does not, by itself, constitute a safety violation.

"Unsafe" refers to credible threats of harm, sexual misconduct, abuse of authority, or patterns of emotional or spiritual abuse. Safeguarding procedures are initiated by specific prohibited behaviors, not interpersonal tension. Reports intentionally made in bad faith or for retaliation may result in disciplinary action.

Procedural Distinctions: Discipleship vs. Safeguarding
PBC uses different procedures for relational conflict and safety violations.

Interpersonal Issues (Matthew 18 Process)
For misunderstandings or relational tension, students are encouraged to follow Matthew 18:15–17.

Goal: restoration and personal growth.

Safety & Misconduct (Safeguarding Process)
Incidents involving abuse, harassment, sexual misconduct, or threats are not handled through Matthew 18. Victims are never expected to confront an alleged offender privately. These incidents must be reported directly to the Safeguarding Team or authorities.

Goal: ensure safety and conduct a formal assessment.

Amnesty Policy
Reporting misconduct will not automatically trigger disciplinary action for minor handbook violations that also occurred during the incident. In addition, PBC strictly prohibits retaliation against individuals who report misconduct in good faith.

10. STUDENT ACCOUNTABILITY

At PBC, we believe growth in character and leadership is strengthened through accountability and the willingness to align our actions with our values.

When a student's behavior is inconsistent with the Code of Conduct or college policies, the college may implement appropriate responses based on the nature and severity of the concern.

When necessary, the college may implement one or more of the following responses:

Informal Coaching and Guidance
Many concerns are addressed through conversation, clarification of expectations, and guidance for improvement.

Fines
In some situations, fines may be issued for handbook violations or unmet responsibilities.

Formal Warning and Behavioral Agreement
When expectations are not met or concerns arise, a student may receive a formal warning and be asked to participate in a structured growth plan or behavioral agreement.

Probation
A student may be placed on probation when additional structure or clarity is needed following a concern or violation.

Suspension
For more serious concerns, a student may be suspended from classes, campus housing, or campus activities. Suspension may be brief or extended depending on the situation. The academic implications of a suspension will be determined in consultation with the Academic Dean to ensure the process remains both restorative and accountable. Suspension from classes is a physical restriction from campus life, not an academic withdrawal. Students are expected to complete all assignments remotely to maintain their standing.

Dismissal
Dismissal may occur for serious or repeated violations of the Code of Conduct, or when a student's continued enrollment is not in the best interest of the student, the college, or the campus community. Serious violations, including misconduct or abuse, may result in immediate dismissal and/or removal from campus.

11. CAMPUS SAFETY

The safety of our students and staff is a top priority. A secure environment is the foundation upon which our community thrives. We expect every student to be an active participant in maintaining a safe campus for everyone.

Emergency Contacts

- **Immediate Danger:** Call 911 first.
- **PBC/Mannahouse Public Safety:** Call (971) 235-5936 for non-emergency safety needs or requests.
- **Late Night Escorts:** If you are returning to campus late at night, Public Safety is available to escort you safely from your vehicle to the residences.

Personal & Property Security
Wisdom is our best defense. To protect yourself and your belongings:

- **Valuables:** Do not leave purses, backpacks, laptops, or other valuables unattended on campus or visible inside your vehicle.
- **Awareness:** Stay alert to your surroundings at all times.
- **Resources:** For a full list of personal safety resources, please visit: portlandbiblecollege.org/campussafety.

Off-Campus Safety
Portland is a vibrant city, but like any large metropolitan area, it presents complex urban challenges. While generally safe, students should exercise "city-smarts" when off-campus:

- **The Buddy System:** Avoid walking alone in unfamiliar areas, especially after dark.

- **Situational Awareness:** Keep your phone away and stay focused on your environment when moving through the city.
- **Wisdom Over Fear:** We don't live in fear, but we do live in wisdom. If a situation or location feels "off," trust your discernment and move to a well-lit, populated area.

RELATIONAL LIFE

Ephesians 4:2-3 *"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace."*

Life in community at PBC is built on relational integrity—living with honesty, respect, and responsibility in all interactions. This includes how students communicate, handle conflict, and care for one another. The following expectations are designed to support a healthy, accountable, and Christ-centered community.

12. STUDENT SUPPORT & MENTORSHIP

We believe growth is shaped through meaningful relationships with people who have walked further along the path of faith, learning, and life. At PBC, faculty and staff are available to support students academically, spiritually, and personally throughout their college experience.

Unlike structured assignment-based programs, mentorship reflects real life. Instead of being assigned mentors, students are encouraged to take initiative in forming relationships with faculty, staff, and leaders they trust or resonate with. Reaching out for conversation, guidance, or support is expected, welcomed, and considered a normal part of adult development.

This approach is intentional. Part of preparing students for life beyond college is learning how to seek wise counsel, initiate relationships, and build meaningful support systems rather than waiting for them to be assigned.

Staff and faculty are committed to responding with care, wisdom, and availability when students initiate connection. Over time, these relationships often grow into ongoing mentoring shaped by trust, consistency, and mutual respect.

13. RESPECTING AUTHORITY

At PBC, we value healthy relationships with faculty, staff, and student leaders who serve in roles of guidance, care, and responsibility within the community. These relationships are intended to support growth, formation, and accountability.

When concerns arise regarding a decision or request, students are expected to first engage directly with the person involved in a respectful and honest conversation. This reflects maturity, relational integrity, and a commitment to healthy communication.

If the concern is not resolved, students may bring the matter to the appropriate next level of leadership or oversight for further conversation and discernment.

This process is designed not only to resolve issues, but to form students in wisdom, humility, and the ability to navigate disagreement in a healthy and constructive way.

14. DATING & ROMANTIC RELATIONSHIPS

PBC supports healthy friendships and dating relationships characterized by wisdom, respect, and responsibility. Students are expected to conduct their relationships in a way that supports their academic commitments, work responsibilities, and active participation in campus life.

During a student's first semester, they are encouraged to focus on establishing healthy friendships, rhythms, and community on campus. Students are asked to always approach new romantic relationships with care and discernment, especially during this initial transition period.

The Foundation Of Connection

- **Healthy Friendships First:** Students are encouraged to prioritize forming a broad range of friendships and becoming established in campus life, especially during their first semester as they adjust to college life.
- **Responsibility & Accountability:** We believe growth happens in community. Students are encouraged to seek wise counsel and accountability in their relationships, including conversations with trusted mentors, pastors, or staff.

Conduct in Relationships
Relationships should be conducted in ways that are respectful to the broader community and the integrity of the individuals involved.

- **Situational Wisdom:** Couples are expected to exercise wisdom in how and where they spend time together, considering private or isolated settings that could reasonably compromise their integrity or reputation.
- **Overnight Boundaries:** To maintain the highest standard of accountability and community trust, students should not stay overnight with a member of the opposite sex unless a parent or guardian is present.

Relational Stewardship

- **Sexual Integrity:** All relationships are expected to align with the PBC Code of Conduct and reflect sexual integrity consistent with our Christian convictions.

- **Community Awareness:** Because PBC values a shared spiritual family environment, students should be mindful of how their conduct affects others and avoid behavior that creates discomfort or distraction in communal spaces or school activities.
- **Engagement & Long-Term Decisions:** Students considering engagement are strongly encouraged to seek counsel from trusted family members, pastors, and mentors before making major commitments.
- **Protection of Minors:** PBC students may not pursue romantic or dating relationships with minors, including students of any age still in high school.

15. COMMUNITY STANDARDS

PBC community standards are designed to foster wisdom, integrity, and responsibility in all areas of student life. Students are expected to make choices that reflect respect for themselves, others, and the broader community.

Students are expected to be intentional in how they present themselves in community spaces. Attire, demeanor, and personal presentation should reflect respect for the environment and contribute positively to the tone of the community.

Stewardship of the Mind
Students are expected to exercise wisdom in their media consumption, including music, film, social media, and entertainment. Content that objectifies or exploits others, or that glorifies violence, cruelty, or sexual immorality, should be avoided.

Digital Conduct & Technology
Students are expected to use technology and digital platforms responsibly, including social media, messaging, and online content creation.

Online behavior should reflect wisdom, self-control, and respect for others. Students should avoid using digital platforms in ways that misrepresent themselves, harm others, or undermine community trust.

Students are encouraged to cultivate healthy attention and presence, and prioritize 'Life at the Table' by ensuring our devices do not diminish engagement with God or community life.

Media & Entertainment
In residence halls and common living spaces, students are expected to steward the media they consume in ways that support a healthy and formation-oriented environment.

Content that is graphic, sexually explicit, profane, or that glorifies violence or dehumanization is not permitted in shared residential spaces.

This includes films, television, video games, streaming content, and similar media.

Financial Stewardship
Students are expected to manage finances responsibly and avoid practices that lead to financial instability or poor stewardship.

Respectful and Honest Speech
Students are expected to be honest, respectful, and clear in all communication.

Speech should build up rather than tear down. Vulgar, profane, or demeaning language is not appropriate within the PBC community.

Stewardship of the Body
Students are expected to honor their bodies and maintain physical and mental clarity. The use or possession of recreational drugs (including marijuana), tobacco, and nicotine products (including vaping) is not permitted.

16. ALCOHOL ABSTINENCE

At PBC, we are committed to fostering a culture of spiritual maturity, personal responsibility, and loving respect for one another that reflects our core values. While Scripture does not forbid the use of alcohol, it clearly warns against drunkenness and calls believers to wisdom, self-control, and stewardship of influence (Prov. 20:1; Rom. 13:13; Eph. 5:18). PBC also supports those who conscientiously choose abstinence. We collectively choose to practice shared restraint—not only for our own benefit, but to honor, protect, and serve one another as members of a spiritual family.

Semester Abstinence Standard (On And Off Campus)

- **Semester-Long Prohibition:** Students are required to abstain from consuming alcohol at all times during the official academic semesters, whether on or off campus.
- **Discipleship Rationale:** Abstinence forms habits of wisdom, self-control, and influence stewardship, ensuring no student creates confusion, temptation, or harm to others during periods of instruction, formation, and spiritual development.

Dry Campus Standard (Year-Round Zero-Tolerance)
PBC and Mannahouse Church campuses are permanently alcohol-free environments.

- **Geographic Boundary:** Alcohol may never be possessed, consumed, stored, or transported on any PBC or Mannahouse property at any location, at any time.
- **Events:** Alcohol consumption is never permitted at any official PBC or Mannahouse event, whether on or off campus.

For Students 21+
During the Winter and Summer Break only (Thanksgiving and Spring Break not included), students who are 21 or older and are not staying on campus may choose to

consume alcohol, subject to all of the following conditions:

- **Moderation and Sobriety** Alcohol must be used responsibly and never lead to intoxication, impaired judgment, or loss of self-control.
- **Legal Compliance** Students must obey all drinking age regulations and may never drive under the influence of alcohol.
- **Relational Stewardship** Students should respect family and host expectations and consider those in their presence; including those who abstain, are underage, are in recovery, or may be tempted to misuse alcohol.

Accountability and Restoration
Violations of the Semester Abstinence Standard or the Dry Campus Standard will be addressed seriously and redemptively as violations of the Student Statement of Commitment. Our goal is not merely compliance, but transformation—forming students who carry wisdom, sobriety, and Spirit-filled influence into every environment God calls them to.

17. DRESS CODE

Mutual respect guides PBC's dress code. Students should dress in a way that honors God, respects the learning environment, and contributes positively to our spiritual community. Attire should reflect intentionality and personal hygiene, and clothing should not be sexually suggestive.

Students are expected to dress in a manner consistent with the college's biblical understanding of gender. To maintain a respectful campus environment, staff may engage with students individually as an investment in their leadership when attire does not align with community expectations.

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus. Colossians 3:17

CHURCH, CLASSROOM & CHAPEL ATTIRE

Contexts: Classes, chapel services, official college meetings, ministry practicum, and apprenticeship.

- Students should dress in a manner appropriate for a regular Mannahouse church event, reflecting the intentionality of a ministry leader rather than the casualness of a guest. If you can step into a leadership meeting or onto a platform at a moment's notice, you are demonstrating Portland Professional.

GENERAL CAMPUS ATTIRE

Contexts: On campus, outside official class hours.

- Students may wear casual, comfortable clothing in these areas, provided it remains appropriate for a Christian college environment and maintains coverage suitable for a mixed-community campus setting.

WORKOUT ZONES

Functional athletic clothing is appropriate only in designated workout areas. Students must wear appropriate clothing over athletic attire when outside these areas.

LIVING ON CAMPUS

1 Peter 4:8-9 "Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling."

Living on campus is a unique opportunity to immerse oneself in the spiritual DNA of our community and is the primary environment for student community and formation. We believe that discipleship happens most effectively where we live, eat, and rest.

Weekly Life at the Table

Sunday evenings are a dedicated rhythm of connection within each residence. Students gather to build relationships, share life together, and strengthen the community of their residence. This weekly practice reflects our commitment to creating a culture where students are known, supported, and formed together.

Monthly Residence Gathering

Once per month, each residence gathers for a required community meeting. These gatherings provide space for important communication, shared expectations, and the ongoing care and strengthening of residence life.

18. SHARED SPACES

The residences at PBC are shared living spaces. Students are responsible for maintaining a clean, respectful, and orderly environment while living in community.

Each residence is overseen by Residence Advisors (RAs), alumni who provide mentorship and operational oversight, and Resident Hosts, who facilitate the hospitality and daily rhythms of the residence. These teams work in coordination with the Deans of Students.

Shared spaces must remain clean, functional, and available for all residents.

Common Areas: All common areas must remain clear of all personal items. Items left in common areas will be discarded. Students are responsible for removing their own trash and returning furniture to its original position after use. Think “leave no trace.”

Kitchen: The kitchen is a shared space. To keep it functional and pest-free for everyone, all dishes must be cleaned and put away immediately after use. Do not leave wet or dirty items in cupboards or drawers.

Refrigerators: All items must be labeled with the student's name. Unlabeled or expired items will be discarded.

Bikes: Bikes must be stored in the Bike Room under Residence 2 and labeled with the student's name. Bike Room keys are issued by the Dean of Students.

Signage: No signage or notices may be posted in Residences.

Residence Boundaries: Babysitting, caregiving, and pets are not permitted in residence halls, with the exception of small fish tanks (10 gallons or less).

19. PERSONAL ROOM STANDARDS

Students are expected to maintain their rooms in a clean, safe, and respectful condition.

- Items displayed in student rooms must be appropriate for a shared Christian residential community.
- Rooms must be kept reasonably clean, organized, and free of hazards.
- Beds, floors, and surfaces should be maintained in a way that supports a healthy living environment.
- Trash must be removed regularly and food stored properly in sealed containers. To remain pest-free, no food waste in personal room trash cans.
- Personal belongings must be stored safely and not obstruct walkways or shared safety access. No bicycles in the Residences.
- Window blinds should be closed when lights are on after dark.
- Rooms must comply with all fire safety guidelines. (See Section 28)

The college reserves the right to enter rooms for maintenance, safety concerns, or to address significant stewardship issues. When possible, notice will be given; however, the health and safety of the community remain our priority.

20. ASSIGNED DUTIES

Students will be assigned rotating residence duties that support the upkeep of shared spaces. Responsibilities must be completed according to the posted schedule and instructions provided within each residence.

Students are responsible for completing their assigned duties on time and to the expected standard. If a student is unable to complete an assigned duty due to absence or illness, they are responsible for arranging coverage in advance.

Failure to complete assigned duties or maintain shared spaces may result in fines.

21. FACILITY CARE

Students are entrusted with the stewardship of our campus. Because we occupy historic facilities, your care for the building is essential to its preservation for future students. Furnishings and property must not be moved, misused, or intentionally damaged. Any damage should be reported to an RA or Dean of Students as soon as possible.

- **Walls & Surfaces:** Only removable adhesive tape may be used on doors. Hooks, screws, nails, hot glue, and permanent adhesives are not permitted.
- **Mini-Fridges:** Personal mini-fridges must be labeled. Any mini-fridge left behind at the end of the semester will be subject to a $50 disposal fine.
- **Windows:** Windows may not be used as entry or exit points. Window screens must remain in place at all times. Removal of screens will result in a fine. Fans must be positioned to avoid damage to window screens.

22. RESIDENCE EXPECTATIONS

Residence life is a shared commitment. These expectations exist to support rest, academic focus, safety, and a healthy community environment for all residents. Students are expected to steward shared spaces and respect the rhythms of those living around them. Violations of residence expectations may result in fines or additional accountability measures.

Visitors: All visitors and off-campus students must leave residence halls and campus by 10:00 PM.

QUIET HOURS 10:00 PM – 8:00 AM (Daily)

Quiet Hours are in effect to support rest, academic focus, and residential wellbeing. Quiet Hours apply seven days a week, including weekends and breaks.

Noise: Noise must not be audible outside of individual rooms. This includes hallways and common areas, including outside.

Doors: Doors must be closed quietly, including the entrance door.

Outdoor Areas: Quiet Hours apply to campus outdoor spaces, including walkways, parking lots, and the Quad. Voices should be kept to a minimum.

Media and Instruments: All media must be used with headphones or at a volume not audible outside the room. Acoustic instruments may be used only during non-quiet hours at RA discretion.

Weight Room: Closed during quiet hours.

23. CAMPUS LEAVE

Students who will not be staying on campus overnight must post a notification on their door prior to leaving campus.

24. RESIDENCE ACCESS & GUESTS

Access to residence halls is restricted to residents and authorized PBC or Mannahouse personnel only.

Entry into residences designated for the opposite gender is prohibited.

Guests or visitors who are not PBC students or assigned residents must receive authorization from the Deans of Students or RA team prior to entering residence halls.

Overnight guests are not permitted without prior written permission from the Deans of Students or the RA Team.

25. RESIDENCE SAFETY

Ground-Level Windows: Ground-level windows must be closed and locked when rooms are unoccupied or overnight.

Room Doors: Room doors must be locked when students are not present.

Keys: Room keys must not be shared. Do not make copies of any PBC or Mannahouse keys.

Prohibited Items: Candles, fireworks, explosives, firearms, weapons, dangerous chemicals, and any items that create a safety hazard or risk to the community are not permitted on campus.

26. KEYS

Students are responsible for keeping all issued campus keys secure and returning them when required. To maintain campus security, students are strictly prohibited from making unauthorized copies of any college-issued key.

Room Keys: Room keys are issued directly by Residence Advisor (RAs) during official move-in. Your key must be returned directly to your RA any time you permanently move out of your room (including summer break, unenrollment, room changes, or any other housing departure).

Replacement Keys: If a dorm key is lost or damaged during the school year, a replacement can be issued for a $10 processing fee.

Unreturned Key Fines: Failure to return your dorm room key to your RA immediately upon moving out will result in a $50 rekeying fee applied to your student account.

27. FIRE SAFETY

Fire safety equipment is in place to protect our entire campus community. Fire extinguishers, smoke alarms, and emergency systems are for emergency use only. The unauthorized use, damage, or tampering with any fire safety equipment is a serious community violation and will result in immediate disciplinary action and fines.

To comply with local and state fire code regulations, the following items are not permitted in residence rooms:

- Kettles, toasters, toaster ovens, rice cookers, air fryers, slow cookers, and similar appliances. These may only be used in the residence 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
- Daisy-chained extension cords or power strips
- Doorstops
- Fireworks (not permitted on campus)
- Christmas lights (Battery-operated LED lights are permitted in common areas only, not in personal rooms)
- Hanging items on boiler pipes or sprinkler systems

28. MOVE-OUT PROCEDURES

At the end of each semester, or upon any change in residency, students are responsible for completing the move-out process with the Residence Advisor (RA) assigned to their residence. This process includes:

- **Room Inspection:** Completing the official Room Exit Checklist with the RA and passing a room inspection.
- **Key Return:** Returning all assigned room keys to the RA as required by the Keys & Access Management policy.
- **Residence Transition Requirements:** Completing any additional requirements related to a room change, semester move-out, or departure from the college.

Students departing from PBC should also follow the mailbox and mail forwarding procedures outlined in the Mail Services section.

Room deposits are refunded based on room condition and completion of move-out requirements.

PART IV: STUDENT LEADERSHIP

Mark 10:45

"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many."

Student leadership at PBC is an extension of our formation model. These roles serve the community, cultivate belonging, and help create the culture we desire to live together.

RESIDENTIAL LEADERSHIP OVERVIEW
Each residence is supported by a leadership team consisting of a Residence Advisor (RA) and Residence Host (RH). Together, they help cultivate a healthy residence environment where students are supported, connected, and formed through community life.

Students are expected to respect and cooperate with the direction of RAs and RHs as they carry out their responsibilities to the community.

Residence Advisors (RAs): Provide operational oversight, maintain residence standards, and support the overall health, safety, and stewardship of the residence.

Residence Hosts (RHs): Focus on hospitality, connection, and cultivating the “Life at the Table” culture within the residence.

THE STUDENT LEADERSHIP TEAM (SLT)
While every student is a leader-in-training, the Student Leadership Team (SLT) provides an opportunity for students to serve their peers, strengthen community life, and help cultivate the culture of PBC. SLT members are nominated by their peers and appointed by PBC Staff.

29. RESIDENCE ADVISORS (RAs)

Residence Advisors are alumni or senior-level leaders appointed by PBC Staff to oversee the health, safety, and integrity of the residence community.

Responsibilities include:

- Providing operational oversight of residence policies, including safety, facility care, and community standards.
- Serving as a primary point of contact for student concerns, conduct issues, and administrative needs.
- Providing guidance and support to Residence Hosts and House Leaders within their respective residences.

30. RESIDENCE HOSTS (RHs)

Residence Hosts lead and steward the “Life at the Table” culture within the residence. They focus on cultivating connection, hospitality, and a strong sense of community.

31. HOUSE LEADERS

House Leaders cultivate campus culture and school spirit by leading community-building events and friendly competitions between Houses.

32. CLASS REPRESENTATIVES

Class Representatives serve as a connection point between their class and PBC Staff. They support class culture, lead chapel and prayer initiatives, and encourage student engagement.

33. INTERNATIONAL REPRESENTATIVES

These representatives provide specialized support for international students, helping foster cultural connection, belonging, and representation within the PBC community.

PART V: CAMPUS OPERATIONS

Colossians 3:23–24

"Whatever you do, work at it with all your heart, as working for the Lord..."

34. LIBRARY

Library Hours
Current hours are posted on the doors and may vary by semester or special events.

Library Environment
Students are expected to respect quiet hours and maintain a focused study environment. Violations of library expectations may result in fines or suspension of library privileges.

Library Materials
Books may be checked out through the self-service kiosk or with library staff. Reference books (REF) and course requirement books are available for in-library use only.

Borrowing Policies & Fines
Students are responsible for returning materials on time and following current borrowing policies. Late fines may accrue for overdue materials. Unpaid fines may result in loss of borrowing privileges and will be transferred to the student account at the end of the semester.

Printing Services
Academic printing is available at no cost. Personal printing may require a small fee.

35. MAIL SERVICES

Mailboxes in the Classroom Building are assigned to residential students upon move-in. Your assigned mailbox number remains consistent throughout your enrollment at PBC.

Mailbox Keys: A key is required to access your mailbox and may be obtained from the Library for a $10 administrative fee.

Annual Key Returns: Mailbox keys must be turned in to the library upon summer break move-out or upon departure from PBC for any reason.

Non-Return Fee: If a student leaves for the summer or unenrolls without turning in their key, a $25 unreturned key fee will be applied to their student account.

Replacement Keys: If you lose your key during the school year, a replacement can be issued at the Library for $10.

Mail & Package Distribution: Incoming mail and packages from all carriers are received and distributed Monday–Friday at the Library. During campus breaks, all mail will continue to be placed directly into student mailboxes.

Outgoing Mail: Outgoing mail drops, stamps, and envelopes are available for purchase at the Library.

Addressing Mail: To ensure accurate delivery, incoming mail must be addressed exactly as follows:

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

Mail Forwarding: PBC does not forward mail for departed students. Students must submit a Change of Address through the USPS website:

- Visit USPS.com
- Select “Track & Manage” → “Change of Address”
- This can be completed up to 90 days in advance

Once a student departs, any mail received will be marked “Return to Sender.”

36. CAFETERIA SERVICES

The cafeteria opens during orientation week in the fall semester and on orientation day in the spring semester. It closes at the end of finals week. The cafeteria is closed during breaks and national holidays, including Winter Break and Spring Break.

Meal Schedule:

- **Breakfast**
  Weekdays: 7:00–9:00 AM
  Weekends: 7:00–10:00 AM
- **Lunch**
  Weekdays: 11:45 AM–12:30 PM
  Weekends: 1:00–1:45 PM

Takeout: Students may take food to go by purchasing a disposable container or using a personal reusable container. Tableware and silverware may not be removed from the cafeteria.

Guests: Guests are welcome in the cafeteria and may purchase meals at the check-in station.

37. FACILITY USAGE

Portland Bible College shares its campus with Mannahouse and Mannahouse Christian Academy. Students are expected to communicate respectfully and cooperate with the scheduling needs of our campus partners.

All student events, rehearsals, and group practices must be reserved in advance to prevent scheduling conflicts.

Unauthorized Use: Using campus spaces for organized groups, practices, or events without official approval disrupts shared scheduling and may result in an immediate loss of facility privileges.

Facility Reservations: Students should follow the current reservation process established by PBC for the use of campus facilities.

38. FACILITY MAINTENANCE

To ensure campus buildings remain safe, functional, and well-maintained, please follow these reporting procedures for any facility issues:

Residence Halls: Please report all non-emergency maintenance requests within the residences (e.g., room plumbing, broken blinds, burnt-out lights) directly to your Residence Advisor (RA).

Academic & Campus Buildings: Please report maintenance issues in classrooms, the chapel, the library, or common areas to any PBC staff member.

Emergency Repairs: Please report urgent safety or property damage issues (e.g., a burst pipe, active flooding, or an electrical hazard) immediately to Campus Safety at (971) 235-5936 or contact the nearest staff member.

39. VEHICLES & PARKING

Vehicle use on campus is a privilege and comes with the responsibility to follow all parking and traffic regulations. These policies apply year-round, including during campus breaks. Failure to comply may result in fines, towing, or the loss of parking privileges.

- **Parking Permits:** All student vehicles operated on campus must be registered with the college. Standard parking fees are automatically bundled into your enrollment fees each semester.
- **Permit Distribution:** Physical parking permits are distributed through the Library on Move-in Day. After Move-in Day, parking permits will be placed in your mailbox.
- **Display Requirements:** Permits must be clearly displayed on the driver’s side of the vehicle's rear window. If you lose or damage your permit, a replacement fee will be charged to your student account upon issuing a new one.

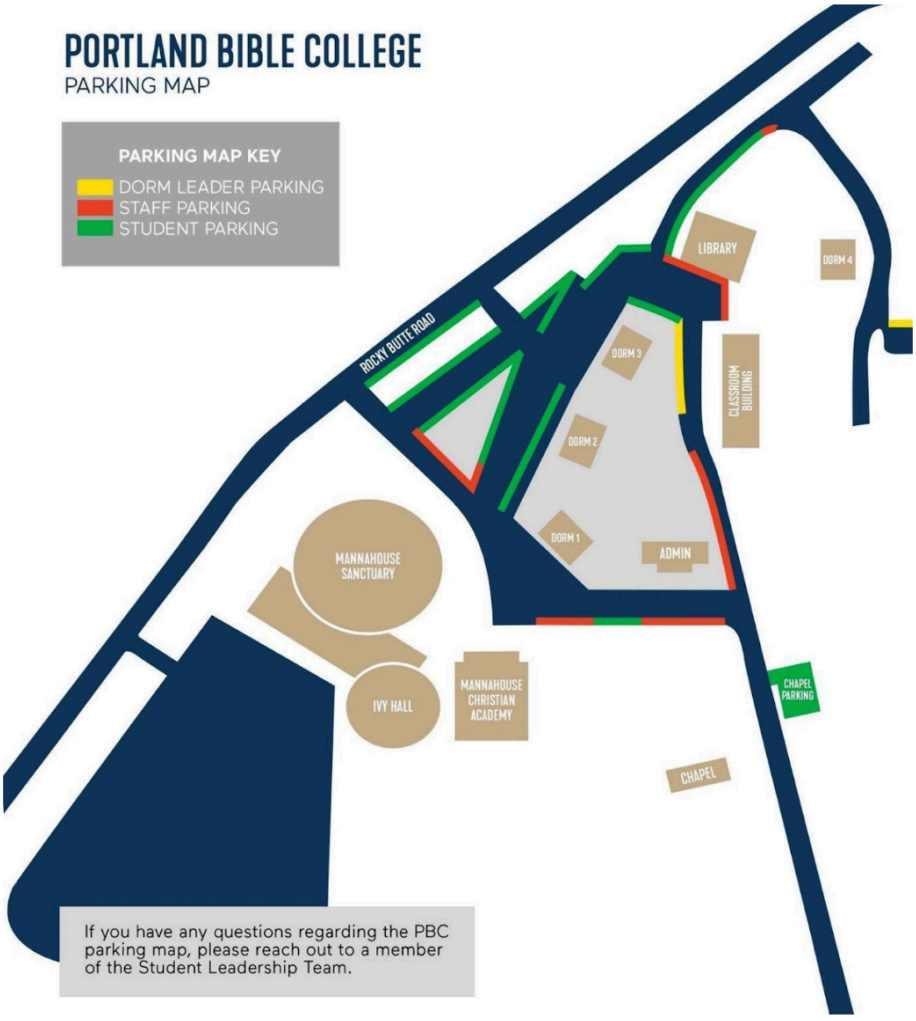
Traffic & Safety

- The campus speed limit is 15 MPH.
- All posted signage and traffic directions must be followed.

- Driving on grass is not permitted.
- Vehicles are not permitted beyond Residence 4 without authorization.
- Students are responsible for the safe and lawful use of any vehicle they operate or allow others to use.

Vehicle Restrictions

- Vehicle repairs are not permitted on campus.
- Inoperable or abandoned vehicles are not permitted on campus property.



PART VI: FINANCIAL POLICIES

Luke 14:28

> *"For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it?"*

At Portland Bible College, we believe education should empower you to fulfill your calling—not burden you with financial stress. Our tuition model is intentionally designed so that students can work while pursuing their studies. Most students are able to work part-time while attending classes, potentially allowing them to graduate with little or no educational debt.

We believe financial stewardship is part of Christian maturity. Honoring financial commitments prepares students to lead with integrity long after graduation.

Tuition, Housing, & Fees: Tuition, housing, and meal plan charges are assessed each semester. Current pricing, payment plans, and fee schedules are available at: portlandbiblecollege.org/tuition and portlandbiblecollege.org/payment-plans.

No Federal Financial Aid (FAFSA): PBC does not participate in federal financial aid programs, including FAFSA. This allows the college to operate independently while keeping educational costs as low as possible for students.

External Scholarships: External scholarships are encouraged and accepted by PBC. Students are responsible for determining their eligibility and completing all scholarship applications.

Financial Hardship: Students experiencing financial hardship are encouraged to contact the Student Billing Office as soon as possible. While payment obligations remain in effect, the Student Billing Office may discuss available options before an account becomes delinquent.

Enrollment Agreements: Registration is finalized only when all enrollment requirements—including the signed Term Enrollment Agreement—are completed. Failure to complete these requirements by the published deadline may result in disenrollment.

Financial Holds: Accounts that remain delinquent will have a financial hold placed on them. A financial hold strictly prevents registering for subsequent terms, the release of official transcripts, and the receipt of a diploma at graduation.

40. DOWN PAYMENTS & MONTHLY PAYMENT OPTIONS

Portland Bible College offers flexible, interest-free payment plans to help students manage the cost of tuition.

Payment Schedule: Current payment schedules, due dates, down payment amounts, and payment plan options are published on the college website.

Payment Methods: Payments may be made through the approved payment methods outlined by the Student Billing Office.

Third-Party Billing: While PBC welcomes church sponsorships and third-party billing arrangements, students remain ultimately responsible for all financial obligations to the college.

41. TUITION REFUND SCHEDULE

If a student officially withdraws from PBC, tuition refunds will be issued according to the following schedule:

Period of Withdrawal	Refund Percentage
Weeks 1–2	80%
Weeks 3–4	60%
Weeks 5–6	40%
Weeks 7–8	20%
After Week 8	No refund

Fees: Registration, administrative, and course-specific fees are strictly non-refundable.

Refund Processing: Refunds are first applied to any outstanding balance on the student's account before any remaining credit is issued to the student.

Unofficial Withdrawals: If a student ceases attending a course without completing the official withdrawal paperwork through the Registrar’s Office, they remain liable for 100% of the tuition costs and receive a grade of F.

PART VII: ACADEMIC LIFE

Proverbs 4:7

"The beginning of wisdom is this: Get wisdom. Though it cost all you have, get understanding."

Academic life at Portland Bible College is part of the holistic formation of students through Intellectual Depth, Ministry Practice, Spiritual Encounter, and Life at the Table. Learning at PBC extends beyond the classroom to include the development of wisdom, responsibility, integrity, participation, and stewardship. The following policies support academic excellence, personal responsibility, and a healthy learning environment for the entire college community.

42. ACADEMIC ADMINISTRATION

The Academic Dean: Oversees the academic programs and standards of Portland Bible College.

The Registrar: Supports students with registration, course changes, program updates, transfer questions, transcripts, enrollment verification, graduation requirements, veteran benefits, and other academic records and processes.

Student Responsibility: Students are responsible for keeping their contact information current with the Registrar, including any changes to their address, phone number, or email address. Students intending to withdraw from the college must complete the official withdrawal process through the Registrar's Office.

43. REGISTRATION POLICIES

Eligibility: Newly accepted students are eligible to register for classes. Returning students may register if they are in good academic and financial standing with the college.

Deadlines: Registration dates and deadlines are published in the Academic Calendar and are posted online.

Course and Employment Load: To help students maintain a healthy balance, those seeking to enroll in more than 18 credit hours or work more than 30 hours per week must receive prior approval from the Academic Dean.

Auditing Courses: Course auditing is limited and subject to faculty approval. Requests must be submitted to the Academic Dean.

Course Cancellation: While PBC makes every effort to offer all required courses, the college reserves the right to cancel courses due to insufficient enrollment or other academic considerations. In such a case, PBC is dedicated to helping affected students find a solution to fulfilling curricular requirements.

44. REGISTRATION CHANGES

Add/Drop Period: Students may add or drop a course during the designated add/drop period by contacting the Registrar. The add/drop date will be marked on the Academic

Calendar and online. Courses dropped before this deadline will not appear on the student's transcript.

Withdrawing from a Course: After the add/drop period, students may withdraw from a course by notifying the Registrar in writing. The instructor will determine the student's standing at the time of withdrawal, recorded on the transcript as:

> **WP:** Withdrawal While Passing
>
> **WF:** Withdrawal While Failing *(counts as a 0.00 GPA value)*
>
> **NOTE:** Students who simply stop attending a course without officially withdrawing through the Registrar's Office will receive a failing grade (F) and remain financially responsible for tuition charges as outlined in Part VI. *See also the "One-Third Rule" below.*

Withdrawal from the College: Students intending to withdraw entirely from PBC must complete the official withdrawal process through the Registrar's Office. This process includes consultation with the Academic Dean, Finance Office, and Campus Pastor to prevent unintended financial or academic consequences.

45. CLASS ATTENDANCE & PARTICIPATION

Regular attendance is an essential part of the educational experience at PBC. Learning is shaped not only by course content, but also by presence, participation, and engagement in the classroom environment. For this reason, students are expected to attend all class meetings for the courses in which they enroll. However, we recognize that this is not always possible. Therefore, the following policies are in place to encourage attendance in a way that makes room for situations that sometimes prevent it.

Discretionary Absences: 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). There is no need to get approval for discretionary absences: they are automatically applied.

Absence Excuse Form: Students requesting an excused absence must submit the Absence Excuse Form through Populi within 14 days of the missed class. A separate form is required for each class session missed.

Unexcused Absence Grade Penalties: Each unexcused absence beyond a course's allowable limit of discretionary absences (as outlined in the syllabus) will result in a 4%

deduction from the final course grade. This deduction is factored at the end of the semester.

Withdrawal by Absences: Students who miss more than one-third of a course's total class sessions will be administratively withdrawn from the course regardless of the reason for the absences and whether or not the absences were excused.

Tardiness: Students will be considered tardy if they arrive after the scheduled class start time. (Arriving late by 15 minutes or more counts as a full absence.) Tardiness may be excused in the same manner as absences (see above). Students may accrue a number of "unexcused tardies" in any course proportionate to its credit hours without academic penalty. E.g., 3 tardies for a 3-credit course will not impact the final grade. However, each unexcused tardy in excess of that number will reduce the final course grade by 2 percentage points.

46. CLASSROOM & EXAM ETIQUETTE

Classroom Engagement: Students are expected to arrive on time, contribute respectfully, and remain attentive. Digital devices should be used strictly for learning (note-taking or Scripture reference). Phones must be silenced, and earbuds or headphones are not permitted.

Stewardship of Space: We ask students to be cautious with food or drink, avoiding messy or distracting food and assuring all drinks have secure lids. Students are expected to clean up after themselves, removing all personal belongings, trash, food, and drink containers at the conclusion of class.

Exam Integrity: Students must arrive on time for in-person exams; those arriving more than 15 minutes late may be denied entry. Only authorized materials may be used and all others must be put away. All electronic devices (including smartwatches) must be turned off and put away. Sharing or distributing exam review materials takes away the value of the review process and is strictly prohibited unless permitted by the instructor

Attendance Honesty: Students must record only their own attendance. Recording attendance for another student or asking another student to record attendance on your behalf constitutes academic fraud.

Guidance in the Syllabus: Any other classroom etiquette guidelines outlined in the syllabus should be respected and observed.

47. COURSEWORK AND GRADING

Academic integrity is essential to Christian character and the learning process. 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 or drawing from other sources require proper citation.

Over Compilation: 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.

Sharing Work: Allowing another student to use your work for their assignment.

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.

Improper Use of Artificial Intelligence (AI): Students should read and be familiar with PBC's full AI policy, but the following is a summary: Using AI systems to produce content for an assignment is considered a violation of PBC's academic integrity policy. This includes the use of AI to generate substantive wording, ideas, arguments, analysis, interpretation, organization, or conclusions presented as the student's own work. This does *not* include using AI for assistance with spelling, grammar, clarity, or feedback on work the student has already produced, which is allowed and often encouraged. Students may also use AI to find sources to study or use in research, brainstorm, explore concepts, and review class content to prepare for tests—but only in ways that *help the student* to think and create, not to do the work *for* them. Whenever AI has been used to any degree in the process of completing coursework, an AI Use Disclosure must be submitted (see PBC AI Policy). In short: **AI may help students find, understand, practice, and critique. AI may not help students author, reason, interpret, organize, or conclude.**

Consequences: Violations of academic honesty will result in disciplinary action, which may include a reduced grade, course failure, or administrative dismissal from the college. Students who come forward to clear their conscience may lighten their consequence. Faculty consult directly with the Academic Dean on all infractions.

Late Work: Late assignments are assessed according to the chart below, which is based on an assignment that would have received an 'A' grade had it been submitted on time. . Work missed due to approved excused absences is calculated from the date of the student's return to class.

Grade Appeals: Students must first discuss grading concerns directly with the instructor. If unresolved, the student may submit a written appeal to the Academic Dean. Faculty and Academic Dean decisions are final.

Grading Scale

Percentage	Letter Grade	Description
90–100%	A	Excellent
80–89%	B	Good
70–79%	C	Satisfactory
60–69%	D	Poor
Below 60%	F	Failing

Note on Transcript Marks: Additional non-calculated transcript marks include:**I** (Incomplete - must be resolved within the published syllabus timeframe), **WP** (Withdrawal Passing), and **WF** (Withdrawal Failing)

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

Days the 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	0 grade

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

48. ACADEMIC PROBATION

Students are expected to maintain a minimum cumulative GPA of 2.0. A student may be placed on academic probation if their cumulative GPA falls below 2.0, their single-semester GPA falls below 2.0, or if they are admitted to the college on probation.

The Restoration Plan: Academic probation is designed to help students develop or rebuild strong academic habits. Students on probation must meet with the Academic Dean to develop an improvement plan, which may include:

- Structured academic accountability and tutoring.
- Term credit registration restrictions.
- Adjustments to employment hours.
- Temporary limitations on leadership or campus ministry participation.

Duration: Students remain on probation until both their semester and cumulative GPAs reach 2.0 or higher. Failure to make satisfactory progress may result in academic suspension or dismissal.

Veterans: Students receiving VA educational benefits remain subject to all additional academic progress requirements mandated by VA regulations.

49. STUDENT CLASSIFICATION

Enrollment Status: Full-time enrollment requires 12 or more credit hours per semester. Part-time enrollment is any load fewer than 12 credit hours.

Academic Standing: Student classification is determined by the total number of successfully completed semester credits:

Completed Credits	Academic Classification
Fewer than 28 credits	Freshman
28–59 credits	Sophomore
60–91 credits	Junior
91–127 credits	Senior
128+ credits	Advanced

50. GRADUATION REQUIREMENTS

Commencement Ceremony: Commencement is held each Spring. Graduating students are expected to participate in the physical ceremony unless formally excused in writing by the college.

Graduation Petition: Students must submit their official Graduation Petition Form by January 15 of their graduating semester.

Transfer Credits: All external transfer transcripts intended to satisfy graduation requirements must be received by the Registrar no later than April 1.

Graduation Honors: Academic honors are calculated based on the student's final cumulative GPA:

Cumulative GPA	Academic Honor
3.50 – 3.74	Cum Laude
3.75 – 3.89	Magna Cum Laude
3.90 – 4.00	Summa Cum Laude

51. STUDENT RECORDS

Student records are maintained confidentially in accordance with applicable legal and institutional standards. Access is limited to authorized personnel and government officials as permitted by law.

Students may request access to their own academic records through the Registrar's Office in accordance with established procedures.

STATEMENT OF COMMITMENT

I, _____, recognize that my enrollment at Portland Bible College for the **2026–2027** academic year is a season of spiritual and personal formation. I understand that this includes growth in my understanding of God's Word, Christian character, and personal discipline.

As a student of Portland Bible College, I make the following commitments:

Spiritual Pursuit: I commit to pursue spiritual growth through consistent participation in chapel and church services.

Christian Maturity: I commit to remain open to the work of the Holy Spirit, pursuing growth in character, integrity, and godliness.

Community Integrity: I commit to uphold the biblical values and institutional standards outlined in the Code of Conduct. This includes participating in the life and expectations of the campus and residence community, responding appropriately to college leadership, and adhering to conflict resolution standards.

Personal Stewardship: I commit to honor my body and personal life through healthy habits and disciplined choices consistent with my commitment to Christ.

Academic Excellence: I commit to apply myself diligently to my studies and maintain a spirit of excellence in my academic work.

Financial Honor: I commit to fulfill all financial obligations to the college, including tuition, fees, and room and board, in a timely and responsible manner.

Declaration of Agreement
I understand that my signature below constitutes my agreement with this Statement of Commitment and my pledge to abide by the Student Handbook, Code of Conduct, and all official college policies and procedures issued during my enrollment.

Signature

Date