

PACIFIC ISLANDS UNIVERSITY

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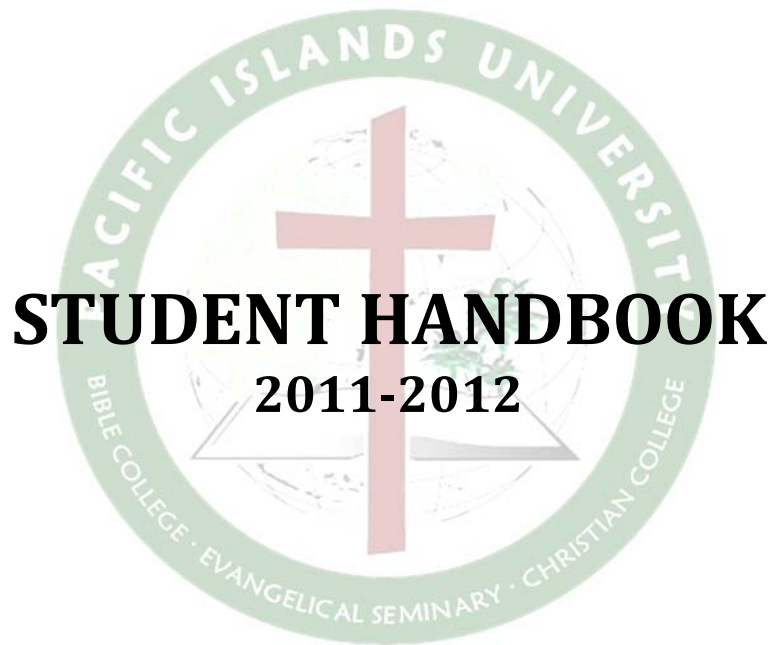
STUDENT HANDBOOK 2011-2012



Accredited by Transnational Association of Christian Colleges and Schools (TRACS)

PACIFIC ISLANDS UNIVERSITY

Pacific Islands Bible College
Pacific Islands Christian College
Pacific Islands Evangelical Seminary



STUDENT HANDBOOK **2011-2012**

Providing excellent, accessible, transformational education in the Pacific since 1976

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Adopted by the Board of Trustees
February 2011

Welcome to Pacific Islands University!

We are happy to have you here as part of our family! We are thankful that you have picked Pacific Island University (PIU) as your school.

As a PIU student, you have special privileges along with corresponding responsibilities. This Handbook contains a description of these responsibilities, along with regulations and principles of conduct designed to promote harmonious relationships and high standards of life in this school. When you are accepted to attend PIU, you must become familiar with these guidelines, and be committed to live in harmony with them.

PIU is more than just another educational institution. It is a training center for Christian men and women who are gifted and empowered by the Spirit, and called by God to serve in the Church of Jesus Christ. For this reason PIU puts special emphasis upon character training. It is the responsibility of the administration to provide an atmosphere conducive to spiritual growth and the development of Christian character. This can only be achieved through your whole-hearted cooperation.

Foundational Information

Vision Statement

Pacific Islands University aspires to be a leader in providing accessible, transformational, quality Christian higher education to the people of Micronesia, the Pacific Islands, and to the ends of the earth.

Purpose and Mission Statement

PIU exists to provide accessible, excellent, transformational Christian higher education and ministry training to the people of Micronesia, the Pacific islands, and to the ends of the earth. As such, our mission is to prepare men and women with a biblical worldview for leadership and service in life, work, and ministry in the global community and the church.

PIU seeks to accomplish this mission by fulfilling the following institutional objectives arranged in eight major areas of development and growth.

Relationship with God: Through the staff and faculty relationships, as well as the curriculum, we nurture the spiritual life of our students. We do this through the dorm activities and devotional rhythm of campus life, times of spiritual emphasis and retreat,

discipleship groups, the emphasis on personal application that is a part of all classes, classes that are devoted especially to spiritual formation, school-sponsored mission trips, worship, chapel services, and by providing deans and chaplains whose primary responsibility is spiritual formation --

- that the student will grow in a loving relationship with God that overflows into Christ-like concern for people and the local and global communities around them.
- that the student will be exposed to and develop positive habits in the practices of the Christian disciplines including worship, prayer, personal devotions, and giving.
- that the student will be encouraged to live as a part of the gathered body of Christ by affiliation with a local congregation during and after his or her college experience.

Christian Character: Through the staff and faculty relationships, as well as the curriculum, we challenge our students to embrace responsible and accountable lifestyles that reflect a passion for the kingdom of God. We emphasize not only personal character development but also a commitment to issues surrounding justice, righteousness, mercy, and grace in culture and society. Toward this end our students are involved in community service activities, discipleship groups, prison ministry, and class work which emphasize ethics and corporate responsibility --

- that the student will cultivate a lifestyle that honors Christ and is based on the message of scripture.
- that the student will internalize a biblical value system that produces Christ-like character, decisions, and actions.
- that the student will be prepared for life as an individual capable of making well-reasoned and informed choices about values, goals, and careers.
- that the student will demonstrate responsible service and leadership within the context of family, clan, and culture.

Working Knowledge of the Scriptures: Because the Bible is the final authority in all realms of life we are working to help students develop knowledge and understanding of scripture. We do this by providing graduate and undergraduate degrees in biblical studies which require in-depth study of the Bible, biblical studies minors for our students majoring in other areas, and in modeling the use of scripture in chapel and teaching --

- that the student will understand and biblically defend the basics of evangelical theology.
- that the student will study and understand the Bible for him-herself and accurately evaluate diverse interpretations of it.

Biblical Worldview: We want to develop Christian thinkers -- people who understand the world from a biblical point of view. It is not enough to simply understand the Bible;

we want our students and graduates to integrate this transformational understanding into all areas of life as members of the global society, island cultures, families, and as individual followers of Christ Jesus. We do this with our emphasis on integration in the classroom and curriculum and by modeling it through the lives and interests of the staff and faculty --

- that the student will develop a biblical worldview that integrates biblical truth with all areas of the curriculum.
- that the student will demonstrate the ability to apply biblical knowledge to the practical problems of life in his or her own culture and as a basis for understanding others, their institutions, and cultures.

Cross-Cultural Skills: As the world grows smaller and as a globalized culture emerges it is not enough for students to simply be aware of or appreciate other cultures. They need to become culturally fluid so that they can relate to, learn from, and serve in several cultures. We seek to foster a culturally fluid environment by recruiting students and faculty from a wide variety of backgrounds, challenging students to develop relationships with people from other cultures, integrating cross-cultural emphases in all our classes, encouraging students to be a part of a mission team in a different culture, by teaching classes that are particularly focused on cross-cultural communication, through our community English for speakers of other languages (ESOL) classes, and our teaching English for speakers of other languages (TESOL) training program --

- that the student will be exposed to staff, faculty and fellow students from a wide variety of cultural and ethnic backgrounds and understand and appreciate the many worldviews that they represent.
- that the student will grasp the urgency of and participate in the biblical mandate to make disciples of all nations.
- that the student will learn to appreciate art, music, literature, science, and other cultural expressions from around the world.

Competency in Ministry Skills: It is our aim to develop leaders who can serve in the church, community, and around the world. Some will exercise their leadership in secular realms and family. Others will minister within the church and mission structures. Most will become family leaders. We aim to provide skills which will help our graduates serve in many capacities. For those who will be pastors and church leaders we provide classes in pastoral leadership, teaching, preaching, and counseling. We do this on both the graduate and undergraduate levels. Likewise, for those who will serve as missionaries we provide training in cross cultural service. For those who will serve in secular professions we teach ethics and skills in communication, business, education, art, and leadership geared toward their needs. We require supervised and reflective field education of all of our students --

- that the student will show competence and have experience in biblical and culturally relevant church ministry inside and outside the institutional church.

- that the student will possess the skills necessary to lead professionally in the church, classroom, and other areas of community service.

Evangelical Cooperation: As a Christian educational institution for members of many different churches and cultures we seek to model the unity of mind, heart, and activity which must characterize the people of God. We do this by including a diversity of evangelical perspectives on the faculty and staff. We strive to be multi-cultural in faculty, staff, and student recruiting --

- that the student will be mentored and taught by faculty from a wide variety of evangelical perspectives and denominations.
- that the student will be exposed to a wide variety of ministry and worship styles.
- that the student will gain an understanding and appreciation for the diversity of theological viewpoints and practices within the evangelical church.

Intellectual Capability: A developed mind is a critical part of the disciplined life. Recognizing that many of our students come from academically deficient settings we take seriously the challenge of helping them become critical thinkers who have a general understanding of the world, can process information, and solve problems. It is our desire --

- that the student will develop the joy of learning and discovery in all areas of life.
- that the student will gain the background and skills to understand written and oral communication from a wide range of sources and to communicate in the global culture.
- that the student will acquire the broad based higher-order critical thinking, problem-solving, research, organization and communication skills necessary to function in a wide range of careers in a changing world.
- that the student will communicate effectively in speaking, hearing, reading and writing the English language.

Philosophy of Education

Pacific Islands University is an evangelical institution committed to a biblical philosophy of education, centered on the revelation of the triune God, which culminates in Jesus Christ, and has its full understanding only through the Scriptures. PIU is committed to the Bible as God's holy and inerrant Word, and to the integration of all knowledge under its authority. The process of equipping students with a working knowledge of God's Word is based on the conviction that the foundational principles for every area of learning are in the Bible. PIU seeks to stimulate the spiritual development of its students according to the biblical mandate of discipleship, and to provide academic, social, and spiritual resources so students can mature and develop their gifts to serve the Lord.

The study of God's truth as revealed in Scripture and the search for academic truth at PIU are guided by experienced, spiritual, qualified faculty members, who understand that their responsibility as Christian leaders, under the ministry of the Holy Spirit, is to impart biblical truth, and to train students to discern truth. Thus, they assist students to acquire the information, skills, perspectives and commitment necessary for effective Christian service. In addition, the faculty and staff provide an educational environment of Christian integrity and love that enhances and supports the learning experience.

The goal of PIU is to provide servant leaders whose lives are well integrated with a solid, biblical world view and who accept their responsibilities to glorify God and serve their fellow man. Some students will enter vocational Christian service, while others will be a vital testimony in the community and the local church. All are taught to evaluate critically the issues of life against the standard of God's inspired Word.

Statement of Faith

- **The Bible:** We believe that the whole Bible is inspired by the Holy Spirit by verbal, plenary inspiration. It is inerrant in the original autographs. It is the divine authority and infallible rule for faith, life and doctrine.
- **The Trinity:** We believe in one God, eternally existing in three divine persons, Father, Son and Holy Spirit, equal in nature, power and glory.
- **The Father:** We believe that God the Father is spirit, infinite, eternal and unchangeable in His attributes.
- **The Son:** We believe that Jesus Christ is God the Son, that He was begotten of the Holy Spirit, born without sin of the Virgin Mary, lived a sinless life, died on the cross for man's sins, rose again bodily, and ascended to the right hand of the Father, and that He will return in power and glory.
- **The Holy Spirit:** We believe in the personality of the Holy Spirit, that He convicts the world of sin, regenerates the sinner and baptizes, indwells, guides, instructs and empowers believers for godly living and service.
- **Man:** We believe that man was directly created by God in His own image, that he disobeyed and thereby incurred both spiritual and physical death; consequently, all men are sinners by nature and practice and are in need of regeneration by faith in Jesus Christ.
- **Salvation:** We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for mankind. Only those who receive Jesus Christ by personal faith in Him are born of the Holy Spirit and thereby become children of God.

- **Resurrection:** We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting punishment.
- **The Church:** We believe that the universal Church is composed of all persons who, through faith in Jesus Christ, have been regenerated by the Holy Spirit and are united in the Body of Christ of which He is the Head; that local churches are established for the purpose of worship, instruction, mutual edification and witnessing to the lost.
- **Baptism and Communion:** We believe that baptism and the Lord's Supper are ordinances instituted by the Lord Jesus Christ to be observed by the Church during this present age. They are visible signs of God's grace but are not to be regarded as a means of salvation.
- **Eschatology:** We believe that the resurrected Christ ascended into heaven and now appears before the Father as our Advocate and Great High Priest; that He will return again personally, bodily, visibly with great power and glory to bring universal peace and righteousness.
- **Christian Service:** We believe that victorious Christian living includes Christian service, the preaching of the Gospel in all parts of the earth, the winning of souls, and the gracious ministry of love and compassion to all.

Notes: In view of controversy regarding the first eleven chapters of Genesis, it is appropriate to clarify the PIU Statement of Faith as follows: We affirm that the people and events of all of the book of Genesis lived and happened; that is, Adam and Noah were actual men of history, and the creation, fall and flood were historical events. We also believe that the first man Adam did not evolve from simpler creatures, but rather was created by God at a point in time.

PIU believes that Satan and the demonic beings who follow him are adversaries of God, the Church and all mankind. The destiny of all such beings is eternal destruction in hell and as such, no repentance or possibility of salvation remains for such as these. Satan and the powers that follow him, although greater in power than any human being, are not sovereign or in any way equal to God in power, and their doom is certain. PIU accepts the biblical account concerning Satan and the demonic beings on all the points, rejecting and refuting all attempts to demythologize or idealize his existence.

History

PIU was founded in 1976 as the Micronesian Institute of Biblical Studies (MIBS) on one of the tiny islands in the middle of Micronesia by Liebenzell Mission and the evangelical churches it planted there to prepare Micronesian citizens for leadership in the church. It soon became apparent that this goal was too narrow and accessibility to its programs

by the average Micronesian too difficult. While Micronesians valued the biblical training MIBS provided, they also wanted to know how to apply biblical knowledge for living successfully and for leading and influencing all areas of their society towards permanent solutions, and not just in the church.

Therefore, in 1991, led by its first president Dr. Roland Rauchholz, the school added a new campus on the island of Guam, a more western and accessible location, and MIBS became Pacific Islands Bible College (PIBC). The campus formerly called MIBS on the island of Tol became a branch campus. PIBC began offering Associate of Arts and Bachelor of Arts degrees, along with the certificate and diploma programs in Biblical Studies.

Under the leadership of PIBC's second president Dr. William Wood (1995-2002) the Guam campus moved from rented facilities onto its present campus in Mangilao, which was purchased in 1997, and began operations there in the spring of 1999. Current president, Dr. David Owen, assumed the leadership of the school in January of 2003. Since then, the student body, faculty and staff have grown in both numbers and diversity.

In 2004 PIBC received accreditation from The Transnational Association of Christian Colleges and Schools (TRACS), which is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

This opened up US financial aid opportunities for Micronesian students and set established quality benchmarks for its degree programs. PIBC opened Teaching Facilities on three other islands in Micronesia: Chuuk, Palau, and Yap. Eight minors, including Teaching English as a Second Language and Elementary Education were added to the Biblical Studies program. Affordability, accessibility, and relevancy now became important watchwords governing the vision of PIBC. Enrollment increased from an average of 20 to over 150.

In February 2009, the Board of Trustees voted to change the name of the school to Pacific Islands University (PIU) to better reflect the growing emphasis on Christian liberal arts education and to acknowledge the graduate level seminary program which was launched in the fall of 2008. In addition to the new Master of Arts in Religion and Basic Certificate in English programs, new practical ministry minors have been added to the original Bible program, and starting in fall of 2011, we are offering AA & BA programs in Liberal Studies, as well as a certificate in Dive Instruction and a new minor: Outdoor Recreation.

For 35 years PIU has been the leader in providing biblical education to the people of Micronesia and now to an expanding circle of people in the Western Pacific. Today, in response to the changing needs of the island communities in which it serves, PIU is expanding its course offerings, its degree offerings, and its vision to be a leader

throughout Guam, Micronesia and the Pacific Region in providing accessible, transformational, and quality higher education.

Today, PIU students come from many different countries and many different religious denominations. Though most of its students are from the Pacific islands, it also welcomes students from other countries in Asia, Africa, Europe, and North and South America. PIU is a place where a student can experience the multi-cultural variety of the global community in a small school environment. At PIU, students, faculty and staff can develop deep relationships in a close campus community.

Accreditation

Pacific Islands University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Accredited Status as a Category II Institution by the TRACS Accreditation Commission on November 8-9, 2004. In 2008, with the addition of the Master of Arts in Religion program, the school became a Category III Institution. On December 8, 2009, the Executive Committee of the TRACS Accreditation Commission, voted to grant Reaffirmation I to Pacific Islands University as a Category III institution. Reaffirmation I is for a ten-year period through 2019. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

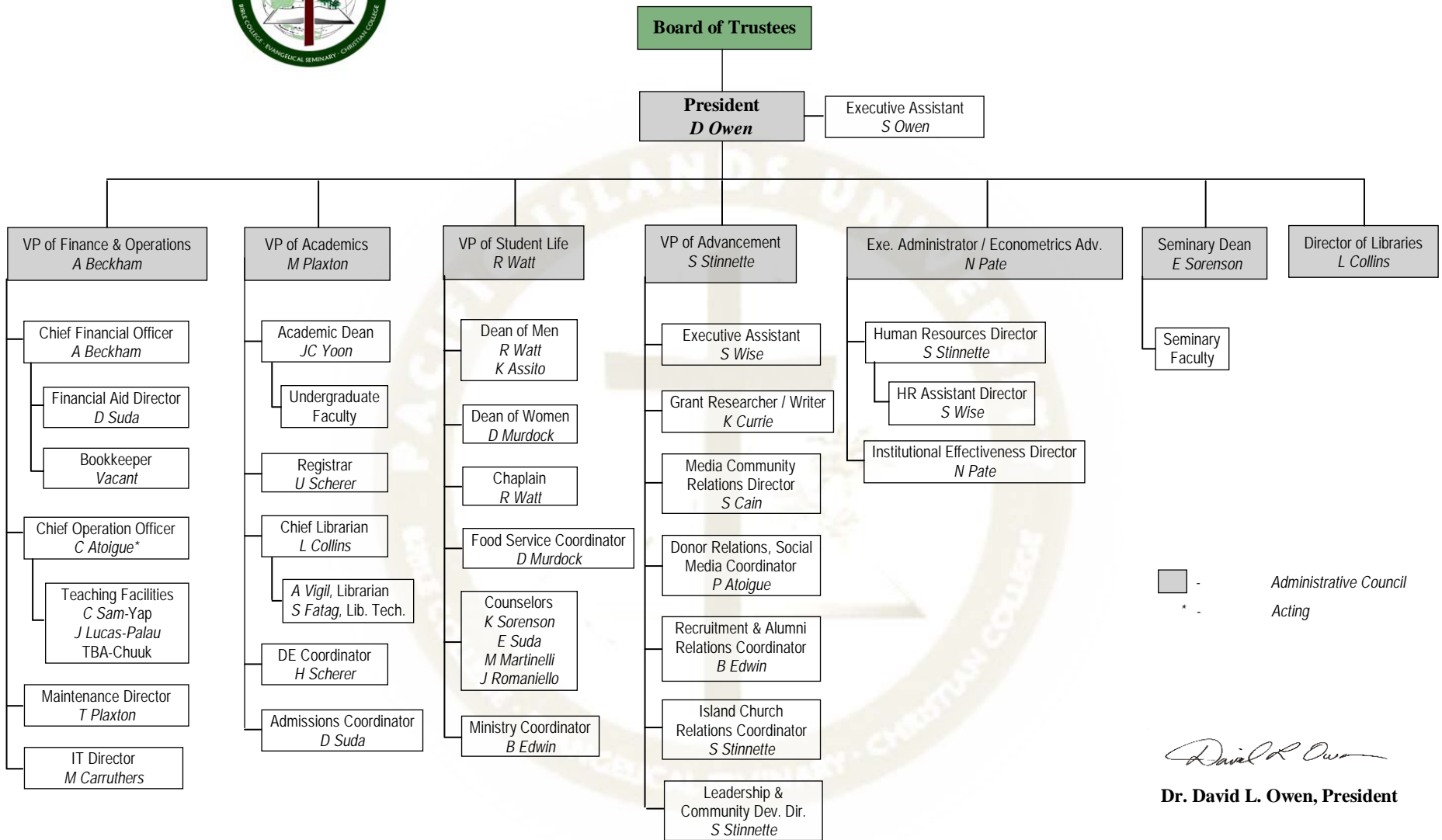
Contact information for TRACS:

TRACS
P.O. Box 328
Forest, VA 24551 USA

telephone: 434-525-9539
email: info@tracs.org | website: tracs.org



PIU Institutional Effectiveness Organization



ACCREDITED BY TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

Student Life Purpose Statement

As explained above, PIU is a community committed to providing an environment for students to grow and be transformed holistically. The Student Life Team, which consists of the VP of Student Life, Deans, Campus Counselor, and other appointed staff, are here to serve and provide opportunities for growth.

The Student Life Team exists to support students in their holistic transformation by:

- Building community
- Developing character
- Encouraging outreach
- Promoting well-being

In other words, we are here for the student and desire to fulfill these goals by the following---

Building Community through

- chapel/prayer meeting/devotions
- participating in a local congregation
- providing chapel twice a week, monthly prayer meeting, evening Dorm Fellowships, organizing staff-led community groups, which provide accountability, encouragement, and support.
- facilitating campus activities such as Spiritual Emphasis Retreat, PIU Days, and campus fun nights
- providing leadership for resident life
- overseeing Student Counsel

Developing Character by

- spiritual/emotional counseling
- discipling and building relationship
- maintaining standards of community life

Encouraging Outreach by

- providing mission opportunities both in Micronesia and beyond
- informing students of practical service opportunities both in the church and community
- helping students assess and utilize their spiritual gifts

Promoting Well-Being by

- providing transportation for shopping and other off-campus trips
- providing meals
- providing career counseling
- providing medical assistance
- communicating with Facilities Director when the need arises

Student Conduct

Personal growth

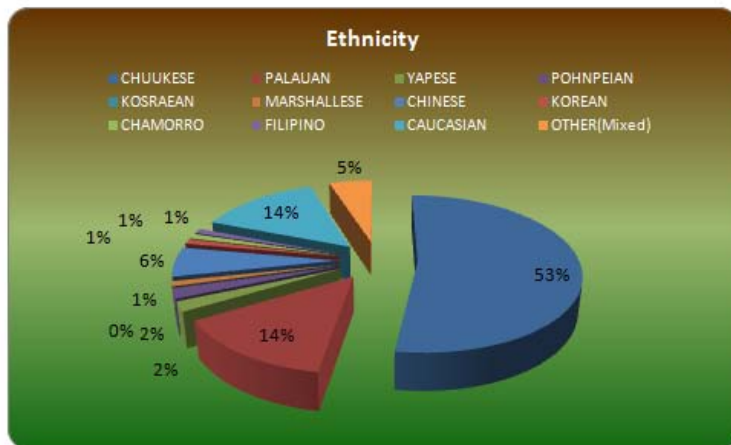
Personal spiritual growth is a basic purpose of PIU. All members of the PIU family should seek to grow more like Christ in the faith, attitudes, and behavior they demonstrate both inside and outside the classroom. This means that each individual at PIU must agree to accept the Word of God as authority and humbly submit in heart, mind, and life to our Master, Jesus Christ.

Unity of the PIU family

Table 1. PIU Students, by Ethnicity

ETHNICITY	NUMBER	%
CHUUKESE	52	53
PALAUAN	14	14
YAPESE	2	2
POHNPEIAN	2	2
KOSRAEAN	0	0
MARSHALLESE	1	1
CHINESE	6	6
KOREAN	1	1
CHAMORRO	1	1
FILIPINO	1	1
CAUCASIAN	14	14
OTHER(Mixed)	5	5
Total	99	100

Source: Office of the Registrar, Fall 2010



God calls staff and students from different cultural and church backgrounds. This complicates daily life on PIU campus, for not all Christians are in agreement about some aspects of Christian life.

PIU purposes to encourage, build up, pray for and, when necessary, rebuke one another to enhance the quality of our relationships with Christ and with each other.

PIU Authorities

The governing authority at PIU is the Board of Trustees. The Board establishes the program and principles of operation. Under the leadership of the President, the Vice Presidents of Finance and Operations, Academics, Student Life, Development, and Human Resources function to lead the various departments.

The Board and staff of PIU have carefully considered cultural and ecclesiastical concerns and agreed upon standards of behavior for PIU students. These are described here in the Student Handbook, and must be followed by each student.

Christian Growth

Devotional Life

Students are encouraged to spend time alone with the Lord every morning. For the evening Dorm Fellowships, a group devotional and sharing time will be held Monday through Thursday in the dorms under the direction of deans and student leaders. All on-campus resident students are to attend evening Dorm Fellowships. Non-resident students are welcome and encouraged to attend but must leave campus by 9:30pm if they are not attending the evening Dorm Fellowship.

Chapel

The Student Life Team provides a chapel program for each semester. Regular chapels will provide spiritual enrichment, prayer, and times of worship for the whole PIU campus family. Staff, students, and guests all have the opportunity to participate in the chapel program. Resident and full-time students are required to attend **70%** of the chapel services (for example, you must attend 22 of 30 chapels). If a student is unable to participate in chapels due to work schedule or other conflicts, exceptions can be made. However, the student must speak with a Student Life team member to determine his or her individual requirements for chapel attendance.

Discipleship

Discipleship is one of the three stated goals of Pacific Islands University. Along with academics and training in ministry skills, character development through the discipleship process is a basic requirement for all growing Christians. All PIU students are encouraged to be involved in structured discipleship groups.

Practical Ministry

Practical ministry refers to the involvement of the students in ministries to the community and in the local churches for the purpose of learning ministry skills. The goal

is for the students to begin to consistently apply in practical ministry settings what they have learned in the classroom.

The Field Education program at PIU provides opportunities for each PIU student to observe and to participate in a variety of regular ministries. Some examples might include student outreach in public schools, prison ministry, community evangelism, local church ministry, government and other community programs. The intent is that the students will participate in a variety of ministries during their time of study here.

The Field Education program consists of three one-credit classes to be taken in the required sequence (Ministry Introduction, Ministry Development, and Ministry Immersion). These three classes prepare the PIU student for the three-credit Ministry Practicum (internship), which corresponds to the minor that the BA students have selected. AA students complete the three classes without the practicum. More information about Field Education is available in the PIU Catalog.

In addition, a variety of volunteer ministry opportunities are available for the students to participate in. While participation in these is voluntary, students are expected to honor their commitment by being faithful in their attendance and by notifying the appropriate ministry leaders when they need to miss.

Church

All students, both resident and commuting, are expected to be active in the life of a local congregation on Guam, at a minimum participating in worship services each weekend. PIU may provide transportation to some local churches every Sunday. If transportation is provided the schedule will be announced and/or posted. Students who are unfamiliar with the churches on Guam are encouraged to ask their Dean or another staff member for recommendations.

Annual Fall Retreat

At least one day will be set aside each semester for a time of spiritual refreshment, challenge, and renewal for students and staff. The Student Life Team will plan these times. They traditionally, but may not necessarily, consist of activities with guest speakers, days of prayer, and other emphases.

PIU Days

The Friday, Saturday, and Sunday before Spring Break are historically known as PIU days, celebrating the founding of the school. The Student Council is responsible to organize PIU Days or to delegate the responsibility to other students. As with all student-led activities, a staff-advisor will assist in the planning meetings. Students should begin planning PIU days at least one month ahead of time.

PIU Days usually include:

- The Event Theme
- Teams of students
- Evening activities
- Sports events
- Cheering and presentation competitions

Student Counsel should post an event calendar with the times for the activities at least one week ahead.

Campus Life

Leaving Campus

Resident students must notify a Dean before leaving campus overnight and need to provide the **name of the person** with whom you will stay, a **contact number**, and your estimated day and **time of arrival back on campus**. All students are expected to participate in worship with a local fellowship on Saturday or Sunday. If a student needs to be off-campus more than one night, that student must first get permission from the appropriate Dean. All students must return to campus by Monday, no later than 12 noon, unless they have a Monday morning class.

Participation

Students are held accountable to follow the daily schedule of classes, chapel, and campus activities. Each student is strongly encouraged to be present for all school activities.

Prohibitions

While some practices are left between the individual conscience and God, PIU specifically prohibits the use of tobacco in any form, alcohol, drugs, betel nut, profanity, pornography, weapons, and all other illegal substances on school property.

Transportation

Students desiring transportation for shopping, banking, the airport, or for any other purpose should consult the schedule of trips posted in the classrooms and office. When students need special transportation, they should ask the appropriate Dean to see if he/she is available. A charge per mile may apply.

Vehicles

Resident students must obtain permission from the office if they desire to park a vehicle on campus more than a few hours. A resident student must have a valid Guam driver's license and the car must be licensed, insured, operational, and registered with the office.

Students will forfeit their privileges of keeping a car on campus if they use their cars for anything illegal, or fail to comply with the campus rules.

Any car that is left on campus unattended will be towed at the owner's expense, unless special permission has been obtained from the office.

Pets

Students are not permitted to have pets on campus.

Student Work

All students have the privilege and responsibility to help keep their campus clean and neat. All students will work a few hours each week on various campus projects, including, but not limited to, cutting the grass, weeding the flower beds, cleaning buildings and vehicles. This work will be a scheduled activity under the supervision of the Deans and the Maintenance Supervisor.

Use of Facilities

Certain campus facilities (staff kitchen, classroom buildings, etc.) may only be used by first securing permission from the appropriate Dean and the Maintenance Supervisor, then scheduling the activity on the Activities Calendar in the office, including the name of the person responsible for the event or activity. When a group of students is granted the use of facilities by the appropriate Dean and Maintenance Supervisor and after it is scheduled on the Activities Calendar in the office, those students are responsible for leaving the facilities clean and orderly. The students will contact one of the Deans at the end of their activity. That Dean will check that the facilities are clean and orderly and will then be the one to turn off the lights and air conditioning when students are finished using the facility.

If any non-student group would like to use any of the PIU facilities, such as the basketball court, the group's representative must make personal arrangements with the PIU Office Staff during office hours and sign a waiver. This waiver will be kept on file in the Guam Campus Business Office, and will need to be renewed, if desired, each year.

Recreation

There are facilities on the campus for a variety of recreational activities. In addition, periodic activities may be planned for the students at various off-campus facilities.

Student Organizations

Student Council (STUCO)

The Student Council consists of the President, Vice President, Secretary and Treasurer who are elected by the entire student body, the Representatives of each individual class, and a staff advisor, who must be present at all meetings.

The Student Council represents the entire student body to the administration. It acts as a channel through which students may make constructive suggestions to the administration. It also serves an important role by being actively involved in the recreational programs of college functions and programs for special holidays and special activities.

Students on probation are not permitted to hold school or class offices. Any student holding office and not maintaining a GPA of 2.5 may be asked to resign from office.

Dormitory Life

The dormitory is your “home away from home.” We will try to make your dorm a real home for you. A student may be appointed by the Dean as a Resident Assistant (RA) to assist him/her in attending to your physical and spiritual needs. The main concern of the Dean and the RA is to be of humble service to you. First-year, full-time single students are recommended to live on campus unless the Student Life staff has given special permission for other options.

Principle of “Putting Community First”

Putting others first is a simple principle or value that we seek to maintain on our campus. Living together in the dormitories is a perfect setting to learn to honor one another and seek to be “giver” instead of being a “taker.”

In order to make this principle a very practical experience, a “Three Strike” policy will be enforced. A significant violation of the following areas of campus and dormitory life will result in receiving a “strike.” Resident Assistants (RAs) and Deans may give out strikes. If a student receives three (3) strikes in a given semester they forfeit their \$50.00 dorm deposit (and consequently recharged the fee to their account) and are required to meet with the Student Life Team with the possibility of losing campus

residence privileges. The objective of this “Strike Policy” is to motivate students to take responsibility for their obligation to live an “others-centered” lifestyle. Specific examples of these issues will be covered during each new semester Orientation program.

Cleanliness

Cleanliness must be maintained. Health inspectors from the government health department can show up at any time and inspect the dorms. Every student will clean his/her own room as well as help with the bathrooms and common areas. Regular schedules will be posted by the dorm Resident Assistant.

Room care

Students may only hang appropriate posters, banners, pictures, etc. on the walls. Mounting on drywall is permitted only with thumbtacks. Use only clear tape to mount items on doors or concrete walls. No items may be hung or mounted on the ceiling.

Sanitation

Food may be kept in the dorms in sealed containers only. All common areas are to be kept clean at all times.

Personal Property

Students are encouraged to lock their rooms when unoccupied and mark their belongings such as clothing, books, etc. A student must never use another student’s personal belongings, including food, without permission.

Quiet hours

Students must be quiet in the dorms between **10:00PM and 7:00AM**. No laundry may be done or music played without headphones during quiet hours.

Curfew

Students must be in the dorms **immediately after evening Dorm Fellowship** on Monday through Thursday, and **by 11:00PM on Friday through Sunday**.

Visitors in the Dorm

The dorm is off-limits to all persons except students and staff. If you want to have a non-student visitor, you must ask the appropriate Dean. Male or female visitors or students are not permitted to enter each other’s dorm at any time.

The Deans may grant permission to non-resident students to stay overnight in the dorm for a fee of \$15 per night. Commuting students who stay overnight without permission will have disciplinary action taken against him/her.

Music in the Dorms

Music may be played in the dorms during non-quiet hours but only as long as others are not disturbed. If a student continually disturbs others with loud music, the student will no longer have the privilege to play music in the dorm and his player may be taken away.

Telephones

Although students are welcome to use the phones in the dorms, they are asked to limit the time spent on the phone in consideration of others. The phones in the dorms are meant to make important, brief phone calls, not for long periods of chatting with friends or family. If a student's phone needs are greater, he/she is expected to use a public phone or cell phone.

The phone is only programmed for local calls. If a student wishes to call long distance, he/she must use a phone card.

Housing during breaks

Students must obtain special permission to stay in the dorms over summer & Christmas breaks. If permission is granted, the student will be charged \$75 per week for room. Students will be responsible for their own meals during this time. All the PIU rules still apply to this student. If possible, PIU will work with students and local churches to help find housing during these breaks if requested.

Checking in to the dorm

Each resident will pay a \$50 room deposit. Dorm assignments and keys will be issued. Students will be charged for lost keys.

Checking out of the dorm

Residents will return his/her key to the Dean. A Dean and/or RA will inspect the room, bathroom, and common area.

If there is no damage to these areas, and the room is clean, a full deposit will be returned. In the case of a full deposit, the deposit may be applied to a student's account if requested, or to an outstanding balance in the student's account.

If the student's area is damaged or not clean, the deposit will not be returned to the student. If the repair to the area costs more than \$50, the cost of repair will be added to the student's account.

Room inspection

Any resident student living in one of the dorms is subject to random room inspections without notice.

Campus Meal Plans

Food will be purchased for the students living within each dorm for the weekend and weekly breakfasts. This food is to be eaten only by the residents of that specific dorm. If a student is found giving food to residents of other dorms, they will be charged.

Maintenance and Safety

Appliances

Extra lights and other electrical appliances may only be used in the dorm with permission from the Dean. No extra air conditioners are allowed in the dorm rooms. (Bannex, Cannex and Rolex have A/C).

Electricity and Water

Make a habit to turn off lights and water when not in use. Every student is to report to the Dean or Resident Assistant concerning broken lights, plugs, faucets, furniture, etc.

Weapons

Under no circumstances may any student bring, keep, or use any kind of weapon in the dorm. Such items include firearms, knives, or anything that may be considered a weapon.

Dormitory Equipment

Equipment, supplies, and furniture may not be moved out of individual rooms or taken outside of the dorm unless permitted by the Dean. The cost of anything that is left outside and ruined by the tropical weather will be charged to all people living in the dorm to which it belonged unless the people responsible admit fault.

Kitchen Utensils

All students are responsible to provide their own plate, bowl, cups, knife, fork and spoon for their meals.

Social Life

PIU students have the privilege to enjoy social interaction with many different cultures of people. At PIU, the goal is to interact in unity according to Philippians 2 by treating others as more important than ourselves.

Discrimination

Although there are many cultural differences among PIU students, we believe all students are created in the image of God. All students will respect one another and treat each other fairly. Behavior that discriminates against one another will not be tolerated.

Pacific Islands University will admit students of any race, national or ethnic background to any of its programs of biblical training. An admitted student is granted all of the privileges and services associated with PIU, as well as the responsibilities of belonging to this academic community. Thus, PIU maintains a policy of non-discrimination on the basis of race, color, national origin, sex or age as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 (approved, Board of Trustees, April 2, 1992). PIU is eligible to accept foreign students as approved by the U.S. Department of Homeland Security under the F-1 designation.

As a private religious institution, PIU reserves the right to exercise preference on the basis of its biblical beliefs and conduct in all of its employment practices and student admissions.

Mixed Company

It is important for all students to be sensitive to the beliefs and feelings of others. While it is understood that students will enjoy fellowship together during free hours, they should remember these common courtesies and general guidelines:

- On Monday through Thursday, men and women students must be in their own dorm area ½ hour before curfew, that is, by 9:30PM. On the weekends (Fri-Sun), curfew is at 11pm.
- Both on and off campus, all students must demonstrate conduct and attitudes that are honoring to Christ in their relationships.

Dating Relationships

A Christian university, like PIU, is a great place to develop godly relationships. In order to keep all relationships godly we will together commit to the following godly principles:

Principle #1: Blessing

As a community, we wish to encourage healthy dating relationships on campus.

However, we cannot bless what we cannot see. This is why we require these relationships to be visible and public. Couples need to resist the temptation to be exclusive and private. Behavior that is intentionally exclusive on or off campus is to be avoided. Keep your relationship “in the light” and include others in your time spent together. Seek godly counsel from staff and even other students, and God will bless your obedience to his ways.

Principle #2: Boundaries

Godly boundaries are clearly given in the Bible. These boundaries are for our safety and true satisfaction. Understanding these proper boundaries is very important. They include, but are not limited to:

- expressing physical affection
- amount of time spent (both in person and on the phone)
- commitment issues
- sexual activity

Students must not participate in any type of sexual immorality including premarital sex, same-sex relationships, or any other sexually immoral behavior.

Marriage

If two students feel led by God to become married, it is strongly recommended that they seek marriage counseling from their church or PIU staff.

Student Services

Mail

Students may send and receive mail through the campus administration office using the following address: 172 Kinney’s Road, Mangilao, GUAM 96913 USA or by making arrangements with their Dean for a trip to the local post office.

Health

In the event of a serious illness or injury, the Dean or another staff member should be consulted immediately (see emergency procedures for health emergency). The Deans maintain a supply of cold and flu medication and first-aid supplies for minor injuries. An injury or illness more serious will be reported to the appropriate staff and that student will be taken for medical treatment to a local clinic or hospital.

PIU subscribes to a group accident insurance policy for every resident student. The cost of the policy is charged to each student’s account. This is a limited, low-cost policy that only covers minor accidents. A student or his/her family is still responsible for any illness

that requires medical treatment, or any major accident requiring medical treatment in excess of the policy limits.

Identification Cards

All students are issued picture identification cards when they become PIU students. At other times, cards will be issued only to new, full-time students.

Students are urged to carry their PIU I.D. cards at all times. The cards are proof of permission to be on the campus. Some shops and attractions on Guam provide a discount when showing a PIU student I.D. card.

Privacy Rights

PIU's policy regarding college/student communication is that the primary communication link from the College is through the student. FERPA, the Family Educational Rights and Privacy Act of 1974, provides helpful direction concerning all student files, including applicant, academic and personal records. Medical and psychological records are protected through HIPAA, the Health Insurance Portability and Accountability Act of 1996.

- Offices do not release student records to any third party (including parents) unless written authorization is received from the student.
- Some faculty and staff have access to student files as related to fulfilling their duties and responsibilities.
- Access of medical records is limited to the Student Life staff only. For the admission process only, the Admissions Committee has access to ensure proper medical testing before admittance has taken place.
- Access of psychological records is limited to the Student Life staff (counseling services) only.
- For more information regarding student privacy, go to www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Emergency Procedures

In the case of an emergency, students are to follow the emergency plan for each specific part of campus. This plan is published and displayed in all public places (classroom, dorm, library, front office). The Student Life staff (VP of Student Life or a Dean of Men/Women) shall be alert for any student who may need special care during emergencies.

Health emergency

- In the case of a health emergency:
- Contact the campus nurse or appropriate Student Life staff.

- At the discretion of PIU staff, request can be made for transportation to the Guam Memorial Hospital or to a trained medical person. A staff member shall accompany the sick or injured person to the hospital or other medical facility.
- The family of the sick or injured person shall be notified as soon as possible.
- If the person is admitted to the hospital, the staff shall continue appropriate pastoral care.

Weather emergency

- The VP of Student Life shall address weather emergencies and shall maintain vigilance, particularly during typhoon season, for warning messages regarding potentially dangerous storms.
- When there is imminent danger from a storm, appropriate measures shall be taken to secure persons and facilities.
- Staff and students shall be directed to a place of relative safety. For the most severe storms, all persons shall be directed to a concrete structure.
- Buildings shall be secured as appropriate. The Maintenance Supervisor shall take the lead in this. Windows and roofs, which are at risk, shall be secured or covered.
- Loose items and debris shall be disposed of or moved indoors.
- Tools, equipment, batteries and other items needed during emergency times shall be provided for each location where people will be staying during the storm.
- All personnel shall be encouraged to petition the Lord for safety. Worship is an appropriate activity while waiting out the storm.

Political emergency

- In the case of a political emergency, the VP of Student Life and/or the President of PIU shall address political emergencies.
- If there is warning of a potential political emergency, communication shall be made of the situation to the appropriate local authorities and to the President of PIU.
- When there is danger of violent attack, measures shall be taken to secure the staff and students in the strongest buildings.
- The basic policy shall be to avoid any confrontation. All personnel shall be encouraged to remain indoors if at all possible. Only defensive measures should be taken.
- If the danger persists and/or intensifies, the Student Life staff shall use discretion before executing evacuation of personnel.
- It shall be the policy not to make payments to those who threaten the personnel or facilities of PIU.
- Staff and students shall be encouraged to be in prayer for a resolution to the situation and for the spiritual condition of those involved.

Other emergency

The VP of Student Life shall have authority and discretion for action in any other type of emergency. The VP will seek advice in an emergency from local authorities, the PIU President, and from the staff of PIU. The families of the students shall be informed and consulted when possible.

Grievance Policy

The PIU Grievance Policy will be used if a student feels unfairly treated or is in conflict with another student. Grievance action may be initiated by a student in regard to another student, an instructor, an administrator, any member of the PIU staff, or persons from ministry centers where students do outreach and field training.

Some reasons a student might file a grievance include:

- Unfair treatment by prejudice
- Harassment or intimidation
- Verbal or physical aggression
- Any violation of the PIU standards

Procedure:

1. Try to solve the problem directly with the person involved. If this does not solve the problem, one or two others should be brought along for a second attempt. (Matt. 18:12-16)
2. If the situation does not get resolved after step one, report the situation to the Dean of Men/Women. If the problem involves the Dean of Men/Women, the student should report to the VP of Student Life.
3. If this situation remains unresolved, request in writing a formal meeting and give the request to the VP of Student Life. (The written request should include the time, place, the basic problem, and a list of witnesses.)
4. At the discretion of the VP of Student Life, a Student Grievance Committee will be formed. This committee could include:
 - One student from each class.
 - Three members of the faculty or staff.
 - Optional- the accused person may be present or represented by a person of his/her choice.

If the situation remains unresolved, please contact TRACS for further information:

TRACS
P.O. Box 328
Forest, VA 24551 USA

telephone: 434-525-9539
email: info@tracs.org | website: tracs.org

Student Grievance Committee Procedure

Under the leadership of selected staff and faculty, the Student Grievance Committee has the authority to meet with the conflicting parties in hopes of graciously resolving the issue. In the effort to best understand the situation, all people involved will have the opportunity to speak about the situation, and after thorough and fair discussion, the committee will make a recommendation to the VP of Student Life and once approved, will be implemented.

The specific procedure is intentionally not explained as each case will be handled separately and specifically and the Student Life staff has the ability to handle conflicting situations, as they deem best according to biblical principles.

Discipline Policy

Any discipline will be based on Scriptural principles with the purpose of correcting the quality of our relationships with Christ and one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

We understand that we should submit to authorities as we would to Christ. Students are expected to respond with obedience and respect to each other and to authorities regardless of culture, age, nationality, clan, or gender. We should resist the temptation to show scorn or ridicule one another.

In certain instances, a suspected violation of PIU community standards may be referred to the Student Life Team for appropriate action. The Student Life Team may also ask Resident Assistants or any other PIU staff or faculty to be a part of the process, and at the team's discretion, the matter may be delegated to a specific team member. Disciplinary action is based upon the nature and severity of the issue and may be imposed by the Student Life Team. The Student Life Team shall gather and review all the relevant information on the situation, make a determination, and notify the student.

It is also important to note that in respect to disciplinary proceedings, past conduct as well as new evidence may be considered. No particular model of procedural process is

required; however, all attempts will be made to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

PIU desires to model grace and truth while upholding community standards for the benefit of both the student and the PIU community. Because each situation is different, the Student Life Team will handle each situation individually in hopes of fostering discipline and personal transformation. PIU reserves the right to dismiss a student, who, in the judgment of the staff, does not demonstrate the behavior or attitudes necessary to show compliance with the standards, rules, principles, policies, programs, or expectations of the college.

This Discipline Policy is meant to be a basic guideline so students know what to expect in a disciplinary proceeding. The VP of Student Life has the right to alter the procedure on a case-by-case basis if he feels it is necessary.

Cultural, Educational and Religious Opportunities in the Geographical Area

PIU's location on Guam enables students to participate in various cultural, educational, and religious opportunities. Although this list is not comprehensive, students are encouraged to discover other opportunities outside campus that would enlighten and encourage them in their educational experience.

Cultural

Richard F. Taitano Micronesia Area Research Center at University of Guam

Chamorro Village is a local weekly fair that offers food, dancing, art, and other events. Every Wednesday night in Hagatna.

Guam Council on the Arts and Humanities Agency (CAHA) fosters the opportunity for participation in arts and humanities programs to benefit citizens of all ages and from every community on the island. Check the website for events and programs. www.prel.org/programs/pcahe/PTG/terr-guam1.html

Education

University of Guam offers various workshops, programs, and ongoing education for the community. Check the website for current educational opportunities. www.uog.edu

Guam Museum's "Museum Educational Series" offers educational programs to the community on historical and cultural subjects. Check the website for more information. www.guammuseum.com

Pacific War Museum in Anigua offers educational opportunities to learn of Guam and Micronesia's history over the past centuries. Call for regular hours and other opportunities.

Religious

Local churches provide weekly and often bi-weekly services and numerous opportunities to serve and become involved in the community. Ask the Student Life staff or other PIU staff for recommendations of where to attend.

Academics

Program of Study

Pacific Islands Bible College

As the first school within PIU, PIBC offers four different, yet interrelated undergraduate programs of study:

- Certificate in Biblical Studies (CBS)
- Diploma in Biblical Studies (DipBS)
- Associate of Arts Degree (AA)
- Bachelor of Arts Degree (BA)

CERTIFICATE IN BIBLICAL STUDIES (54 semester hours/credits)

This program provides students with a solid foundation in Bible and Theology. It is appropriate either for students who desire a short but intensive Bible program or for Christian men and women already involved in full-time or part-time church ministries. By taking two semesters with 15 credit hours and two semesters with 12 credit hours, a motivated student can complete the requirements for the Certificate in Biblical Studies in two years. Students completing the Certificate program may also transfer credits to the Diploma or Bachelor of Arts programs if desired.

DIPLOMA IN BIBLICAL STUDIES (72 semester hours/credits)

This 72-credit hour program provides students with a firm Bible background as well as English and Field Education courses. A motivated student who successfully completes three semesters with 12 credit hours each and three semesters with 13 credit hours each can complete the Diploma in six semesters. Students completing the Diploma program may transfer its credits into the Bachelor of Arts program upon completion of the Diploma.

ASSOCIATE OF ARTS (AA) IN BIBLICAL STUDIES DEGREE (63 semester hours/credits)

This 63-credit hour degree program is designed for Christian professionals, students who plan to complete a non-theological degree in the future, and others who wish to study the fundamentals of the Christian faith along with General Education courses. A motivated student who successfully completes three semesters with 16 credit hours and one semester with 15 credit hours will finish the Associate of Arts degree in two years. All passing coursework from this degree may be transferred to the Bachelor of Arts program.

BACHELOR OF ARTS (BA) IN BIBLICAL STUDIES DEGREE (126 semester hours/credits)

This 126-credit hour degree program is designed to provide a four-year Bachelor of Arts curriculum (although many students take five years to complete the program) with a Bible major, a related minor, and extensive General Education coursework. Six hours of Field Education, including a practicum in the student's minor field, are also required. Below are the eight minors currently available.

1. Elementary Education
2. Teaching English as a Second Language
3. Pastoral Studies
4. Biblical Research
5. Christian Education
6. Missions
7. General Ministry
8. Recreational Ministry

Pacific Islands Christian College

Pacific Islands Christian College is the newest school within PIU. It is the home for our AA and BA in liberal studies program as well as the home base for our Certificate in Dive Instruction, Certificate in Basic English and the Community English classes.

CERTIFICATE IN BASIC ENGLISH (24-30 semester hours/credits)

The Certificate in Basic English (CBE) program involves two semesters of instruction in elementary English skills. It is intended to help students who score between 400 and 434 on the paper TOEFL test to raise their score to 450 so they can apply for admission to the PIBC degree programs in biblical studies. In short, the primary purpose of the program is to prepare students for further academic studies.

Students admitted to the Certificate in Basic English program are NOT automatically admitted to a degree program upon completion of the certificate. They must reapply for admission to additional programs. Classes taken in the CBE program are at a remedial level and are not transferable for college level credit. Course can be repeated for remedial credit. The student receives the certificate when he/she receives a score of 450 or above on the paper TOEFL test, regardless of the number of classes taken.

CERTIFICATE IN DIVE INSTRUCTION (25 semester hours/credits)

This 25-credit hour certificate program is designed to certify students as open water divers and then lead them through a succession of courses that would eventually qualify them to pass the instructor's examination. Providing a program that certifies students to lead and train recreational divers will provide a new opportunity for students to return to their islands with a unique Christian education from PIU and a very marketable skill. Successful students would then be authorized by the Professional Association of Dive Instructors (PADI) to work as dive masters and will be qualified to take the instructor's test (given only by PADI officials).

ASSOCIATE OF ARTS (AA) IN LIBERAL STUDIES DEGREE (63 semester hours/credits)

This 63-credit hour degree program is designed for the student who desires to learn, but is not yet ready to prepare for a specific career. An AA in liberal studies lets these students pursue a generalized education while fulfilling basic educational requirements. Students will also have an opportunity to explore possible educational and career opportunities while earning a solid background in general education.

BACHELOR OF ARTS (BA) IN LIBERAL STUDIES DEGREE (126 semester hours/credits includes minor)

This 126-credit hour degree program is designed for the student who desires a BA degree that provides a broad, multi-disciplinary degree in order to be well prepared for jobs that have a minimum requirement of a BA degree. A BA degree in Liberal Studies will permit the students who desire to continue beyond the AA degree to have a more extensive general education that is Christ-centered, prepares them for future jobs as leaders and teachers in their home islands or countries, and also provide them with the opportunity to select a more specified area of focus by choosing a minor to complement their individual gifts and talents.

Pacific Islands Evangelical Seminary

The goal of the PIES graduate-level seminary is to produce biblically-formed servant leaders equipped to serve the churches and communities of the Pacific. This advanced level of training builds on the student's undergraduate education to sharpen their understanding of God and His Word, the cultural context in which we serve, and the student's ability to effectively communicate the good news of Christ Jesus.

MASTER OF ARTS IN RELIGION (48 semester hours/credits)

The Master of Arts in Religion is an introductory seminary degree providing an in-depth study of the Scriptures and the essential truths of the Christian message. The program is profitable for Christian educators, staff pastors, and for informed lay leaders desiring a scriptural undergirding for service in a supportive role in a local church or other ministry. A student shall complete a minimum of 30 graduate credits towards their seminary degree at PIES. Unless otherwise noted all classes are 3-semester hours of credit.

Academic Advising

Academic advisers are assigned to each student at PIU. It is very important that you meet often with your adviser in order to make sure you are taking the right classes at the right time. A list of advisers and the students they serve, along with the time each adviser is available, is posted each semester in the office.

Process for Appealing Academic Status / Academic Probation

Students who are admitted under Conditional or Probationary Status, or under the Ability to Benefit policy may appeal their academic status as listed under those sections of the catalog. Students returning after being dismissed for Academic OR Disciplinary reasons must reapply to PIU and are subject to any terms listed in their letter of dismissal and/or recommendations of the Academic Dean and/or the Student Life Committee.

Students who are placed on Academic Probation due to academic failure do not have the opportunity to appeal their academic status. There is a process in place that dictates how Academic Probationary status is dealt with, and it is as follows:

1. After one semester of earning a GPA of less than 2.0, a student will be put on Academic Probation for the following semester.
 - a. During the semester of Academic Probation, the student must meet with the Academic Dean as requested (usually a minimum of two times).

- b. The student must have his/her instructors complete a grade check form twice during the semester of Academic Probation and submit the completed form to the Academic Dean by the date requested (usually within 10 days of receiving the form).
- c. The student must follow any further recommendations made by the Academic Dean (such as tutoring or meeting with specific instructors for additional assistance) that are made to help the student to improve his/her chances for academic success.
- d. Students who continue to achieve a GPA of less than 2.0 for a second semester will be subject to dismissal and will lose the Liebenzell Scholarship (if they have been receiving it) for one full semester.

NOTE: Students who do not comply with completing and submitting grade checks by their required due dates OR who do not comply with any further recommendation made by the Academic Dean may be required to attend tutoring sessions or lab time. Continued failure to comply with the terms of Academic Probation may result in dismissal (even for students attaining the required GPA of 2.0) for one semester on Behavioral Probation grounds. Students dismissed on this basis who want to return must follow the procedure as listed in points 2b – 2e below.

2. After one semester on Academic Probation, the Academic Dean will review the students' grades for that semester with the Registrar.
 - a. Students who earned a GPA of 2.0 or higher will be removed from Academic Probation and will be allowed to re-enroll for the following semester with good academic standing.
 - b. Students who earned a GPA of less than 2.0 will receive a letter of temporary dismissal for a minimum of one semester. These students are eligible to appeal for re-admission after taking a semester off. They must contact the university and submit a letter requesting re-admission *in writing*, including their understanding and/or explanation for their previous academic failure, and an explanation of what they will do differently to ensure success upon their return to PIU. There is no need to complete a new application for admission.
 - c. Students who submit a request for re-admission after more than one semester off must also complete a letter requesting re-admission *in writing*, including their understanding and/or explanation for their previous academic failure, and an explanation of what they will do differently to ensure success upon their return to PIU. *In addition, students who apply for re-admission after more than one semester off must complete a new application packet in its entirety.*
 - d. All students returning to PIU after being dismissed for academic failure will be on Academic Probation for the first semester they return and must fulfill all the requirements of any student on Academic Probation (see #1 above).

- e. If a student returning after being dismissed for academic failure does not fulfill these requirements and/or fails to attain a GPA of 2.0 or higher, he/she will be dismissed again for academic failure. Length of time away and possibility of re-admission will be determined by the Admissions Committee, who will have to review a newly completed application packet and the possibility of academic success should the student be allowed to return.
- f. If a student has been on Academic Probation for a semester, is removed from that probation, but has a second, third or even fourth semester with grades of less than 2.0, that student will lose the Liebenzell Scholarship (if they have been receiving it) for one full semester. The student may choose to stay at PIU and be on Academic Probation for the next consecutive semester without the benefit of the Liebenzell Scholarship OR the student may choose to take the next consecutive semester off. **Second, third, or fourth (and so on) semesters of less than 2.0 GPA do not have to be consecutive in order for this policy to be applied.**
- g. Students who choose the second option in f. above (taking the semester off after a repeated semester on Academic Probation) may receive the Liebenzell Scholarship upon their return, but will be on Academic Probation for the first semester they return. All other conditions of Academic Probation will apply.

NOTE: Any student who feels he/she has been placed on Academic Probation or dismissed unfairly has the right to appeal to the Admissions Committee for a re-evaluation of the circumstances. The decision of the Admissions Committee in these cases will be final.

Course Requirements

Each student is expected to attend classes regularly with notification given to the instructor if he or she is not able to attend. It is the student's responsibility to obtain the necessary information regarding class discussions, handouts, assignments, etc.

To receive credit for a course, the student must attend 75% of the class sessions.

This means that students cannot miss more than 7 class sessions in a course that meets twice a week; missing 8 class sessions will cause the student to automatically fail that class. In any class that meets only once a week, students cannot miss more than 3 ½ class sessions; missing 4 class sessions will cause the student to automatically fail that class.

It is also important to keep in mind PIU's absence policy includes. Three (3) tardies are equal to one absence; thus a student who is tardy to 24 classes in a semester could fail that class.

Being present and on time for as many classes as possible is vital to students' success in learning. Therefore we encourage students to be present and on time for class.

Policy for Transfer of Credit

Transfer of Units from Accredited Institutions:

Credit will be granted to students transferring from an accredited institution where:

- a. official transcripts are available that show the grade earned was a C or higher
AND
- b. the published course description from that institution is deemed equivalent in scope, content, academic level, and number of units to a course offered at PIU/PIES.
OR
- c. personal communication with a representative of the other institution makes it clear that the course from that institution is equivalent in scope, content, academic level, and number of units to a course offered at PIU/PIES.
- d. Courses which do not meet the equivalency requirements of PIU/PIES *may* be granted to the student for elective credit.

Transfer students are required to earn a minimum of 60 credit hours toward their Bachelor of Arts degree or diploma, a minimum of 36 credit hours toward their Associate of Arts degree, or Certificate in Biblical Studies at PIU, and a minimum of 30 credit hours toward Master of Arts in Religion degree

Transfer of Units from Non-accredited Institutions:

Partial (1/2) credit *may* be granted to students transferring from non-accredited institutions based on the following:

- a. official transcripts are available that show the grade earned was a C or higher
AND
- b. the published course description from that institution is deemed similar in scope, content, and academic level to a course offered at PIU/PIES.
OR
- c. personal communication with a representative of the other institution makes it clear that the course from that institution is similar in scope, content, and academic level to a course offered at PIU/PIES.

NOTE: Due to the nature of allowing only partial (1/2) credit being allowed as transfer credit, the student may only be granted transfer credit from non-accredited institutions for elective credit. Transfer credit in other areas from non-accredited institutions may be made on a case by case basis. Some students may receive credit in areas other than elective if a combination of classes is deemed equivalent in scope, content, academic level, and number of combined units to a course offered at PIU/PIES. Decisions will be

made on a case-by-case basis by the Academic Dean or admissions committee upon examination of official transcripts, catalog descriptions and/or syllabi from the course/s taken.

PIU/PIES reserves the right to limit the number of transfer credit allowed in order to retain the above-stated requirements of minimum credits that must be taken at PIU toward any degree, diploma, or certificate program (see item d. under “Transfer of Units from Accredited Institutions” above).

Undergraduate Application Procedure

Applicants for the Certificate, Diploma, Associate of Arts degree, or Bachelor of Arts degree in Biblical Studies should obtain application materials from any PIU office or the PIU website, and proceed as follows (applicants for the Certificate in Basic English follow the procedure in the section that follows this one):

1. Complete and submit the application form, accompanied by a \$40 non-refundable application fee, before August 10 prior to the Fall Semester (or December 10 prior to the Spring Semester) for which you are applying.
2. Arrange to have an official transcript sent directly to the PIU Admissions Coordinator from the applicant's high school and any post high school institutions and colleges.
3. If English is not your primary language, arrange to send your TOEFL score to PIU. We require a minimum score of 475 on the paper-based test (or equivalent) for admission to our undergraduate programs. Prior to starting their first semester, new incoming freshmen are required to take mathematics placement test administered by PIU. Based on the placement test score, students will be assigned to the appropriate math courses to take.
4. Arrange for two personal references to be sent to the PIU Admissions Coordinator: one from the applicant's pastor and one from a current or former teacher or employer.
5. Provide a health report from the applicant's local physician. (A form is provided in the application packet.)
6. Provide a copy of your birth certificate or passport and immunization card.
7. Read, sign, and return the Standards of Behavior promise.

All materials must be submitted to the PIU Admissions Coordinator for processing. Applicants who do not plan to complete one of the programs of PIU, but who wish to register for one or more courses, may do so by completing a simple application form at

least one week prior to the beginning of the class. See the local registrar for the form.

Transfer credit *may* be given for work completed at an accredited institution where the grade was C or higher. We do not normally transfer academic credits from unaccredited schools. Transfer students are required to earn a minimum of 60 credits toward their BA degree or Diploma or 36 credits toward their AA or Certificate in Biblical Studies through classes offered by PIU.

NOTE:

1. Re-entry students who are returning to PIU after a voluntary absence of greater than one year must apply to be re-admitted. Short application forms are available for re-entry students. Re-entry students should be prepared to provide further information upon request of the Registrar or VP of Academics. Students who are returning after a voluntary absence of not greater than a full academic year are still under their original catalog rights. Students who return after an absence of more than one year will have to meet the program and degree requirements of the current catalog.
2. PIU does not guarantee that credit hours earned at any college or university over 7 years prior to the admission date of a student will transfer into a PIU program.

Certificate in Basic English Application Procedure

Applicants for the Certificate in Basic English (CBE) should obtain application materials from any PIU office or the PIU website, and proceed as follows:

1. Complete and submit the application form, accompanied by a \$40 non-refundable application fee, before August 10 prior to the Fall Semester (or December 10 prior to the Spring Semester) for which you are applying.
2. Arrange to have an official transcript sent directly to the PIU Admissions Coordinator from the applicant's high school and any post high school institutions and colleges.
3. Arrange to send your TOEFL score to PIU. We require a minimum score of 400 on the paper-based test (or equivalent) for admission to our CBE program.
4. Arrange for a professional reference from a current or former teacher or employer to be sent to the PIU Admissions Coordinator.
5. Provide a health report from the applicant's local physician. (A form is provided in the application packet.)
6. Provide a copy of your birth certificate or passport and immunization card.

7. Read, sign, and return the Standards of Behavior promise.

Graduate-Seminary Application Procedure

Applicants for the Master of Arts in Religion degree should obtain application materials from any PIU office or the PIU website, and proceed as follows:

1. Complete the Application for Admission to the Seminary.
2. Complete the Personal Testimony form.
3. Read, sign, and return the Standards of Behavior promise.
4. Provide a copy of your birth certificate or passport.
5. Provide a recent picture of yourself.
6. Provide a copy of your immunization card and a valid documentation of your tuberculin skin test result conducted within 6 months prior to entry into the MAR program.
7. Send all of these along with \$40.00 to the PIU Central Office.

Graduate Admission Requirements

(Note: For each of the following items, please include with the form a business-sized envelope [already addressed to PIU, P.O. Box 22619, Barrigada, GU 96921-2619] and with correct postage in place. Then the person can send the completed form directly to PIU.)

1. Official transcripts from any and all post-secondary schools (undergraduate and graduate levels) you may have attended.
2. Pastoral Reference from a pastor of your church.
3. Professional Reference either from an employer or supervisor.
4. Academic Reference from a college teacher who knows your abilities.
5. Official report of your score on the TOEFL exam if your first language is not English. We require a minimum score of 550 (or 79 on the Internet-based test) for admission to our graduate programs.

Applicants shall normally hold a baccalaureate degree in one or more United States Department of Education (USDE) recognized accredited programs or its equivalent with a minimum grade point average of 2.5 for admission to the graduate seminary program.

Special Student

1. Applicants not holding such a baccalaureate degree or its equivalent may apply to the PIU graduate level programs as a Special Student on probationary status. Only a limited number of applicants will be admitted as Special Students (not more than 10% of the total seminary student body).
2. Acceptance to special student status will be based upon the following criteria:

- a. Applicants must submit a research essay of at least five pages in length on a biblical or theological topic to the Dean of the Seminary in order to demonstrate capability of graduate level writing
 - b. Applicants must demonstrate in a letter to the Dean of the Seminary the infeasibility of completing a baccalaureate degree.
 - c. Applicants must have demonstrated ministry gifts and potential.
3. Upon the completion of a year of satisfactory work and the removal of any deficiencies, special students may be granted regular standing through successful completion of the process of evaluation for continuation in Seminary studies.

Deadlines: All applications to a PIU program shall normally be submitted to the Central Office on Guam before August 10 prior to the Fall Semester, or December 10 prior to the Spring Semester.

Undergraduate Taking Seminary / Graduate Courses

Under certain specific circumstances, it may be possible for some undergraduate students to take graduate level courses. The following criteria will apply:

1. The undergraduate student must have accumulated 90 undergraduate units or more and must have completed any prerequisite/s for the course (except graduate standing).
2. The undergraduate student must have a cumulative grade point average of at least 3.5 and be in good standing.
3. If the student is a non-native speaker of English, he/she must attain the minimum TOEFL score of 550.
4. The undergraduate student must obtain the consent of the graduate course instructor, the undergraduate Dean of Academics or VP of Academics and the Seminary Dean.
5. No undergraduate student may take more than two graduate level courses (6 units) to be applied to his/her undergraduate degree.
6. Undergraduate students will receive undergraduate credit for any graduate level courses (toward his/her bachelor's degree) unless the course is reserved for graduate credit by the student's request *in writing at the time of registration in the class*. **Graduate level courses may not be applied to both the undergraduate and graduate degrees.**

Grading

PIU uses the letter grade system.

The breakdown of the percentages is as follows:

Grade	Percent	Explanation	Grade Points per credit
A	90-100%	Outstanding	4.0
B	80-89%	Above Average	3.0
C	70-79%	Average	2.0
D	60-69%	Below Average	1.0
F	0-59%	Failing	0
I	0	Incomplete	0
W	0	Withdrawal	0

A grade of “I” must be made complete within the first half of the next semester unless special permission is granted by the instructor and the Academic Dean. Failure to complete the class in the prescribed time period will result in a grade of “F” for the class.

The faculty may record plus or minus after a passing grade where appropriate. This recording will be placed on the student’s permanent record, but will in no way affect the student’s Grade Point Average.

Students may repeat courses for which they receive a grade of D or F. In this case, the new grade will replace the former grade on the student’s permanent record if the student earns a higher grade.

Essay Writing

Turabian Citation Style

PIU has adopted Turabian Citation Style (also known as Chicago Style) method of citation for all essays written at the school, whether in the undergraduate or graduate level programs. All essays submitted at PIU are to use Turabian Citation Style when quoting or summarizing sources used in research for the essay. Bibliographies are to be formatted according to Turabian Citation Style as well. Online information is available to assist students in doing this correctly:

Format for quoted or summarized material:

www.regis.edu/content/ars/pdf/ars.wc.TurabianParenthetical.pdf

Format for writing a bibliography:

www.libs.uga.edu/ref/turabian.html

Scholarships and Grants

Federal Title IV Pell Grant Program

PIU is a participant in the federal Title IV Pell Grant Program.

Bible Knowledge Enrichment Scholarship*

This scholarship is available (upon approval of a letter of application) to all **non-program** students who are ineligible or unable to participate in Title IV or in other public or state scholarship, grant or award programs. This scholarship pays 50% of the tuition for all PIU classes taken and can be applied up to a maximum of 12 credits.

Pastor's Scholarship*

This scholarship is available for one first-time student from each local church each semester, who is ineligible or unable to participate in Title IV or in other public or state scholarships, grants or award programs. To apply for this scholarship, a student must submit a letter from the pastor of his or her local church recommending the student for the scholarship. This scholarship pays for the full tuition for the first class taken at PIU.

5th Course Scholarship

This scholarship is available to any full-time student who has a GPA of 3.5 or above in the previous semester and takes a fifth class in the succeeding semester. The student will receive a full tuition scholarship for the fifth class.

Liebenzell Scholarship*

All PIU undergraduate students are eligible to apply for Liebenzell Mission Scholarship of a maximum of \$125 per credit hour. All Micronesian students automatically receive the LM Scholarship. All other students will be considered for eligibility on a need basis upon receipt of a letter of application. The maximum Liebenzell scholarship lowers the effective tuition rate to \$170 per credit hour. The amount of the scholarship for each student is determined by the scholarship committee on a need basis and will not exceed the amount needed by the student for tuition, room, board, fees and books after all other scholarships and grants have been applied. This scholarship reflects the contributions to PIU made by Liebenzell Mission to the operating and capital budget, as well as the provision of missionary faculty.

** The deadline for written application for institutional scholarships is 30 days after the close of registration.*

PIU President's Grant

This grant is available for every student in campus sponsored housing who meets certain criteria. Eligible students will receive a \$20 per credit hour reduction. See the financial aid office for eligibility criteria and availability.

Other Institutional Scholarships*

Institutional Scholarships are privately funded by monies given to PIU to provide scholarships. The funds may come from any source, such as a branch of Liebenzell Mission, other organizations, or private individuals. The purpose of these scholarships is to enable deserving students to complete their training without debt. See the financial aid office for applications procedures and availability.

** The deadline for written application for institutional scholarships is 30 days after the close of registration*

VETERANS BENEFITS

Students who have served in the United States military may be eligible for benefits through the US Department of Veterans Affairs. For information on qualification or veteran benefits visit the US Department of Veterans Affairs website, www.gibill.va.gov, or contact the PIU Registrar.

Cheating

If a student is found to be cheating, that student may be given a zero on the test or paper, and other appropriate action may be taken at the discretion of the instructor. (This includes plagiarism, which is a form of cheating.) If such action is repeated, the instructor will report the matter to the Academic Dean and the VP of Student Life and the Discipline Policy will be followed.

PLAGIARISM is defined as using someone else's words or ideas without using quotation marks or citing (identifying) the author, source, and page number of the source. Plagiarism is a form of cheating and is not allowed at PIU. When you use information from a speaker/teacher, books, articles, or the Internet, even when you put the information in your own words, you need to tell where the ideas came from. Plagiarizing any other person's words or ideas carries serious consequences. In English classes, students will learn how to cite quotes and summarize information correctly. They are expected to use these skills in their writing assignments for all classes.

Students who willingly allow other students to copy their work are also guilty of plagiarism because they aid in the process.

NOTE: Pacific Islands University does not tolerate any form of plagiarism. The following steps will be taken when plagiarism is detected in student work:

Step One: First Offenses

First Offense (minor/partial plagiarism)

- The teacher identifies (highlights) the plagiarized text and meets with the student, explains the offense of plagiarism, and offers a “rewrite” with a time limit and minor academic penalty (% deduction).
- Other campus faculty members are notified of the “minor” plagiarism via email so that they are aware the student may need some reminding of how to correctly cite sources.

First Offense (complete plagiarism)

- If an entire paper has been plagiarized, the student receives a grade of “zero” on the assignment.
- The pink “Plagiarism” form should be completed and placed in the student’s file. A photocopy should be made of the plagiarized work with the areas plagiarized highlighted, and (if possible) the source identified.
- The pink plagiarism form is given to the registrar who will enter the data into GradPro Student software and then will put the form into the student’s file.
- All of the faculty members should be emailed and advised of the event so that they can be aware of the problem and watch for plagiarism in the student’s other classes to help prevent the student from “trying it” in other classes.
- The student must be informed that all teachers are being notified, and should be cautioned not to do this again, or more severe consequences will occur.

Step Two: Second Offense/subsequent minor offenses

The Academic Dean or other site authority (hereafter referred to as SA) of the campus is contacted and sets up a meeting with the student.

- The information in Step One should be reviewed and the severity of a repeated offense should be expressed. Every attempt should be made to ensure that the student is aware of what s/he has done that is wrong, and that justice, tempered with mercy, guides the meeting.
- The pink “Plagiarism” form should be completed and plagiarized work identified and attached, as in Step One. In addition, faculty members are notified of the offense via email.
- The student is forgiven, but a zero will be given on the plagiarized work and no opportunity to make up the work will be given.
- At this point, careful distinction needs to be made about how to proceed.
- In some cases, especially with our lower level ESL students (Bridge), or our freshmen and sophomores, some extra grace and explanation might be reasonable and fair. Step Two can be repeated a number of times at the discretion of the SA, giving students a strong consequence while at the same time giving them the opportunity to see that we are serious about this issue.

- **CBE program:** Step Two can be repeated as the SA sees need; the natural consequence will be that with an accumulated number of “zeros,” the student will not pass the class.
- **Freshmen:** Step Two can be repeated as the SA sees fit within one semester and the consequences will be a low or failing grade.
- **Sophomores:** Step Two should not be repeated endlessly, especially if plagiarism already occurred in the freshman year. It is recommended that Step Two be limited to three times in a school year.
- **Upper classmen** (third and fourth year/non-seniors) should be given less latitude on this seeing as they have had more experience and should know better. For them, Step Two should not be used more than twice, and then Step Three should be taken.
- **Seniors** should be warned that continued plagiarism could affect their ability to graduate. (See second bulleted point under Step Three below.)

MEETING BEFORE PROCEEDING TO STEP THREE:

At this point (when the student has reached the last “Step Two” for his/her grade level), a final warning should be given in writing to the student. All incidents of plagiarism must be reviewed at a meeting between the student and the Academic Dean or SA, and a final warning letter of notification must be completed and signed by the student and Academic Dean or SA. A copy is to be given to the student; the original must stay in the student’s file.

Step Three:

- The student who remains un-teachable or unrepentant in this area, may plagiarize again, even after all of the above has been done. At this point when it becomes apparent that the student is not submitting to the responsibility of doing her/his own work, the student will be dismissed from the class and will receive a grade of “F” for the semester.
- If the student is a senior, she/he will be unable to graduate until the course is repeated. Since some classes are not repeated annually, this could result in a lengthy delay of her/his graduation.

Step Four:

- If a student continues to plagiarize after of the above measures have been taken and plagiarizes again, the student will be blocked for returning for one to two semesters from PIU, the time period to be determined at the discretion of the Academic Dean or SA.
- Academic Dean or SA must approve the student’s return, and the student will be required to submit a letter of apology and pledge to not repeat the offense.

Step Five:

- If a student returns after a temporary dismissal from PIU for plagiarism and repeats the offense, the student will be *immediately* dismissed from PIU and will lose all chance to complete the semester's course work. The student will receive a grade of "F" for all courses enrolled in during that semester and will be blocked from returning for a period of two to four semesters, at the discretion of the Academic Dean or SA. Student must reapply for admission if seeking to return.
- Academic Dean or SA must approve re-admission, and the student will be required to submit a letter of apology and pledge to not repeat the offense.

Academic Probation

Students at PIU must maintain a Grade Point Average (GPA) of 2.0 during any given period of grading. A GPA lower than 2.0 will result in academic probation status for the following semester. A faculty advisor will monitor and counsel students who have difficulty maintaining the minimum GPA. Two consecutive semesters of GPA lower than 2.0 is cause for dismissal from PIU. An overall GPA of at least 2.0 must be attained for graduation from PIU.

Students on probation may not participate in extra-curricular fun activities, including shopping trips, except by permission of the Deans. Students on probation are not permitted to hold school or class offices.

Each student desiring graduation from a particular program of study must complete all of the required courses, attain the necessary credits for his or her level of study, attain an overall GPA of 2.0, and demonstrate strong Christian character, sound doctrinal beliefs, and active Christian service.

Transcripts

Official transcripts will be provided for any student requiring them for future study or employment purposes. There is a \$5.00 charge for each transcript requested. The Registrar will send the official transcript directly to the designated address, not to the student. However, any student may examine his or her records or request a student copy by asking the Registrar or designated staff.

Transcripts will not be released unless all financial obligations have been met.

Financial Policies

Tuition and book payments are expected at the time of registration for all students. Cash or personal checks made out to Pacific Islands University will be accepted. A receipt will be given for every transaction. See PIU Business Office concerning possible payment plans.

No Outstanding Balance Policy

Students may not enroll in a new semester unless they have a zero balance with PIU. In addition, students cannot participate in graduation or receive their diplomas until their balance is paid in full.

Financial Aid

Awards will be made based upon need. That is, PIU will attempt to provide sufficient financial aid for each student who is admitted so that the student will be able to afford the expenses for the school year. However, the primary responsibility for tuition and fees rests with the student and his or her family.

Any student who wishes to be considered for this financial support should obtain and complete the application forms, including the financial summary form.

It is the hope that no admitted student will be denied opportunity to study at PIU because of inadequate financial support. For more information, contact the PIU financial aid director, the campus registrar, or the teaching facility office manager. **Note: PIU does not participate in the student loan program.**

Late Registration Policy

Student who do not arrive on campus and register each semester by the posted registration deadline (the last day of the registration period) will pay a late registration fee of \$100.00

Pre-registered Students and Registration:

Students who have pre-registered must confirm their pre-registration form either in person or via email by the posted registration deadline (the last day of the registration period). **Pre-registered students who do not confirm their registration by the deadline will pay a late registration fee of \$100.00.**

Adding/Dropping Classes

A student who desires to make a change in his or her schedule may do so **during the first week of classes only**. Add/Drop forms are available in the office and must be completed by the student requesting the change. This form must be signed by the instructor of the class being dropped **and** by the instructor of the class being added. There is no fee for this service.

Students are cautioned to consider their decisions carefully before requesting a course change as there is no guarantee that a class dropped may be re-added if the student changes his or her mind after the class has been dropped.

Admission Under Special Circumstances

Conditional Admission:

At PIU/PIES, we understand that special transportation, communication, and other circumstances may arise that create the need for offering occasional conditional admission. A student *may* be considered for conditional admission if one of the following situations exists:

1. The student's application packet is incomplete and the semester will begin before all documents can be received.
2. The student has taken the TOEFL test, but the official score has not been received by the start of the semester at PIU *and* an examination of transcripts and telephone interview with the Academic Dean or head of the English department deems conditional admission is appropriate.
3. Non-program students who desire to take courses for personal growth and/or spiritual enrichment.

Students admitted conditionally must meet all regular admission requirements before being accepted as program students. Students who desire admission in a regular program at PIU/PIES must provide all documents to complete the formal application packet before enrolling in additional semesters (cases 1 and 2 above).

Probationary Status:

Students who apply after being dismissed for Academic or Behavioral Probation and having missed more than one semester off should refer to the section on "Academic Probation" to view the conditions for their readmission.

Students who desire to apply to PIU but fall short of meeting the academic standards may be admitted on probationary status on a case-by-case basis. Students admitted on Probationary Status must submit to the recommendation of the Academic Dean in

taking remedial and tutorial courses in order to assist them in developing needed academic skills and meeting academic standards required for admission in a regular program at PIU/PIES. These may include English for Academic Purposes (up to two semesters), Research and Study Skills, Introduction to Computer Application 101, and a 100 level Bible course. Some students may be required to attend tutoring in order to remain enrolled on probationary status.

Students may appeal to be removed from Probationary Status after successfully completing the specific requirements requested by the Academic Dean (a minimum of one full semester of 12 or more units AND meeting the TOEFL requirement), including achieving appropriate academic success. Students desiring removal from Probationary Status and admission to a regular program should submit their request to the Academic Dean at least four weeks prior to the start of the next semester. In addition, all regular admissions requirements (completed Admission Packet, etc.) must be completed for a student to be removed from Probationary Status and admitted as a regular program student.

Ability-To-Benefit Policy

Students who do not meet entrance requirements fully at the time of admission, but who demonstrate likelihood of success through their personal references, face-to-face interviews, or other factors are termed “Ability-to-Benefit” students. Among the most common issues that cause students to be classified as such are the following deficiencies:

- Low English scores on TOEFL or PIU-administered English evaluations.
- Weak academic performance in prior educational contexts.

All Ability-to-Benefit students are accorded probationary status when admitted and are officially notified of this status through their letter of acceptance. Students with documented weaknesses in English will be tested by PIU upon admission and retested at the conclusion of their first year of study to seek evidence of appropriate progress. At the conclusion of the first year of study, the Admissions Committee will evaluate the student’s academic, linguistic, and spiritual progress and make decisions regarding retention, granting regular status, or continuing probationary status. PIU offers formal ESL classes and informal tutoring for Ability-to-Benefit students who have deficiencies in English. New TOEFL requirement is 435-474 for Ability to Benefit (enroll in ENGL 091R/limited course selection applies).

Some transfer applicants (i.e.: older re-entry students) may be considered for special admission under PIU/PIES’ Ability to Benefit status. If it appears that these individuals do seem likely to possess the ability to perform at a college level, they will be admitted on probationary status.

After proving themselves successful by attaining a GPA of 2.0 or higher for two full semesters, they may be admitted as regular program students upon approval of an

appeal to be removed from probationary status. In addition, all regular admissions requirements (completed Admission Packet, etc.) must be completed for a student to be removed from Ability to Benefit status and admitted as a regular program student. However, Ability-to-Benefit students will have restricted course selection (prescriptive guidance) until they are accepted as regular program students.

Withdrawal and Absences

WITHDRAWAL

A student who officially withdraws from a course after the first week and before the tenth week of classes will receive a "W" entry on his or her permanent record. No grade points are entered for the course. Official withdrawal after the ninth week of classes will result in a grade other than "W" with grade points counted toward the cumulative GPA.

A student unofficially withdraws if he or she is absent from classes for more than three succeeding class sessions. Exception: The student informs the registrar's office in writing about his or her absence and gets permission from the instructor and the academic dean to be absent.

It is the responsibility of the student to notify PIU when officially withdrawing from any class. Refunds of all fees (including boarding fees – but not room fees – in the event a student withdraws from all classes) are determined from official date of withdrawal as follows:

- 100%..... withdrawal during registration & add/drop period (week 1 of the semester)
- 75%..... withdrawal during the second week (or the equivalent) of instruction
- 50%withdrawal during the third week (or the equivalent) of instruction
- 25%withdrawal during the fourth week (or the equivalent) of instruction
- 0%withdrawal after the fourth week (or the equivalent) or thereafter

A withdrawing student is required to complete a withdrawal form which can be obtained from the PIU Business Office. The date of the withdrawal is the same as the date the Business Office receives the signed form from the student.

ABSENCES

As described above a student who is absent from more than three succeeding class sessions is unofficially withdrawn from the class. Once a student has missed the fourth consecutive class (without communicating with the instructor or registrar), the instructor will contact the registrar to initiate the withdrawal process. Students must be present in a bare minimum of 75% of the classes in order to receive a passing grade. Individual instructors have the latitude to develop more strict policies for individual classes at their discretion. Thus, individual class policies may be more strict than this absolute

minimum attendance policy. Students need to refer to each course's syllabus for that teacher's attendance policy.

Three tardies are equal to one absence in all classes. Students who miss more than 15 minutes of any regular class or more than 20 minutes of any class that meets only once a week will be marked absent for that class.

Attendance Policy for Online Classes

Students are required to attend classes during the first week of classes. Class attendance is defined as logging into the main class page (not the front page of PIU DE).

- At the end of the first week of each class, the course will be reviewed to determine if the student has attended. If the student had not attended, the student will be dropped from the course roster and will **not be allowed to submit further course work**.
- Students are expected to submit tests and course work throughout the semester. Students who begin attendance, but then cease submitting assignments and lack participating in required activities for two (2) consecutive weeks without consulting the instructor will be subject to the **Unofficial Withdrawal Procedure** which includes the reduction and/or return of all financial aid.

Library

The purpose of the library is:

- To provide access to biblical and theological support and research materials for use by faculty and students.
- To help students develop effective research and information-gathering techniques using a variety of traditional and electronic mediums.
- To serve as a resource to the local church community and Christian schoolteachers.

Library hours

Regular hours are from Monday through Friday, from 9:00AM to 9:00PM, and on Saturday, from 9:00AM to 6:00PM.

The library is normally closed on Sundays and holidays. Hours will vary when the classes are not in session. Any changes in the schedule will be posted at the library.

Circulation Information

Books and other materials may be checked out for two weeks and renewed for an additional two weeks. Magazines, reference books, reserve materials, and non-print items such as videos, audio tapes, CD-ROMs, etc. must be used in the library, unless special permission is given by the librarian or library staff to check them out.

Overdue and Lost or Damaged Materials

A fine of 15 cents per day will be charged for all overdue items. Unless special arrangements are made, all books must be returned before the end of each semester. A replacement cost, as determined by the librarian, will be charged for books and other lost or damaged items.

Computer Usage in the Library

All currently enrolled students may use the library's computers for legitimate purposes. The permission of the person in charge of the library is required.

Rules must be followed as posted in the Library or Computer Lab.

Legitimate uses include:

- searching the Internet
- word-processing
- using the library's CD-ROM programs.

The Student Study Center regulations for use of PIU computers also apply to the Library computer use.

Users must demonstrate at least basic computer knowledge. The amount of time that one may use the computers may be limited.

The cost for printing is 5 cents per sheet for schoolwork and 10 cents for personal.

Respect for the Library

The library seeks to provide an environment where users are able to concentrate and seriously pursue research and information needs. This does not mean that absolute silence is required; however, you should show respect to others in the library by keeping unnecessary movement and noise to a minimum.

Chairs should be returned to their proper places, and everything in your work area should be cleaned up before you leave.

Library books and other materials taken from the shelves for use, but not checked out, should be placed on the book cart by the door when you have finished using them.

Food and drink are not allowed in the library.

Student Study Center

What you need to know about the computers in the PIU Study Center:

- These computers have been paid for from a US government distance education grant. Thus their PRIMARY purpose is to support distance education class work. The second priority for the use of these computers is class work and research for on-campus classes. If there are computers available and no one is waiting to use them for educational purposes you may use them to access the web and check your personal email.
- These are not personal computers -- therefore no modification of the computers or desktops is allowed. Do not save personal files to the desktop or hard-drive. All files (including word processing, video, music, pictures, etc.) must be saved to the student's personal thumb-drive or external hard-drive.
- We do not permit instant messaging software on the hard-drives of these computers. Do not install such programs. If you want to use instant messaging, download and install the software to your personal thumb-drive.
- We prefer that all web browsing be done on the Mozilla Firefox browser because this browser is less likely to receive spyware. Internet Explorer is available for the occasional sites that do not fully support Firefox. Use it only for those sites.
- Do not attempt to use the browsers on the computers to access MySpace or other social networking sites. These sites tend to leave a lot of extra garbage on the computer. Use a browser residing on your personal thumb-drive if you want to check these sites.
- Computers function best and last longer if: they do not have direct sunlight on them (thus we keep the mini-blinds closed), the environment is cooler than what humans like (thus we have the air conditioning going at all times, set at 24°C. It should always feel a little cold in the study center), they don't come in contact with food crumbs, liquid, or dust (thus no food or drinks in the study center -- keep the areas around the computers clean).
- Do not touch the computer screens. They are very sensitive to pressure and a finger or pencil touching the screen can leave a permanent mark.
- These computers are reserved for use by PIU students and staff.

- Do not use the computers to access sites that contain pornography or other sexually suggestive material.
- Failure to abide by these guidelines will at the minimum result in the loss of computer privileges.

The PIU Study Center will be open daily from 1:00-9:00 p.m.

Unacceptable Internet Use

Unacceptable student use of the Internet access computers include, but are not limited to:

- Giving out personal names, addresses, phone numbers, (or the address or phone number of the school) unless approval is obtained from staff.
- Using pseudonyms that misrepresent one's identity in any manner.
- Damaging or destroying equipment, software or data belonging to the college or others. This includes changing computer settings
- Using obscenities, vulgarities, foul or abusive language in any Internet communication.
- Accessing and printing inappropriate materials.
- Promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics.
- Using visuals and sounds that may be offensive and/or disruptive to others.
- Plagiarizing information obtained on the Internet.
- Downloading information or programs from the Internet without staff approval.

Consequences of Misuse

The use of PIU computers is a privilege granted only to those who use them responsibly. Unacceptable use of the computers will result in losing computer use privileges and/or other disciplinary action as deemed appropriate by staff. The College will decide what is acceptable and unacceptable use and the decision will be final.

Faculty

SEMINARY FACULTY

Regular

Antony Beckham

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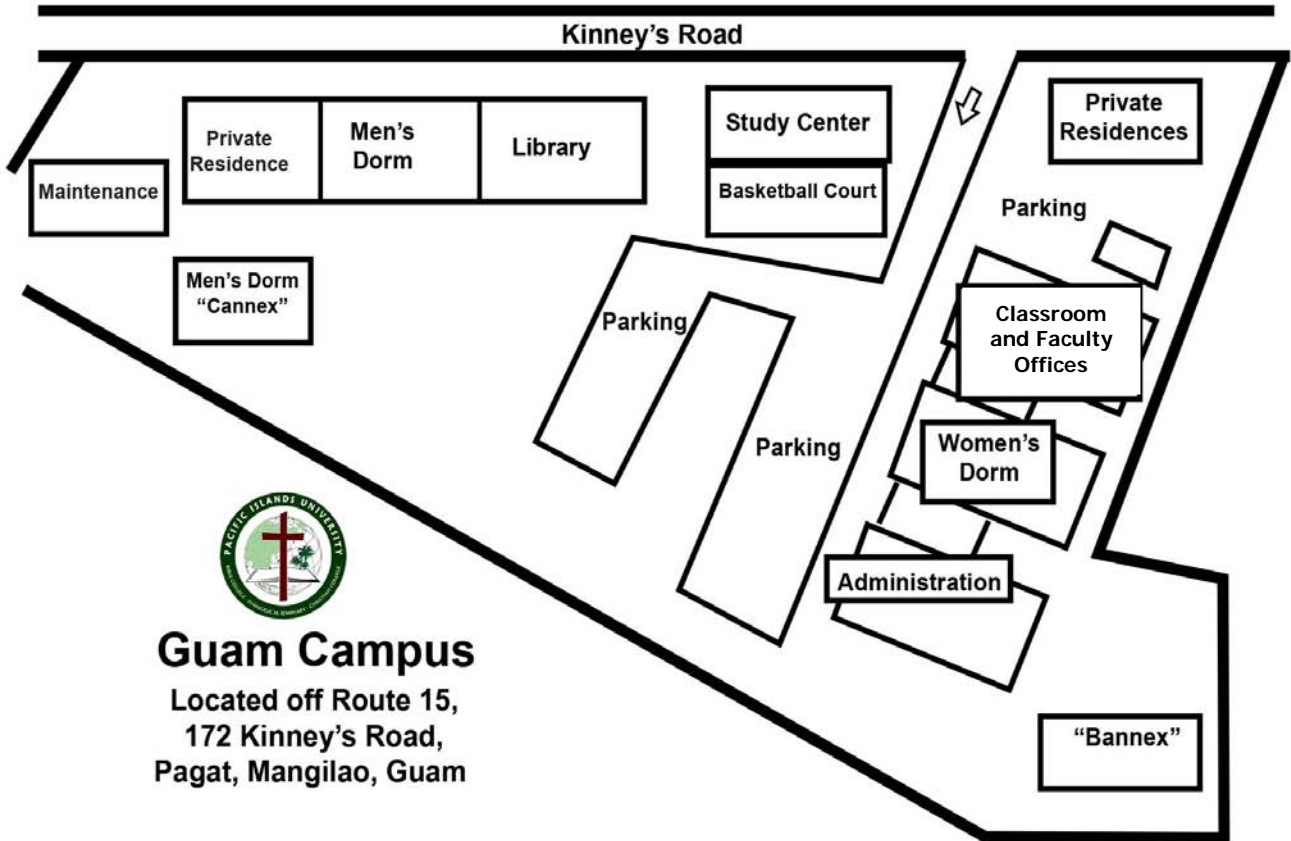
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PIU MAP



APPENDIX 1



Pacific Islands University

STANDARDS OF BEHAVIOR FOR PIU STUDENTS

Personal spiritual growth is a basic purpose of PIU. The faith, attitudes and behavior of all members of the PIU family need to grow more like Christ inside and outside the classroom. This means that each individual at PIU must agree to accept the Word of God as authority and humbly submit in heart, mind and life to our Master, Jesus Christ.

In addition, it is important to learn to live in a community. God calls staff and students from different cultural and church backgrounds. This complicates daily life on PIU campus, for Christians are not in agreement about some aspects of Christian life. The Board of PIU has carefully considered cultural and ecclesiastical concerns and agreed upon some standards of behavior for PIU students and staff members. For the sake of maintaining a healthy campus community, PIU specifically prohibits the possession and use of tobacco, illegal drugs, alcohol, and betel nut on school property or at school sponsored activities. Furthermore, PIU expects students to live lives that are consistent with biblical principles. We understand drunkenness, sexual immorality, gossip, slander, profanity, ethnic or cultural discrimination, dishonesty, stealing, plagiarism, etc. to be inconsistent with biblical living. We expect all PIU students to be active participants in the life of a local church and to strive for academic excellence. PIU will attempt to deal with these issues firmly and redemptively. These and other important standards are described further in the Student Handbook and must be followed by each student.

When necessary, there is a policy for rebuke and discipline, also described in the Student Handbook. Any discipline will be based on scriptural principles with the purpose of correcting the quality of our relationships with Christ and with one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

I agree to submit to PIU rules, standards and authorities as long as I am enrolled by the school.

Signature

Print Name

Date

APPENDIX 2



Pacific Islands University

STATEMENT OF FAITH

- **The Bible:** We believe that the whole Bible is inspired by the Holy Spirit by verbal, plenary inspiration. It is inerrant in the original autographs. It is the divine authority and infallible rule for faith, life and doctrine.
- **The Trinity:** We believe in one God, eternally existing in three divine persons, Father, Son and Holy Spirit, equal in nature, power and glory.
- **The Father:** We believe that God the Father is spirit, infinite, eternal and unchangeable in His attributes.
- **The Son:** We believe that Jesus Christ is God the Son, that He was begotten of the Holy Spirit, born without sin of the Virgin Mary, lived a sinless life, died on the cross for man's sins, rose again bodily, and ascended to the right hand of the Father, and that He will return in power and glory.
- **The Holy Spirit:** We believe in the personality of the Holy Spirit, that He convicts the world of sin, regenerates the sinner and baptizes, indwells, guides, instructs and empowers believers for godly living and service.
- **Man:** We believe that man was directly created by God in His own image, that he disobeyed and thereby incurred both spiritual and physical death; consequently, all men are sinners by nature and practice and are in need of regeneration by faith in Jesus Christ.
- **Salvation:** We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for mankind. Only those who receive Jesus Christ by personal faith in Him are born of the Holy Spirit and thereby become children of God.
- **Resurrection:** We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting punishment.
- **The Church:** We believe that the universal Church is composed of all persons who, through faith in Jesus Christ, have been regenerated by the Holy Spirit and are united in the Body of Christ of which He is the Head; that local churches are established for the purpose of worship, instruction, mutual edification and witnessing to the lost.

- **Baptism and Communion:** We believe that baptism and the Lord's Supper are ordinances instituted by the Lord Jesus Christ to be observed by the Church during this present age. They are visible signs of God's grace but are not to be regarded as a means of salvation.
- **Eschatology:** We believe that the resurrected Christ ascended into heaven and now appears before the Father as our Advocate and Great High Priest; that He will return again personally, bodily, visibly with great power and glory to bring universal peace and righteousness.
- **Christian Service:** We believe that victorious Christian living includes Christian service, the preaching of the Gospel in all parts of the earth, the winning of souls, and the gracious ministry of love and compassion to all.

Notes: In view of controversy regarding the first eleven chapters of Genesis, it is appropriate to clarify the PIU Statement of Faith as follows: We affirm that the people and events of all of the book of Genesis lived and happened; that is, Adam and Noah were actual men of history, and the creation, fall and flood were historical events. We also believe that the first man Adam did not evolve from simpler creatures, but rather was created by God at a point in time.

PIU believes that Satan and the demonic beings who follow him are adversaries of God, the Church and all mankind. The destiny of all such beings is eternal destruction in hell and as such, no repentance or possibility of salvation remains for such as these. Satan and the powers that follow him, although greater in power than any human being, are not sovereign or in any way equal to God in power, and their doom is certain. PIU accepts the biblical account concerning Satan and the demonic beings on all the points, rejecting and refuting all attempts to demythologize or idealize his existence.

I have read and understand the PIU Statement of Faith.

Signature

Date



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