



Student Academic Handbook

2021 Edition

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ACADEMIC HANDBOOK

PREAMBLE

At PRBI, we believe that the process of becoming mature disciples of Jesus Christ involves the whole person. Every aspect of your experience at PRBI is seen as part of a cohesive unit, with each area having its role. Our commitment to each area both reveals and shapes our mindset and character. Within this greater vision, academic study holds an essential place.

Spiritual growth through a thorough study of God's Word is vital to our walk with Christ. Developing a passion to know God and His Word and acquiring skills and tools for discerning truth and error are vital aspects of loving God with our hearts and minds. Through the disciplined engagement with God's truth, and the application of that truth to all areas of life, we develop godly wisdom and a vibrant trust in God's loving authority and guidance. Therefore, and as God desires that we do all things for His glory, we strive to excel in the academic aspects of our growth as a vital part of our whole-person pursuit of Christ.

The purpose of the Academic Handbook is to inform you of the guidelines that will be applied during the course of your academic life here at PRBI. Please read this handbook carefully and thoroughly. You will be responsible for knowing its content. Keep it handy for reference during the year. We trust it will answer many of your questions concerning guidelines and procedures. If you are not clear on any item, please feel free to contact the Registrar for explanation and clarification.

INFORMATION DIRECTORY

Questions – Most of you, until you are well acquainted with the operations of the school, may have questions not covered in the various handbooks. One question that often arises is, "To whom do I address my questions?" The following personnel are available to answer your questions in the following areas:

President – Campus philosophy and development, personnel, school policy, overall spiritual life on campus, fund raising, public relations.

Vice President & Director of Operations – Oversees Extension ministries, Stewardship (fundraising, public relations), Tour Teams, Human Resources, on-campus employment, school buildings, food services, maintenance.

Academic Dean – Curriculum design and development, program design and development, faculty development, academic policy, services.

Faculty Advisors – Academic program specifics, courses required, what courses to take when, program-specific academic counselling.

Registrar – Applications, admissions, class and exam schedule co-ordination, curriculum, academic counseling, records and transcripts, registration, graduation, transfer of credit, grade appeals, FCS, Reach, GS, JC and ACS program advisor.

Librarian – Library, Printing, and Research Computer concerns/questions

Campus Life Pastors – Campus Life concerns/questions, student leadership, student activities, personal counseling, off-campus employment.

Athletic Department – Sports program, community coaching, fitness center.

Business Office – School fees, insurance, payment procedures, financial assistance, government loans, student parking.

Practical Work Experience Coordinator – PWE questions/concerns.

REGISTRATION

New Freshmen Registration

Registration for fall semester runs from the first full week of June to 2 weeks before the semester starts.

Registration for winter semester runs from around the beginning of November to 2 weeks before the semester starts.

Upperclassmen/Returning Registration

Self-registration for fall semester courses runs from the first full week of June to July 15. Late registration after July 15 is permitted through the Registrar (\$55 late fee applies).

Self-registration for the winter semester runs from Reading Week to December 1st. After December 1st, a \$55 late fee applies to returning students who still need to register.

A second late registration fee of \$100.00 will be applied for those upperclassmen wanting to register after August 15 and for all returning students who want to register after the last day of class in December.

No registration will be allowed after classes have been in session for one week.

The Business Office must approve financial arrangements before you are permitted to attend classes.

ACADEMIC CLASSIFICATION OF STUDENTS

Your academic classification in Populi is designated automatically according to the number of credits earned, regardless of your program.

Freshman 0 – 30 credits

Sophomore: 31-60 credits

Junior: 61-90 credits

Senior: 91 credits or higher

For the purposes of academic awards, the designations are as follows:

Freshman awards – any freshmen regardless of program.

Sophomore awards – any sophomore in the ACS, BBS, or BRE program

Junior awards – BRE Junior students only.

Senior awards – Graduate candidates in either the BBS or BRE program.

Note: If an award has no qualifying candidates, the Academics Department may reallocate the award to another suitable student.

SEMESTER SYSTEM

PRBI operates on a two semester system. The fall semester classes begin the first week in September and end in mid-December. The winter semester classes begin the first week in January and end in mid-April.

SUMMER TERM SYSTEM

For students desiring to do their internships or take a Field Ed during the summer, there is a summer term available for this. Registration for this term begins around the middle of April and an administration fee of \$150 will be required. More information about this term will be presented towards the end of the winter semester.

CREDIT HOUR SYSTEM

The work and class time in all courses are rated in terms of credit hours. In general, one credit hour is given for each 50 minute period in which the course is taught during one week (e.g. If a course is scheduled to meet for 3 - 50 minute classes weekly, then the course is designated as a "3 Credit Hour" course). Exceptions include Music and Tour Teams Courses.

Normally you are expected to do approximately seventy-five minutes of "homework" for every 50-minute period spent in class.

GRADING SYSTEM

PRBI uses a letter guide, which is calculated on a 4 Grade Point Average (GPA) Scale. The quality point for any course (G.P.A.) is determined by taking your percentage and using the following formula:

$$(\% - 55)/10 = \text{grade point.}$$

Percentage	GPA	Letter Grade	Quality of Work
97-100	4.0	A+	Outstanding
94	3.9	A	
90	3.5	A-	Superior
87	3.2	B+	
84	2.9	B	Competent
80	2.5	B-	
77	2.2	C+	
74	1.9	C	Needs Improvement
70	1.5	C-	
67	1.2	D+	
64	0.9	D	Sub-Standard
60	0.5	D-	
0-59		F	Inadequate/Fail

The following is a code of the various grade designations that could appear on your Grade Reports: W - Withdrawn, WF - Withdrawal Failure, I - Incomplete, IP - In Process, AU – Audit, P – Pass, F – Fail, FN – Failure for Non-Attendance.

GRADE REPORTS

Grade Reports will be available on Populi each semester. Your Practical Work Experience will also be recorded and you will be given notices of your current status in your degree.

SEMESTER ACADEMIC LOAD

The normal academic load is 15-17 credit hrs/semester. The maximum academic load you may carry without special permission from the Registrar is 19 credit hrs/semester.

The Registrar, in consultation with the Academic Dean, may grant approval of academic loads in excess of 19 credit hrs. This privilege may be given to you if you have in previous studies demonstrated superior ability in academics.

The minimum academic load a full-time student must take each semester is 12 credit hours.

JOURNEY TRACK

Journey is an alternative two year track designed for students whose learning style may differ from the traditional academic approach of our regular programs but who still wish to learn at PRBI. The Journey track replaces some of the academic requirements with alternative practical and personal formation experiences. If you wish to be considered for the Journey track or have further questions, please speak with the Registrar.

FIELD EDUCATION (see the Field Education Handbook for more details)

The Field Education program provides a wide variety of ministry situations in order to broaden your perspective and experience. This is essential both to provide you with preparation for your future ministry and to give you a proper basis upon which to make vocational decisions. Ministry exposure cannot be sufficiently given in classroom situations; therefore, we have incorporated a Field Education requirement for every program and track at PRBI. This involvement is in cooperation with local churches and other agencies/organizations.

The Field Education Director will provide general oversight of the program. Once a student has chosen a particular degree, the program chair for that Department will advise the student. It will be the advisor's responsibility to guide the student in choosing appropriate Field Education placements and then to evaluate the experience with the student.

Field Education is taken for academic credit and must be treated with equal importance as any other course.

GRADUATION

Specific graduation requirements can be found online at www.prbi.edu under the Academics tab. Students must declare their graduation intent by January 15th of the graduating year.

Any student wishing to participate in the graduation ceremonies must:

1. Have fulfilled all requirements of his/her degree. (BRE majors may apply for an exemption to complete their internship following graduation. Specific criteria apply. Please see Registrar.)
2. Have obtained an overall average of 70%.
3. Have met all financial obligations to the Institute (by April 1).

Selection of Valedictorian

The valedictorian of the graduation class is selected from the graduating students in the BBS or BRE degrees. The valedictorian will be chosen by the faculty based upon Christian character, academic achievement (minimum cumulative 3.25 GPA or 87.5%), and leadership involvement while a student at PRBI, with the PRBI involvement receiving slightly greater consideration.

Dean's List of Academic Honours

Should you, as a full-time student, earn 90.0% (3.50 G.P.A.) or better in any semester, you will be placed on the "Dean's List of Academic Honours."

If you as a graduating student in a BBS or BRE program achieve an accumulated aggregate percentage of 90.0% (3.50) or higher, you may be selected for a Pi Alpha Mu Honour Award. The selection process is based upon Christian character, school involvement, and academic standing with academic standing receiving a slightly greater consideration.

If you as a graduating student in a BBS or BRE program, have an accumulated aggregate percentage of 91.5% (3.65 G.P.A) or better, and have achieved the highest grade in your graduating class, you will be nominated as a PRBI Gold Medallion Scholar.

Application for Degree or Diploma

All candidates for a degree or diploma are required to fill out an application during their graduating year. The deadline for this application is January 15th. Approval by the Registrar and the Department Chair of the field of studies is required.

INTERNSHIP PROGRAM

All BRE students are required to take part in an internship program or its equivalent. The details of the internship are available from the Department Chairs of the various fields of study.

GOVERNMENT STUDENT LOANS

You may be eligible to receive assistance under the Canada Student Loans Program. Should you desire to apply for this funding, you must apply online at <https://www.canada.ca/en/employment-social-development/services/student-financial-aid.html>. Your loan application is processed in partnership with the provincial authority of the province in which you reside. There may also be other awards that are granted for post-secondary education. Check the above website for more information. PRBI does caution against excessive or unplanned borrowing. Check with the PRBI Business Office for a copy of our Student Loan Policy.

REGISTERED EDUCATION SAVINGS PLANS (RESP's)

PRBI is recognized as an eligible institution to receive funds, such as the Canadian Scholarship Trust Plan, to be applied against student fees.

OFF-CAMPUS EMPLOYMENT

You will not be exempted from class, chapel, Field Education or Practical Work Experience for employment/volunteer reasons. Please see the following chart for guidelines and talk to Campus Life for more details, permission and an *Off-Campus Work Application Form*.

Course Hours	School Activity Hours	Outside Work Hours	Total Hours
17 & over	40 hours +	0-14 hours	= 50 hours
14-16	30 hours +	0-16 hours	= 42 hours
12-13 minimum	20 hours +	0-18	+ 34 hours

WITHDRAWAL FROM PRBI

All withdrawals will be charged a Withdrawal Fee of \$50.00.

Voluntary Withdrawal

If you are withdrawing from PRBI on or after the first day of the semester, you must complete a Withdrawal Form available from the Registrar's Office. This form is to be signed by the Academic Dean, appropriate Campus Pastor, a Business Office Personnel, your PWE Supervisor, the Librarian and Registrar. If you fail to complete the Withdrawal Form, you forfeit your right to a refund of your tuition fees and/or your room and board fees.

If you withdraw for any reason or are dismissed from PRBI after 5 days, you will be charged Room and Board at a rate of \$20.00 per day from the beginning of the semester up to (and including) the day you move out of the residence.

If you withdraw from PRBI, you are entitled to a refund of tuition fees on the following scale (calculated from the first class day):

- 0 – 5 calendar days – 80%
- 6 - 14 calendar days -- 60%
- 15 - 21 calendar days -- 40%
- 22 - 28 calendar days -- 20%
- After 28 calendar days -- 0%

If you have prepaid your second semester fees when registering for the first semester, the second semester fees will be remitted 100%.

If you have paid a Graduation Fee and withdraw before March 1, it will be remitted 100%. If you withdraw after March 1 there will be no Graduation Fee refund.

Requested Withdrawal

Students who are struggling with campus life, in relationships with others, or in their academic program on a continual basis will have their status reviewed periodically. Your response to the assistance offered will be evaluated and if it is neither to your benefit nor in the best interest of PRBI that you continue your studies, you will be asked to stay out for at least one semester.

COURSE WITHDRAWALS

If you desire to withdraw from any course for which you are registered, you must complete a Course Withdrawal Form, pay any associated fee, secure a signature from your program advisor and hand in the form to the Registrar in person or via the assignment box. Withdrawal guidelines as follows.

All withdrawals made after the first 5 class days will have a \$10 fee charged to your account.

After the first week of classes until October 15 for 1st semester, and until February 15 for 2nd semester, you will receive a 'W'-Withdrawn which does not impact G.P.A.

All course withdrawals after mid-October for 1st semester, and mid-February for 2nd semester will result in the course receiving a 'WF' – Withdrawal Failure (0% grade) and will be figured in G.P.A.

ADDING COURSES

After registration is locked, all course additions need to be made through the Registrar by email.

Normally courses may not be added after the first full week of classes. Exceptions to the rule are allowed by the consent of the Registrar and the instructor concerned. If your request to add a course is granted but you were not attending the class you desire to add, the first week of classes will be counted as absences against you.

Failure to register for a course without contacting the Registrar will result in the course not being applied to the requirements of your degree and no earned credit.

AUDITING

Audit courses are considered as part of your academic load, carrying $\frac{1}{2}$ of the academic weight of a regular course. You are considered a regular participant in the class with the exception of turning in course assignments or writing course examinations. Audit courses will be counted in the 19-credit hours maximum an upperclassman can take. **You do not receive credit for an Audit.**

You may take a maximum of one audit course per semester providing that you receive approval from the Registrar. Register for audits through the Registrar. **Regular attendance is required.** Audit courses will not be included on the Student's Grade Report where absenteeism exceeds the allowed amount. If withdrawing from an audit, normal withdrawal fees apply.

INDEPENDENT STUDY COURSES

A limited number of courses are available by independent study. A student in their second year or higher may request permission from the Registrar to take an independent study course during a regular semester. All course work must be completed during that time frame. Final approval involves the Academic Dean.

You may not apply to take an independent study course if that same course is offered in the classroom, unless you have a timetable conflict.

COURSE ASSIGNMENTS

1. All assignments with due dates will be set forth in the course syllabi of your respective courses. All course assignments must be completed by the dates in the course syllabus.
2. The Freshmen Late Policy for Assignments is as follows: the student will lose 20% on any assignments handed in late. After one week, the student will lose all credit for the assignment. This policy is required for freshmen courses – it is not applicable to freshmen in an upperclassmen course unless specified by the faculty in the syllabus.
3. Upperclassmen Late Policy for Assignments may be assessed a penalty at the discretion of the instructor of the course. You are responsible for finding out the late policy of the instructor whose course you are taking.
4. Assignment extensions within the semester may be given at the discretion of the instructor. Some instructors may elect not to give extensions. Extensions for assignments should be looked upon as privileges, not as your right.
5. All course assignments must be completed by the last class day of the semester in which the course is taken. Instructors do not have the authority to grant extensions beyond this date. You may, because of prolonged illness and extreme extraordinary circumstances, apply for extension beyond the semester deadline by contacting the Academic Dean, who will make that decision.
6. Graduates, in their final semester, must have all assignments completed one week prior to the last day of classes. Any exams will be administered on the last day of classes. Graduates who receive a mark between 55-59% on classes in the last semester will have opportunity to do a supplemental assignment.
7. Incomplete assignments will significantly affect your course grade.

INCOMPLETE COURSES

A grade of Incomplete (I) **may** be assigned to courses in cases of prolonged illness or extenuating circumstances beyond your control which make it impossible for you to complete the required course work by the end of the semester. Application may be made for an Incomplete to the Registrar (who will consult with the Academic Dean) only during the last two weeks of classes. If the Incomplete is granted, the required work is to be completed within six (6) weeks of the last day of the regular semester.

You will submit the required work to the Registrar who will forward it to the instructor involved.

EXAMINATIONS

Examinations are scheduled for courses during the final exam week. You are required to write your exams at scheduled times. **No exam may be taken earlier or later than scheduled** unless there is an examination schedule conflict in which case arrangements must be made ahead of time with the Registrar. Should you feel that because of a handicap or your mother tongue not being English, etc., that you need extra time for writing exams, you will need to make application for that privilege ahead of time with the Registrar, who will bring it to the instructor affected and the Academic Dean.

You should not expect to leave for Christmas Break before 3:00 pm on the final day of examinations.

SUPPLEMENTAL ASSIGNMENTS

If you receive a course grade between 55% and 59% (any grade below 55% does not qualify), you may be allowed to complete either a supplemental assignment or examination (whichever is the instructor's preference) to pass the course. This make-up opportunity should be looked upon as a privilege and not something you are entitled to automatically receive. This make-up will not apply to courses with the grade of Incomplete. The following procedures and guidelines are to be adhered to:

1. After receiving a notice of course failure, non-returning students have 30 days to apply to the Registrar's office for the privilege of a supplemental assignment or examination. Returning students have 30 days from the beginning of the next semester to apply. There is a \$25.00 fee for this benefit, which is to be paid to the Business Office upon application.
2. After applying for the supplemental assignment, you will have 30 days to successfully complete it.
3. The supplemental assignment requirement will be equal to an assignment normally worth 10% of the course.
4. The instructor will mark the assignment. Successful completion of the assignment (70%) will raise your final course grade to 60%.

Note: Some course supplemental assignments can only be taken on campus.

FAILED COURSES

If you fail a course (receive below 55%) designated as a required course in your prescribed degree, you will be required to retake the course in its entirety.

ACADEMIC PROBATION

Academic Probation is an assistance program for those who demonstrate difficulty with the academic environment. Students will be placed on Academic Probation according to the following conditions:

1. A student classified as a freshmen in the academic classification system who fails to achieve an average of 65% (GPA 1.0) in their first semester, or,
2. A student classified as a freshmen in the academic classification system who fails to achieve an average of 68% (GPA 1.3) in their second semester or an upperclassmen student who fails to achieve an average of 70% (GPA 1.5) in any semester, or,
3. Any student who fails two or more courses within a semester.

Placement on Academic Probation results in regular meetings with the Registrar and the student is limited to 15 credit hours during the following semester. The student will go over time management skills, study habits, and other appropriate topics. Students on Academic Probation may be asked to withdraw from sports, worship & mission teams, and will not be allowed to have any involvement in Student Leadership.

Severe Academic Probation: Students who do not receive at least a 60% (GPA 0.5) average in their first semester, 63% (GPA 0.8) in their second semester, or 65% (GPA 1.0) in all succeeding semesters are considered to be on Severe Academic Probation and, in addition to the above requirements, will not be allowed to play on sports teams.

Students failing to meet the requirements for two successive semesters will be asked to sit out for at least a full academic year. Students who wish to return after they have sat out are placed on Academic Probation in the first semester of their return. Should they not achieve a 70% (GPA 1.5) average in that semester, they will be asked to sit out for another year.

Academic Probation Policy exists with the understanding that this does not set aside our desire for discipleship, but further strengthens our desire to work with the student and see discipleship relate to all areas of the student's education at PRBI.

CLASS ATTENDANCE

Since we believe that both subject material and class interaction are needed for a full comprehension of a course, and we presume that the student wishes to profit the most from the class, we expect that students will be present for their classes. The class instruction and interaction forms a vital aspect of your development as a disciple of Jesus Christ.

You are expected to attend all classes. For courses scheduled regularly (3x/wk for 3 credit and 2x/wk for two credits), you will receive a reduction in your final grade for each absence in excess of one per course credit hour plus one. A student who misses more than 20% of the classes for a course will not receive credit for that particular course (*i.e. if the class meets 3 times/wk, a student would lose all credit on the ninth absence*). Please check individual course syllabi for details. If a student has stopped regularly attending classes, they may be asked to leave school before the end of the semester.

You are encouraged to keep a personal record of your absences in case you choose to appeal loss of course credit. *Appeals may only be granted because of credible absences (i.e. documentable sicknesses or the like).*

TECHNOLOGY IN THE CLASSROOM

Cellphone use is not permitted during any class period. Except for specific instances of permission cellphones are to be turned off. Instructors may ask that cell phones not be brought to class, they remain stored away, or be brought to the front of the room. In a case of family emergency, students should inform their instructor that they will be monitoring their phone and must quietly exit the classroom in order to make a brief response. Laptops and tablets must be used exclusively for notetaking or other immediately relevant classroom activities. Students risk taking an absence or being required to not bring their device to class as a response to its misuse. Each student, including laptop and tablet users, will be required to have a paper Bible for classroom use.

POPULI

You are responsible to check your email and courses on Populi daily for updates from your instructors, files posted for reading, online assignments or other information relevant to your studies. Failure to regularly check your Populi account/email can cause you to miss important information about your course or assignment.

ACADEMIC INTEGRITY AND HONESTY

PRBI is committed to high academic standards and expects that students will honor these standards by pursuing their studies with integrity and honesty. It is acknowledged that mistakes are sometimes made inadvertently. In these cases the student is expected to correct their errors and learn from their experience. It is also expected that a student will avoid intentional academic dishonesty. Academic dishonesty is to act in a manner to gain unearned academic credit. Some examples of academic dishonesty include but are not limited to:

1. Plagiarism, i.e., to present someone else's ideas or words in an assignment without proper documentation. (See the Composition Handbook for further explanation of plagiarism).
2. Submitting identical or substantially similar papers or projects for credit in more than one course without prior approval of the faculty member(s).
3. Collaborating with other students on research or assignments unless expressly permitted by a faculty.
4. Deliberately helping another student complete an assignment or allowing another student to copy one's work in order to complete an assignment.
5. Presenting a former or another student's work as one's own.
6. Buying or copying a term paper or project composed by another person and presenting it as one's own work.
7. Cheating on an examination or quiz by any means.

Cheating, plagiarism or any form of dishonesty in academics is unacceptable. In order not to discredit students, faculty or the school, the academic administration is compelled to confront and apply appropriate discipline when dishonesty occurs.

If a student is found to have violated a principle of academic integrity then the following process will be implemented:

1. The faculty of the course will initiate a meeting with the student to discuss the violation and reach an understanding of the issue.
2. Once all the facts are verified the faculty will assess the severity of the violation and apply an appropriate penalty. An appropriate penalty may be a reduction in grade, a student being asked to redo the assignment or depending on the severity of the violation no credit being given for the assignment.
3. All violations and penalties will be documented by the faculty on Populi.
4. Students may appeal the faculty's decision to the Academic Dean, whose decision is final.
5. Repeated violations may result in dismissal from the school based on the recommendation of the Academic Dean to the Leadership Team of the School.

CLASSROOM DISCIPLINE

Since the classroom is the environment where much of your formal education takes place, there are certain guidelines that need to be followed.

1. Late Arrival - You should be punctual in arriving for class. Some instructors may elect to impose penalties on late arrivals, early departures, or lengthy breaks. Check with instructors on their policy.
2. Classroom Disturbance - Courtesy should be shown to your instructors, fellow class members, and the Word of God by not causing distractions in class (e.g. talking, laughing, visibly showing indifference). If you are involved in disturbing the operation of class periods, you may be asked to leave the class, at the discretion of the instructor.

TRANSFER OF CREDIT

1. **Transfers from other academic institutions.** PRBI will attempt to give transfer of credit for courses - including online courses - from accredited and unaccredited Bible colleges, community colleges, universities, and similar educational institutions where the level of instruction and course content are comparable to courses offered by PRBI. This assessment is made on a course by course basis. PRBI does not give credit to non-college level Bible courses taken through Christian high schools or non-academic organizations.

If you wish to transfer credit from another institution, please submit a written request and an official transcript to the Registrar for evaluation. You must achieve a minimum final course grade of 70% for a course to qualify for transfer to PRBI. The final 30 credits of any PRBI program must be taken through PRBI, and only courses deemed necessary for the successful completion of the program will be considered for transfer during the final year (e.g., the required course was not available from PRBI when needed).

2. **To other institutions** - Former students of PRBI have had credits accepted at various other Bible colleges/seminaries. We would be happy to assist you if you are interested in the possibility of transferring to another college.

APPEALS

Change of Grade

A written appeal for change of grade on an **individual assignment** must be made to the instructor involved, within two weeks of receiving notification of the grade.

A written appeal for change of a **course** grade must be submitted to the Registrar, within 30 days of receiving notification of final grades from the Registrar's Office. The Registrar will consult with the instructor concerned, a formal decision will be made, and you will be informed of the decision.

It is your responsibility to ensure the accuracy of course grade and G.P.A. tabulations recorded on your Grade Report.

Absence Appeals

A written appeal for absences, **in excess of 20% only**, may be submitted to the Academic Dean. He will consult with the Faculty, a decision will be made, and you will be informed of the decision. **In cases of extenuating circumstances such as bereavement, family crisis or significant health concerns that have led to grade deductions, students can appeal to have all or a portion of their deductions annulled even if they have not failed the course due to exceeding allowed absences. Documentation of all absences will be required.** All appeals are made through the Registrar's Office **at the end of the semester** and will be brought to the faculty for a joint decision.

(Faculty Mtg. March 22, 2018)

Appeals Related to the Registrar Department

In areas of transfer credit, alternate courses, academic loads, compulsory courses, and other matters related to the Registrar's Department, appeal of a decision should be taken to the Academic Dean for final decision.

Appeals Related to Academic Policies and Personnel

The college will only accept appeals when or where there is claim against the instructor or Academic Personnel of procedural error, negligence, or prejudice. Written appeals may be submitted to the Academic Dean.

STUDENT ACCESS TO PERMANENT RECORDS

As a student of PRBI, you (or your parents/guardians, if you are under 18-years of age) will be given the opportunity by appointment to review your Student Record File, with the exception of the confidential reference forms, upon request to the Registrar.

No person is given access to Student Records except PRBI personnel whose duties require access or any person whom you authorize, in writing, to have access.

TRANSCRIPTS

When you graduate or leave PRBI as an undergraduate and are in good financial standing with the school, you may submit a written request for your academic records from the Registrar. There is no charge for unofficial transcripts, but for official transcripts there is a cost of \$10.00 for a printed copy and \$3.00 for an email version. Unofficial transcripts can be exported, and official transcripts can be requested, through your Student profile on Populi.

Official transcripts containing the Registrar's signature are generally forwarded directly to the institution requested. Official transcripts will not normally be issued directly to you. Such transcripts will be labeled "Issued to Student" and carry the normal fees. Another school or individual cannot order a transcript of your academic records without your written consent.

WITHHOLDING DOCUMENTS

PRBI will not release transcripts of students, or former students, who have outstanding fee accounts.

RECORDING OF LECTURES

The recording of lectures or any other classroom and academic activity is not permitted unless cleared by the instructor prior to the event. Each instructor's decision is final.

CLASSROOM USE (FURNITURE/EQUIPMENT)

See Campus Life Handbook for details.

CLASSROOM BOOKINGS

By special request permission may be granted to use various classrooms for personal or group use. The procedure for booking is as follows:

1. Contact the Registrar by email (registrar@prbi.edu) to request permission to book the room. They will then go over any guidelines with you as well as allow you to sign out a key if necessary.
2. All booking procedures must be completed before 4:00 p.m. work days and the key must be returned by 8:00 a.m. the following day.
3. For regularly scheduled meetings (example: prison team meetings) permission will only be required once. Classroom projectors are available for use on a case by case basis. Laptops will be required as classroom computers are not available. Classrooms must be tidied and returned to original order.

SEMESTER BREAKS

The Christmas Break begins after the final day of examinations. Reading Week begins on the day prescribed on the Academic Calendar.

ACADEMIC MENTORING TIPS

We believe that spiritual growth through studying God's Word is vital to our walk with Christ, and we desire your time at Peace River Bible Institute to be a positive experience of learning and accomplishing your educational goals. As the passing of courses is ultimately your responsibility as a student, following are some suggestions/tips to help in your endeavor.

If, during the semester, gathered information indicates you are having difficulty with a subject, one or more of the following is available to you:

1. The **Registrar** may contact you to offer assistance.
2. **You** could choose to get help from the following:
 - Work with an individual instructor on courses.
 - Meet with the Registrar.
 - Evaluate your situation with your respective Campus Pastor.
3. **You** could also implement a program that could include the following:
 - Evaluate your use of time, seeking out counsel about the use of study habits.
 - Limit co-curricular involvements.
 - Set up a study schedule.
 - Work with a buddy-system to monitor each other's study habits.
 - Adjust your academic load with the Registrar.
 - Initiate other programs as seem appropriate to deal with problems of motivation and attitude affecting your academic performance.

The main goal is that you would seek out some form of assistance so that you can succeed in your studies.