



Registrar's Office

**PRAIRIE COLLEGE
2016-17 ACADEMIC GUIDE**

This is the official compilation of academic regulations for the College.
These regulations are binding upon all students.

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ACADEMIC POLICIES AND PROCEDURES

1 GENERAL INFORMATION

1.1 ACRONYMS

AARC: Academic Appeals and Review Committee (section 1.6)

APPLE: Assessment Program for Prior Learning Experience (section 5.2)

BVC: Bow Valley College (administers PN program)

DE: Distance Education, the department which administers online courses and other forms of education at a distance.

EMT: Emergency Medical Technician program

PMA: Professional Medical Associates (administers EMT program)

PN: Practical Nurse program

1.2 DEFINITIONS

Full-time Student: A student taking 12 or more credit hours through Prairie College and/or BVC/PMA in the Fall or Winter semester. (Full-time students receive a Prairian and are eligible for Prairie scholarships.)

Part-time Student: A student who does not take enough hours to be full-time.

Undeclared Student (UN): A student taking courses but not planning to receive a certificate, diploma, or degree.

Grade points: The numerical equivalent of a letter grade. The number of grade points earned in a course equals the course's credit hours multiplied by the point value of your grade. For example, a C+ (2.3 point value) in a 3-credit course is worth 3×2.3 or 6.9 grade points.

Grade point average (g.p.a.): The total grade points earned divided by the total number of credit hours taken. Cumulative g.p.a. is the grade point average for all of a student's academic work.

Transcript: An official copy of a student’s permanent record, showing all courses taken, grades earned, etc. Note: BVC/PMA courses are recorded on BVC/PMA transcripts/records.

Directed Study: Credit for academic work done under direct supervision by a faculty member; additional fee.

Independent Study: Completing a course without attending class meetings; usually permitted only for time conflicts.

Graduand: A student who has applied to graduate but has not yet graduated.

1.3 DUAL ENROLMENT

PN and EMT students are also enrolled in BVC or PMA. **This Guide governs Prairie College courses and programs; BVC/PMA courses and programs are governed by BVC/PMA policies and procedures.** References to BVC/PMA in this Guide are for information only.

1.4 CLASSIFICATION OF STUDENTS

Assigned by the number of credits earned to the beginning of Fall Semester. Credits that don’t fit into your program aren’t counted.

Program	Class			
	FR	SO	JR	SR
4 yr.	<30	=>30	=> 60	=>90
3 yr.				
2 yr.				
1 yr.	all			

PN students are classified as ‘Year 1’ until they complete the first year of their BVC program; they are then classified as ‘Year 2.’

1.5 EMAIL ACCOUNTS

Students are responsible for all email sent to their Prairie address.

1.6 APPEALS OF ACADEMIC POLICIES

1.6.1 APPEAL PROCEDURE

You may appeal the interpretation or application of any policy in this Guide.

Level	Address appeal to	Time limit for making appeal	Time limit for communication of decision to you
1	Person who interpreted/ applied policy	Within 14 days of receiving notice of interpretation/ application; appeal may be oral or written	Within 30 days of receiving your appeal; if you receive no response, proceed to level 2
2	AARC c/o the Committee Chair	Within 2 days of receiving response at level 1; in writing	Within 2 days of meeting

Appeals filed after the deadlines may be considered at the discretion of the party appealed to.

1.6.2 ACADEMIC APPEALS AND REVIEW COMMITTEE

1.6.2.1 Responsibility

The Committee hears academic appeals and reviews academic infractions (section 6).

1.6.2.2 Requirements for appeal

Appeals submitted to the Committee must be in writing, state what is being appealed, make reference to the policy or decision being appealed, ask for a specific outcome, and set out arguments for granting the desired outcome.

1.6.2.3 Membership and guests

The Dean is the Chair and can vote only to create or break a tie.

--In Academic Suspension appeals, voting members are the Student Success Officer or delegate, the student's Academic Advisor or delegate, and the Student Union's Commissioner of Academics if available. The Director of Student Development and the Registrar are invited for information. The student appealing ('appellant') is invited to attend in person or by phone.

--In other appeals, voting members are one faculty member chosen by appellant (the person appealing), one faculty member chosen by appellee (the person whose decision is being appealed), and the Student Union's Commissioner of Academics if available. The appellant and appellee are invited to attend in person or by phone.

--In reviews (sec. 6), voting members are the Registrar and the Student Success Officer. The student and the faculty member who discovered the infraction are invited to attend in person or by phone.

1.6.2.4 Decisions

A written copy of each decision shall be sent to interested parties within 48 hours. The Committee informs the President of all decisions. Academic Suspension appeals will be granted only by unanimous vote, and will be denied if the student did not comply with section 3.3.4.

1.7 SEMESTER SYSTEM AND CREDIT LOADS

Fall and Winter semesters are 15 weeks, including holidays; for BVC courses, they are a minimum of 15.5 weeks. Terms within the semester are usually 7 weeks. Courses in Spring and Summer Sessions may vary. The maximum semester load is 19.5 credit hours. (See the Registrar's Office for overload forms.)

1.8 WITHDRAWAL AND READMISSION

Your Director of Student Development will give you a withdrawal form. If you leave during a semester without going through the withdrawal process, you will be charged \$100. Students readmitted after time away fulfill the curricular requirements in effect when they return.

1.9 ACCREDITATION STANDARDS CONCERNS

Submit grievances or formal complaints in reference to issues that relate to accreditation standards to the Dean. Subsequent appeals may be made to the Executive Director, Association of Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, Florida 32822-1781.

2 GRADUATION POLICY

2.1 STANDARDS

2.1.1 ACADEMIC

1. Completion of academic requirements on the student's Degree Audit.
2. Minimum cumulative g.p.a. of 2.0 (2.3 on Bachelor of Theology) in studies completed through the College.
3. Completion through the College of at least 12 credit hours on one-year programs, 24 on two-year programs, and 30 on three and four-year programs. Credit hours not done under the College's supervision (e.g. APPLE credits, Internship validation) do not apply. Students who graduated from other schools on three or four-year programs must earn at least 24 credit hours through Prairie to graduate on a four-year program. The Registrar may make exceptions on a case-by-case basis for partner programs.

Note: PN students must get a minimum of a C grade in each of HF 110 Written Composition, SS 150 Interpersonal Communication, SS 220 Introduction to Sociology, and SS 311 Lifespan Development to graduate with a BVC credential and qualify for a DIM.

2.1.2 SPIRITUAL FORMATION

The basic requirement in the area of spiritual formation is Christian faith. Recognizing that students progress at various rates and in various ways on this basis, the College does not require further predetermined levels of achievement in spiritual formation. Instead, graduates demonstrate appropriate growth in the spiritual formation outcomes of the Taxonomy (<http://www.Prairie.edu/document.doc?id=163>). These standards are met by successful completion of the candidature procedure and compliance with the Community Covenant during the candidature period.

2.1.3 OTHER

Approval of the President and Board of Directors upon recommendation of the Faculty. Students complete the candidacy procedure and pay applicable fees each time they apply to graduate.

2.1.4 AUTHORITY AND RESPONSIBILITY

1. It is the graduand's responsibility to fulfill all graduation requirements.
2. The Registrar determines assesses fulfilment of academic requirements; the Candidature Committee assesses fulfilment of spiritual formation standards. The Student Development division monitors compliance with spiritual formation standards between the date of the Committee's decision and the student's graduation date. The Program Coordinator assesses fulfillment of program-specific requirements not listed as courses.

2.2 APPLICATION

You apply by submitting the online form. If you're on a 1 or 2-year program, apply by November 15 of your graduation year. If you're on a 3 or 4-year program, apply by November 15 of the year before your graduation year. If you apply late, you will be charged an additional \$50 (\$75 after the end of February) and may have your graduation deferred.

2.3 CANDIDATURE

2.3.1 OVERVIEW

A Candidature Committee interviews applicants to determine fulfillment of spiritual formation standards.

2.3.2 COMMITTEE – COMPOSITION

1. The Candidature Committee is composed of the applicant's faculty advisor, Director of Student Development or designate (chair), and a faculty member chosen by the student.
2. The Committee for 1 and 2-year applicants consists of a faculty member chosen by the student and the Director of Student Development or designate (chair).
3. The applicant may invite a friend as an observer to the Committee meeting.

2.3.3 COMMITTEE – INTERVIEW AND DECISION

1. The Committee interviews the graduand at a mutually-agreed time and place.
2. The Committee evaluates fulfillment of spiritual formation standards on the basis of:
 - Input from faculty, staff, peers, College Learning Bursary/Founders' Legacy Bursary/Service Learning supervisor, work supervisor, and Student Union Cabinet
 - Completed student portfolios normally begun in ST 100-01
 - Student files from the academic advisor and Student Development
 - The interview
3. The Committee makes a decision to grant, delay, or deny candidate status.

2.3.4 COMMITTEE – NOTIFICATION

1. The Committee chair (or designate) notifies the applicant of the Committee's decision. Notifications of denial or delay are delivered by hand (if possible), and include recommendations for remedial action and a reminder of the Appeal process.
2. The Directors of Student Development notify the Registrar's Office of the Committee's decisions. In turn, the Registrar's Office notifies the Faculty. Decisions of the Appeals Committee are communicated to the Faculty by the Dean.

2.4 OTHER PROVISIONS

2.4.1 COSTS; UNPAID ACCOUNTS

1. The non-refundable graduation fee of \$100 (\$150 for DE students) covers the graduation document, gown rental, and administrative costs. Other costs (e.g. flowers, invitations) are the graduand's responsibility.
2. Graduation documents and transcripts are issued only after accounts are paid and the Registrar's Office receives a final high school transcript.

2.4.2 DATES

Degrees, diplomas, and certificates are conferred on the last day of Fall and Winter Semesters (December and April), June 30, and August 31 (see below). The graduation ceremony is at the end of Winter Semester. Graduates who finish their requirements in Spring Sessions graduate on June 30. AAMA and Diploma in Aviation graduates who finish their requirements between June 30 and August 31 graduate on August 31 (and fill in an application for the preceding academic year, e.g. AAMA students graduating on August 31, 2017 use the 2016-17 application).

2.4.3 DEADLINES FOR DE COURSES

To graduate in December or April, graduands must ensure that all course work (including any required rewrites) is received by DE by 5 p.m. on the last day of Final Exams. To graduate in June, graduands must ensure that all course work (including any required rewrites) is received by D. by 5 p.m. on June 30, or the preceding Friday if June 30 falls on a weekend. Graduands who do not meet these deadlines are subject to the Deferred Graduation policy.

2.4.4 PARTICIPATION IN CEREMONY

1. Students participate in April's graduation ceremony if they are in one of these categories:
 - a) They are completing requirements in the Winter Semester. (They may decline to participate if they notify the Registrar's office at least one month before the ceremony.)
 - b) They completed requirements in the preceding Fall Semester, and they notify the Registrar's Office at least one month before the ceremony.
 - c) They are enrolled in a minimum of 90% of their program's credits at least one month before the ceremony; they have completed all other requirements; and they file a completion plan with the Registrar's Office at least one month before the ceremony. The plan must show how they will complete the remaining credits by the end of the next Fall Semester.
2. Participants must make satisfactory arrangements with Student Financial Services at least one week prior to the ceremony. All participants pay the non-refundable \$100 grad fee.

2.4.5 PARTNER PROGRAM GRADUATES

Students participating in the graduation ceremony solely because they are fulfilling BVC/PMA requirements fill in a Prairie College 'Application to Walk' form and pay a \$50 participation fee. It is the student's responsibility to fulfil all BVC/PMA requirements for participation.

2.4.6 FAILURE TO COMPLETE REQUIREMENTS

2.4.6.1 Deferred graduation

Graduands who do not complete requirements by their anticipated date will have their graduation date deferred to the next date in the same academic year; if they do not complete requirements by June 30, they are subject to the Delayed Graduation policy.

2.4.6.2 Delayed graduation

Graduands who but are no more than six credits short of their requirements on their anticipated graduation date can graduate by completing the missing credits within the next five academic

years. They must reapply for graduation and meet all other requirements (including a pastor's reference) in effect at the time of completion. After five years, graduands must fulfill current academic requirements. Graduands who are more than six credits short may graduate at a future date by fulfilling all requirements current at that date.

2.4.7 SECOND/ADDITIONAL ACADEMIC PROGRAM

2.4.7.1 Concurrent graduation

Students cannot graduate with a bachelor's degree and a lesser credential simultaneously. Students who have fulfilled academic requirements for a bachelor's degree cannot graduate with a shorter or lower credential in the same discipline or in the general area of Bible or theology.

2.4.7.2 Credential from another institution

Students who have earned a credential from another recognized institution may graduate with a Prairie credential of shorter length only if the Prairie credential is in a different vocational or ministry area.

2.4.7.3 Second Prairie Credential

To earn a second Bachelor's, Major, or 2 or 3-year credential, students must:

1. Complete all requirements for both credentials.
2. Earn credits in addition to the number required for the program with the higher total: 24 for a Bachelor's, 18 for a Major, 12 for a 2 or 3-year credential.

Restrictions:

- The two programs cannot be in the same subject area.
- The Registrar may deny a request if the course requirements for the two programs are substantially similar.
- Since only one degree is conferred with a double major, the majors will be conferred on the same date.

3 GRADES AND PROBATION

3.1 GRADING SCALE

Letter Grade	Number Grade	Rating	Point Value
A+	90-100		4.0
A	85-89	Excellent	4.0
A-	80-84		3.7
B+	77-79		3.3
B	73-76	Good	3.0
B-	70-72		2.7
C+	67-69		2.3
C	63-66	Satisfactory	2.0
C-	60-62		1.7

D+	55-59		1.3
D	50-54	Poor	1.0
F	0-49	Failure	0.0
P	50 or above	Pass	
AU	-----	Audit	
I	-----	Incomplete	
W	-----	Withdrew	

Numerical course grades falling between the upper limit of one letter grade and the lower limit of the next higher grade are rounded to the nearest whole number (.5 is rounded up).

3.2 I GRADES

I grades are entered for: a) Courses which have requirements due after the final exam; b) Extensions granted under 4.5.

3.3 ACADEMIC PROBATION (A.P.)

3.3.1 PREAMBLE

Prairie strives to enroll students who have the potential to complete an academic program. Academic Probation identifies students whose most recent semester demonstrates that they are at risk academically. It also offers help toward the resumption of satisfactory academic progress. If satisfactory progress is not made, Academic Suspension follows. Suspension requires students to withdraw from Prairie for a period of time that they can use to reassess their academic goals, plans, and habits.

3.3.2 STANDARDS

Students are placed on Academic Probation if they attempt 6 or more credit hours during Fall or Winter semester with a semester g.p.a. of less than 2.3 on the BTh program or 2.0 on any other program or UN. They are removed from Academic Probation when they attempt at least 6 credit hours during a succeeding Fall or Winter with a semester g.p.a. at or above these minimums.

3.3.3 RESTRICTIONS

If you are on A.P., you cannot take more than 13.5 cr. per semester and cannot participate in the following: missions trips (unless required on your academic program), Student Union, College Leadership Bursary, and Prairie-sponsored performing groups (outside your academic program). You may also forfeit eligibility for grants, loans, and scholarships (see the Director of Student Financial Services).

- Students on A.P. may take Pilots Participation for credit one semester only. If they are allowed to return after being on A.P. for one semester, they are not allowed to enroll in Pilots Participation for the next semester.
- PN and EMT students who are on A.P. as a consequence of grades in Prairie College courses during their first Fall semester must limit their load to the courses their vocational program requires, and don't take part in missions trips or Student Union.

3.3.4 PROCEDURE

The Registrar notifies students of A.P. status by letter. A.P. students are enrolled in the one-credit course HF 094 Student Success Lab under the supervision of the Student Success Officer (SSO). The SSO may ask the Registrar to modify restrictions and requirements in the student's academic interest. Students follow any procedures set up by the SSO. Explore students and interns follow Explore's procedure.

3.3.5 ACADEMIC SUSPENSION

Academic Suspension is mandatory withdrawal from the College, usually as a result of unsatisfactory academic progress (two or more consecutive semesters with either a g.p.a. at least .5 below the minimum or no significant improvement in g.p.a.). The Registrar makes the decision to suspend. Prairie doesn't usually impose Academic Suspension between Fall and Winter semesters.

Students placed under Suspension for the first time are withdrawn for one academic year. Students placed under Suspension for the second or a subsequent time are withdrawn for five academic years.

Students under Academic Suspension cannot graduate.

Students who wish to return to Prairie after a first Suspension period is over apply for readmission. They re-enter on A.P. Readmission after a second or subsequent Suspension requires the Admissions Committee's unanimous approval of a written appeal, completion of the standard readmission process, and a minimum of a 2.0 g.p.a. on a four-point scale (or its equivalent) on at least 12 semester credits of studies through another recognized post-secondary institution (or through Prairie Distance Education) during the Suspension period.

3.3.6 BVC/PMA SUSPENSION OR DISMISSAL

Students suspended or dismissed by BVC/PMA for unsatisfactory academic progress may be suspended simultaneously by Prairie College.

3.3.7 WITHDRAWAL

Students are readmitted on A.P. if they withdraw while subject to A.P. For the purposes of 3.3.5, the semester of their withdrawal is considered consecutive with the re-entry semester.

3.4 DEAN'S LIST

The Dean's List recognizes academic achievement. Students qualify each semester they complete at least 12 credit hours of courses numbered 100 or above through the College with a minimum g.p.a. of 3.75, at least 9 credit hours on the A-F scale, no blank grades, and no I grades resulting from Requests for Extension. The List is compiled from the official College records on February 1 for Fall Semester and June 1 for Winter Semester.

4 COURSES

4.1 ADDING AND DROPPING COURSES

- For add and drop dates, see the link on the Registrar's Office webpage (<http://www.Prairie.edu/registrar>).
- For withdrawal from Prairie, see the catalogue. If the withdrawal is after the Add period, the Registrar may elect to give a W grade for courses left incomplete.
- Withdrawals from a class for medical or psychological reasons after the deadlines receive a W grade and a 50% tuition refund. They require a note from a doctor, Student Development, or a certified psychologist.
- The Registrar and faculty supervisor may elect to give a W grade for Internships or Practicums (6 credits or more) left incomplete.
- Enrollment in less than 12 credits may affect scholarships, loans, and immigration status.
- Students who withdraw from certain year-long courses at the end of one semester receive a W or F grade for that semester.

4.2 CLASS ATTENDANCE

4.2.1 RATIONALE

We strongly recommend that you attend all classes, since each meeting helps achieve course objectives. You are responsible for meeting all class requirements whether absent or present.

4.2.2 POLICY

1. Faculty may set their own class attendance policy. It must be published in the course syllabus and define the following:
 - a. The number and type of absences allowed
 - b. Nature of penalty for absences
 - c. Provisions for unavoidable absences e.g. sickness, death in family, etc.
 - d. Penalties for tardiness

Absences must be documented by the faculty member in order to provide a basis for penalty.

2. If no policy is stated in the syllabus, the following applies:

Recognizing that absences are sometimes unavoidable, you are permitted absences equivalent to one week of classes (Term courses) or two weeks of classes (Semester courses) without penalty, and a comparable time (not to exceed 15%) for modular courses. You will be penalized at the rate of a 5% grade reduction per class missed beyond this limit, up to 50% of the course grade.
3. Emergencies. Students who believe they have an emergency notify the Registrar or their Director of Student Development, explaining the nature of the emergency and estimating the number of class days they will miss. The Registrar and DSD decide whether the absences will be excused and notify the student, instructors, and the Dean. Class days missed that are excused are not counted as part of total absences.

4. Extra-curricular and co-curricular events. The Institute sponsors extra-curricular and co-curricular events which cause students to miss classes (e.g. choir tours, sports team travel) Instructors may reduce the number of allowed absences by one for every two caused by such events. If the number of absences calculated by this formula exceeds the number of allowed absences, no penalties are to be assessed for those excessive absences.
 5. Habitual tardiness is considered a discipline problem to be dealt with by the instructor.
- Note: the BVC policy states that PN students miss classes at their own risk, and that students must have advance documentation approved by the Program Coordinator to miss clinical or exams.

4.3 FINAL EXAMS

1. Final exams (excluding music juries) are to be given during the College Final Exam Days.
2. Students may apply at the Registrar's Office to take exams at a conflict exam time only if they have two exams at the same time or more than two exams on the same day.
3. Students may apply at the Registrar's Office to reschedule other exams only for a medical or psychological emergency; a family member's death, illness, or injury; or an immediate family member's wedding. Exams are not rescheduled for students' travel plans.
4. Permission is granted at the discretion of the Registrar after consultation with the instructors. A \$100 administrative fee will be charged to the student's account.

4.4 LATE ASSIGNMENTS

1. Faculty may set their own late assignment policy. It must be published in the course syllabus and define the following:
 - a. Time on the due date after which assignments are considered late.
 - b. Nature of penalty. (Penalties can be assessed only on the assignment, not against the entire course grade).
 - c. Process for obtaining an extension.
 - d. Definition of what kind of extensions may be granted.
 - e. Means of determining when a late assignment is received by the instructor.
 - f. Latest date on which assignments will be accepted. (This cannot be later than the deadline specified in the 'Extensions' section below.)
2. If the syllabus states no policy, the following applies:
 - a. Assignments are due at the beginning of the class period on the due date.
 - b. Assignments received late will receive a penalty of:

	Deduct
Up to 2 days late	5 %
Over 2 days late but within 1 st Calendar week	10 %
2 nd through 4 th calendar week	25 %
More than 4 th	100 %

- c. Unless a note is attached indicating the date of submission, it will be considered to be the day the instructor finds the late assignment.
- d. Extensions may be granted by the instructor.

4.5 EXTENSIONS PAST SEMESTER END

Extensions past the date a term's or semester's grades are due require approval by the instructor and the Registrar (who will also consult Student Development). Submit the request form before the last day of final exams. Such extensions are usually limited to cases of hardship. If an extension is granted, the Registrar's Office will enter an 'I' grade (see 3.2). Extensions include permission to redo a requirement. In Spring and Summer Sessions, the instructor may grant extensions up to a date three weeks after the final meeting of the class.

4.6 CLASSROOM CONDUCT

An instructor may ask anyone who causes a disturbance or distraction to leave the classroom. Re-admission requires written permission from the Dean. Classes missed are included in total absences.

4.7 AUDITS

No academic credit is given for auditing. Attendance and participation are expected.

4.8 REPEATING COURSES

You may retake any course, regardless of the grade you earned. Although all grades still appear on your transcript, only the higher grade is used in computing your cumulative g.p.a. The Dean's Office must grant permission to retake a course after it is failed twice (you may still transfer in an equivalent course from another institution).

This policy does not apply to performance groups and other specified courses which may be repeated for credit up to the number of times set as a limit by the College.

You will be charged applicable tuition and fees each time you repeat a course.

4.9 DISTANCE EDUCATION (DE) COURSES

1. Students on U.S. student loans cannot enroll in DE courses.
2. If you use DE courses to establish full-time status, these regulations apply:
 - a. Enroll in courses during the on-campus add period. All other add/drop deadlines apply (see 4.1).
 - b. When you enroll, declare your intent to use them for full-time status.
 - c. If you do not complete a course by the last day of final exams, the Registrar's records will show an F. If you complete it later, it will be processed as a repeated course (4.8).
3. To graduate on a DE checksheet, you must complete at least one-quarter of the required credits by DE.

5 TRANSFER, APPLE, EXEMPTION

5.1 TRANSFER OF CREDITS TO PRAIRIE

Courses from other post-secondary institutions can be transferred upon submission of an official transcript if they are comparable to Prairie courses and you earned a C- or better. Transfer on the DIM (PN) program for HF 110 Written Composition, SS 150 Interpersonal Communication, SS 220 Introduction to Sociology, and SS 311 Lifespan Development must be approved by BVC, and requires a grade of C or better.

Note: We transfer P.E. and performance courses with a P (pass) grade. A performance course is one which focuses on rehearsal and presentation of musical or dramatic works.

5.2 ASSESSMENT PROGRAM FOR PRIOR LEARNING EXPERIENCE (APPLE)

We can grant credit for learning you have gained outside the classroom which matches the content and objectives of a Prairie course. You prepare a portfolio for evaluation by Prairie faculty and pay an assessment fee of \$200 fee per course.

Note: If you turn in your portfolio after attending part of the course, the Schedule Changes policy will apply. The date you submit the portfolio will be considered the date you drop the course.

5.3 EXEMPTION

You may be exempted from a required course by the instructor if you have already met its objectives. Exemptions do not give academic credit or reduce the number of credits required on a program.

6 ACADEMIC OFFENSES

6.1 DEFINITIONS

Academic offenses include:

- Plagiarism. Presenting or submitting another person's work as the student's own.
 - 'Substantial' or 'complete.' 'Substantial plagiarism' is the use of an author's phrases, sentences, thoughts, or arguments without adequate citation or credit. 'Complete plagiarism' is the presentation of work as the student's own when it has been copied entirely, or almost entirely, from other sources.
 - 'Inadvertent' or 'intentional.' 'Inadvertent plagiarism' is plagiarism which, to the best of the instructor's belief, results from the student's carelessness or ignorance. 'Intentional plagiarism' is plagiarism which, to the best of the instructor's belief, results from the student's intent. Both 'inadvertent' and 'intentional' plagiarism can be either 'substantial' or 'complete.'

- Cheating. Using dishonest or prohibited means to gain or retrieve information to fulfil a class requirement.
- Misrepresentation. Falsifying, fabricating, or otherwise giving an intentionally misleading impression of facts to gain an academic benefit.
- Duplication. Submitting the same work in more than one course without the approval of all instructors.
- Complicity. Abetting another student in the commission of an academic offense.

6.2 PENALTIES

6.2.1 INADVERTENT PLAGIARISM

An instructor who discovers inadvertent plagiarism imposes one of the following penalties:

- Written warning (first offense and may be considered for any subsequent offenses)
- Reduction of grade on the assignment or test

6.2.2 OTHER OFFENSES

An instructor who discovers any other academic offense imposes one of the following penalties:

- F on the assignment or test
- F in the course (required for complete plagiarism)
- For duplication: F in one course and reduced grade in the other or others (imposed by instructors of affected courses acting in cooperation)

Offences which cannot be penalized by one of the means above (e.g. certain kinds of complicity) are referred to the A.A.R.C., which imposes one of the following penalties:

- Written warning
- Request for withdrawal
- Dismissal for academic misconduct with denial of re-entrance for one or more years

The Registrar's Office enters a permanent record of withdrawal or dismissal on the student's transcript.

6.2.3 CONFESSION BEFORE DISCOVERY

If a student confesses an academic offense before it is discovered, the instructor reduces the mark on the affected work by a minimum of one full grade (e.g. B- to C-). If it is complete plagiarism or duplication, the student must redo the work; the mark assigned will be one full grade below the mark the redone work would have earned on its own merits.

6.2.4 REPORTING AND RECORDING

For each academic offence, the faculty member submits a written report of findings and penalties to the student, Student Development, the Dean, and the Registrar's Office (for the student's file).

6.2.5 FURTHER ACTIONS

Student Development may impose additional sanctions to address the issue of character.

For offences in a course, the Registrar will have the student's other instructors review submissions in their courses to determine whether additional offenses have been committed.

If the offense is multiplied or repeated, or is denied after being discovered, or more than one kind of offence is committed, it is reported to A.A.R.C. in writing by the Registrar or by the faculty member who discovers it. A.A.R.C. will review the evidence and may impose one of the following additional penalties:

- Request for withdrawal from the College
- Dismissal for academic misconduct with denial of re-entrance for one or more years

The Registrar's Office will enter a permanent record of such action on the student's transcript.

6.2.6 BVC/PMA ACADEMIC OFFENSES

Students whose enrollment at BVC/PMA is interrupted by penalties for academic offenses will have the same penalties imposed on their enrollment at Prairie.

DISTANCE EDUCATION SUPPLEMENT (SECTIONS 4, 7)

Replace section 4 with:

4 COURSES

4.1 TIME LIMITS, EXTENSIONS, REINSTATEMENTS

You have **six months** from your enrollment date to complete a DE college or graduate course. If extenuating circumstances prevent you from completing a course by the due date, you may apply for 2 two-month extensions or 1 four-month reinstatement. An administration fee is charged for these services. Please note that **extensions begin on the original course due date, not on the date you request the extension**. If you have allowed the course to lapse beyond the end of the allowed extension period, you must re-enroll in the course. Call our office (1-800-785-4226) for prices.

4.2 FOUR-MONTH BONUS

When you complete any DE course within a four-month period, starting with your enrollment date, you will receive a credit toward your next DE course. Only one credit can be applied to a course enrolment. This offer cannot be combined with any other discount.

4.3 COURSE RETURN/WITHDRAWAL

If you withdraw from a DE course within 30 days of your enrollment date, we will refund your tuition. Please note that you will be charged a handling fee for this service. We will remove your order from the database and it will not show as an enrollment on your transcript. If you withdraw from the course 31 days or more from your enrolment date, there will be no refund.

4.4 PREREQUISITE WAIVER

Course instructors may waive prerequisites for specific students when they are satisfied that the objectives of the prerequisite have been attained. Prerequisites must be waived before the student can be enrolled. Prerequisite form must be completed.

4.5 DIRECTED STUDY

If you wish to enroll in a directed study, you must first decide on a topic and send a brief description of it to Prairie Distance Education. DE will attempt to locate a Prairie Bible College faculty member who (a) has adequate training and knowledge in the subject area and (b) who is willing to act as your primary supervisor. The supervisor will discuss with you the specific requirements for your research or project, including components of the final grade. After receiving initial approval from your primary supervisor (faculty person) by phone or email, you will need to complete the application in the Directed Study course syllabus and send it to Prairie Distance Education. Further changes may be made following any necessary further discussion between you and your primary supervisor. The approved application will be filed at the DE

office and copies will be sent to you and to your supervisor. Then you may enroll in the course with Prairie Distance Education. All Prairie Distance Education policies for course enrollment and completion apply to the Directed Study.

4.6 AUDITS

If you choose to audit a DE course, you have the option of (a) limited interaction and dialogue with the course instructor or (b) full interaction and dialogue with the course instructor. To have **limited interaction with the course instructor**, you must complete the course order form and pay **half** the current tuition cost. Your assignments will not be graded, and you will receive no final grade and no college credit. To have **full interaction with the course instructor**, you must complete the course order and pay the **full** tuition cost. You will receive instructor feedback on each assignment, but you will receive no grade, no final course grade, and no college credit.

If you decide to take the course for credit after all, you must

- decide before 60 days of having enrolled in the course
- qualify for any prerequisites
- have the prerequisites needed, then re-register for the course and pay any outstanding price difference.

4.7 FAILURES

4.7.1 COURSES

Students who fail a required course must repeat it to graduate. Graduates who fail a required course which is not available by DE or in a subsequent semester of the same school year (including Spring Sessions) are not eligible to participate in the graduation exercises.

4.7.2 TESTS AND PAPERS

Failed tests and papers may in unusual circumstances and at the instructor's discretion, be written again to obtain a passing grade.

4.8 EXAMINATION PROCEDURES

4.8.1 PROCTOR POLICY

In order to maintain the integrity of the course, you are required to write exams in the presence of a proctor or exam supervisor. This person is **nominated by you** and then must be **approved by the Distance Education office**. The proctor must be a responsible adult not related to you and a person in authority such as a pastor, chaplain, church leader, administrator, schoolteacher or college professor, **but not another student or spouse of a student**. Procedures for the writing of the exam are sent to your proctor with the exam.

To request an exam, email or call the DE office with your proctor's name, mailing address, phone number and email address **one week** before you wish to write your exam. The exam will be sent directly to your proctor (preferably by email), and you will schedule an appropriate time to write the exam in this person's presence.

4.8.2 PROCTOR WORD OF HONOR STATEMENT

When you have completed the exam, your proctor must fill out a Word of Honour form and email it to the DE office. The Word of Honour statement indicates both you and your proctor have followed all the instructions for writing the exam. **Please note that you will not receive a grade for your exam until Prairie DE receives the Word of Honour statement from your proctor.** When your proctor has received confirmation from the DE office that your exam has been received, the proctor is to delete all parts of the exam from their computer.

4.8.3 GRADING

Prairie DE will forward your completed exam to your course instructor, who will grade and return it to our office. We will record your grade and send only the grade back to you. For integrity reasons, we are unable to return the completed exam. However, you can contact the DE office if you have any questions about your exam. All your other papers and assignments will be returned to you with comments; only exams are not returned.

4.9 REPEATING COURSES

You may retake any course, regardless of the grade you earned. Only the higher grade is used in computing your grade point average; however, the other grade still appears on your transcript. If you fail a course twice, you may attempt it a third time, and subsequent times, by:

1. Retaking the course after at least one semester has elapsed from the last failure
2. Taking an equivalent course from another institution and transferring the credits into the College (requires approval by the Registrar).

You will be charged applicable tuition and fees each time you repeat a course.

Add section 7:

7 RESOURCES

7.1 HELP AND INFORMATION

Distance education does not mean you study alone. We are here to serve you, and to help you meet your spiritual, academic and ministry needs.

7.1.1 CONTACT THE DE OFFICE

TOLL FREE: 1-800-785-4226

LOCAL: 403-443-3036

FAX: 403-443-3037

EMAIL: distance.ed@prairie.edu

Call Prairie DE during office hours (8 am – 5 pm MST). If the office is closed, leave a message with your name and phone number and we will return your call. Email us anytime with your questions or comments and we will respond to you the next time we are in the office.

7.1.2 CONTACT YOUR INSTRUCTOR

When you enroll in a course, you will be given contact information for your course instructor. You may communicate with your instructor by email, phone or fax. If you have any difficulty connecting with your instructor, please contact the DE office.

7.1.3 CHECK OUR WEBSITES

PRAIRIE WEBSITE: www.prairie.edu/distanceded

The Distance Education pages on our prairie.edu website give a brief description of each course and program we offer. You can apply for a program or order a course online.

ELEARNING WEBSITE: <http://elearning.prairie.edu/>

Some information is posted on our Prairie eLearning welcome page. When you enroll in an online course, we will send you a username and password so you can enter the site and access your course.

7.2 LIBRARY MATERIALS

We encourage you to borrow books from your local or church library, pastor or friends.

7.2.1 ELECTRONIC DATABASES

T.S. Rendall Library databases can be accessed [online](#) via the prairie.edu website. Contact Bill Nyman (bill.nyman@prairie.edu) for the required barcode and PIN number and he will email them to you. Only the last 5 (or in some cases 6) digits of your barcode need to be entered in the barcode field on the [login page](#).

Prairie subscribes to several database collections: *EBSCO Host, Gale Cenagage, ProQuest, and World Book Encyclopedia - Advanced*. These database collections cover academic subject areas as well as health, news, business, and general interest topics.

Of particular note is *EBSCO Host's ATLA Religion Database with ATLASerials*. ATLA is produced by the American Theological Library Association and covers biblical studies, world religions, church history, and religious perspectives on social issues. With over 1.3 million bibliographic records and coverage dating back as far as 1949, *ATLA* is an essential resource for researchers and students in theology as well as in social sciences, history and humanities.

If you need help searching our database collections, please contact the Reference Librarian (bill.nyman@prairie.edu).

7.3 OTHER ONLINE BIBLICAL STUDIES RESOURCES

All-in-One (Dr. Mark Goodacre, 1999-2003, no longer updated)

Biblical Resources Search: <http://www.markgoodacre.org/multibib/>

Bible Versions and Translations: <http://www.markgoodacre.org/multibib/bible.htm>

Greek New Testament: <http://www.markgoodacre.org/multibib/greek.htm>

Biblical Resources Sites: <http://www.markgoodacre.org/multibib/resource.htm>

Ancient World: <http://www.markgoodacre.org/multibib/ancient.htm>

General Academic and Religion: <http://www.markgoodacre.org/multibib/religion.htm>

Bible Gateway: www.biblegateway.com/ (The Christianbook Group)

Searchable multilingual online Bible, audio Bibles, commentaries, and other resources

eBibles: <http://www.biblegateway.com/resources/ebooks/>
 selected international language Bibles available in PDF format
 Additional Resources: <http://www.biblegateway.com/resources/>

Bible Study Tools <http://www.biblestudytools.com/>
 Includes Greek and Hebrew text and aids.
 Scroll down to the very bottom of the page and look for the “Popular Resources” box on the far right.
 Library: <http://www.biblestudytools.com/library/>

Biblos.com: <http://biblos.com/> (Online Parallel Bible Project)
 Original language tools, reference, Bible study resources
 Interlinear Bible: <http://interlinearbible.org/>
 Bible lexicons: <http://biblelexicon.org/> Hebrew, Greek, Strong’s
 Bible Concordances: <http://concordances.org/> multi-version
 Englishman’s Greek Concordance: <http://concordances.org/greek/>
 Englishman’s Hebrew Concordance: http://concordances.org/englishmans_hebrew.htm
 Strong’s Exhaustive Concordance: <http://concordances.org/strongs.htm>
 Multilingual Bible: <http://scripturetext.com/> over 40 languages
 Online Christian Library: <http://christianbookshelf.org/early.htm>
 Early Church Fathers, Nicene and Post Nicene Fathers, Clementine Literature

Blue Letter Bible www.blueletterbible.com
 Audio/Video Commentaries: http://www.blueletterbible.org/audio_video/
 Some audio commentaries available in Spanish.

Crosswalk.com: <http://www.crosswalk.com/>
 Christian living resources and Bible study tools

iTanak: <http://itanakh.org/> (Dr. Christopher Heard, Pepperdine University)
 Comprehensive annotated directory of scholarly resources relating to the Hebrew Bible

My Study Bible: www.mystudybible.com (LifeWay Christian Resources)
 Features the Holman Christian Standard Bible (HCSB)

Net Bible: <http://netbible.org/> (Biblical Studies Press)
 NET Bible Online tool featuring the New English Translation

NT Gateway: <http://www.ntgateway.com/> (Dr. Mark Goodacre, continually updated!)
 “Award winning web directory of internet resources on the New Testament. Browse or search annotated links on everything connected with the academic study of the New Testament and Christian Origins.” **Recommended by our New Testament instructor.**

See also Biblical Resource Index Pages:
<http://www.ntgateway.com/tools-and-resources/general-resources/biblical-resource-index-pages/>

SBL Greek New Testament Online: www.sblgnt.com (Society of Biblical Literature)
 Download all or parts of the electronic edition.
 Go to www.sbl-site.org/educational/BiblicalFonts_SBLGreek.aspx to download SBL Greek font.

Study Light.org: <http://www.studylight.org/> (Jeff Garrison)
 Searchable online Bibles and study resources
 See “Study Resources” section of links in the left column.

The Unbound Bible: <http://unbound.biola.edu/> (Biola University)
 Searchable online Bible translations and study resources; multi-language site

Bible Study Tools:

<http://unbound.biola.edu/index.cfm?method=unbound.showBibleStudyTools>

Greek Lexical Parser:

<http://unbound.biola.edu/index.cfm?method=greekSearch.showSearchForm>

Wabash Center: <http://www.wabashcenter.wabash.edu/resources/guide-headings.aspx>

Selective annotated guide to electronic resources for the study and practice of religion: syllabi, electronic texts, electronic journals, web sites, bibliographies, liturgies, reference resources, and software.

YouVersion: <http://www.youversion.com/> (LifeChurch.tv)

Searchable online Bible

ETHICAL GUIDELINES FOR INSTRUCTIONAL RESEARCH

INTRODUCTION

The following policy recognizes that

1. The breadth of research conducted by students or faculty at Prairie College is largely confined to educational learning coming from classroom assignments, and
2. Stronger provisions would limit the ability and desire for underclass students to pursue basic research.

ETHICAL POLICY FOR PRAIRIE COLLEGE

I. Policy Parameters

The following ethical guidelines apply to research performed by faculty or students of Prairie College

1. Where information is not disseminated beyond the classroom and the participants in the study, and
2. Where learning activities involve human participants (student or non-student, internal or external).

Where the results and effects of the research go beyond the parameters of the above criteria, researchers must also seek prior approval through the Dean.

II. Guiding Ethical Principles

These principles have been widely adopted by diverse research disciplines. As such, they express common standards, values, and aspirations of the research community.

Respect for Human Dignity: This foundational principle aspires to protect the multiple and interdependent interests of the person; from bodily to psychological to cultural integrity.

Respect for Free and Informed Consent: Participant individuals are generally presumed to have the capacity and right to make free and informed decisions.

Respect for Vulnerable Persons: Children, institutionalized persons and others who are vulnerable are entitled, on grounds of human dignity, caring, solidarity, and fairness, to special protection against abuse, exploitation, and discrimination. Special procedures may also be required to protect the interests of these individuals.

Respect for Privacy and Confidentiality: The standards of privacy and confidentiality protect the access, control, and dissemination of personal information. In doing so, such standards help to protect the mental or psychological integrity of individuals.

Balancing Harms and Benefits: Research participants must not be subjected to unnecessary risks of harm, and their participation in research must be essential to achieving scientifically,

societally or educationally important aims that cannot be realized without the participation of human subjects. This may include considerations of psychological or sociological impact, or harm to reputations of organizations or individuals. Researchers have the duty to avoid, prevent, or minimize harms to others.

III. Research Practice

Class Instructors shall:

1. Ensure that all student researchers are informed of the guidelines of research practice including specific applications of practice as required for any one subject area or assignment.
2. Ensure that any research instrument/process (internal or external) has been approved by the instructor.
3. Ensure that the results are reported appropriately according to the Guiding Ethical Principles, whether in presentation or paper.

Researchers shall:

1. Ensure that informed consent will be obtained either orally or in writing from all participant subjects or, when appropriate, from parents or legal guardians.
2. Ensure that when research is conducted within the parameters of a socially recognized institution, organization, or group, they must receive the approval of the appropriate leadership or administration of that body.
3. Ensure that research participants understand that they have the right to withdraw from the research process at any time.
4. Ensure that research participants understand that all information collected will be kept anonymous and confidential and that participants have a right to review material before it is released or presented.
5. Ensure that research methods or instruments used in the process of data accumulation minimize the risk of harm in whatsoever form with special consideration given for those individuals who may be classified as vulnerable.
6. Be accountable to the class instructor for authorizing their research instrument and for appropriate reporting of results.