

Student Guide for Graduate Students

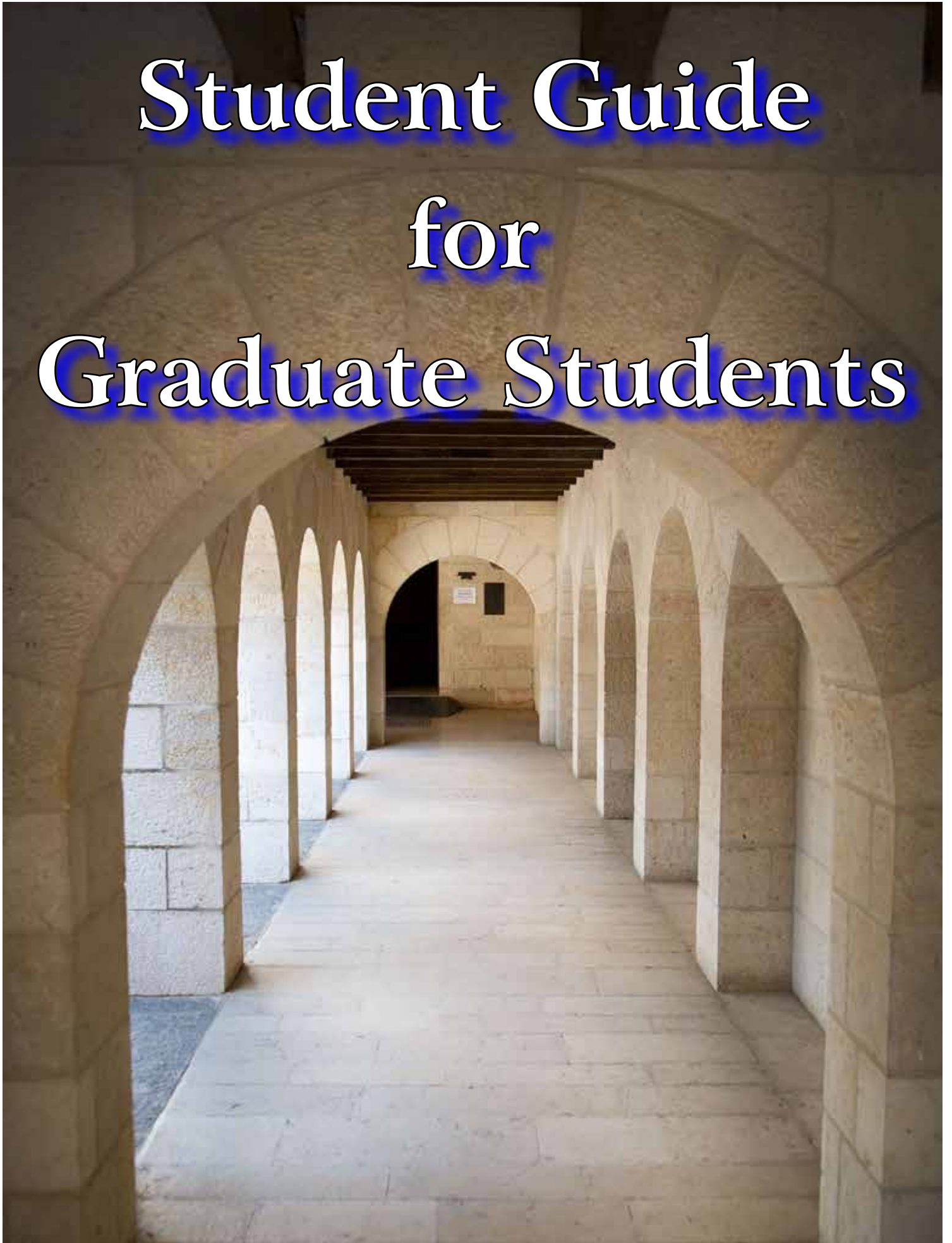


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Notice

The information in this publication is subject to change without notice and does not constitute a contract between any student and Patriot Bible University. It is a privilege and not a right to be a student of Patriot Bible University. At any time, the University may insist on the withdrawal of a student who does not conform to the standards or spirit of this institution.

Congratulations on becoming a student at Patriot Bible University!

You are to be commended for taking the initiative to continue your studies. And we pray that your experience with Patriot will be a life-changing adventure in Biblical learning!

We often get what we expect! So it is important that we develop a faith that expects God to do great things and to show us His great truths!

While your purpose may be to better prepare yourself for *future* ministry, it is important to remember that we don't know "what a day may bring forth" (Proverbs 27:1). So always look for lessons to use in your life and service to others *today*.

It is our prayer that Patriot students will learn truths in these courses that will provide *immediate* benefits for sermons, Sunday school lessons, Christian school classes, witnessing opportunities, counseling sessions and parenting needs.

Everything we do at Patriot Bible University is an expression of our mission statement: PBU exists to support the local church by providing Scriptural knowledge and practical training to dedicated Christians that they may be equipped to serve God and minister to the spiritual needs of others.

"We feel Patriot Bible University is your number one choice for correspondence biblical education. In fact, since we started PBU many of the larger universities have developed their own external studies departments!"

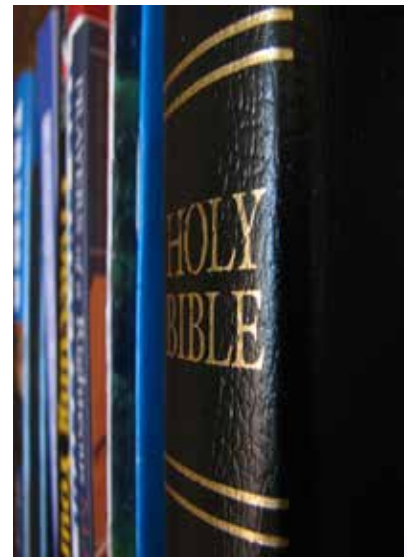
We serve a niche of God's children that want to be equipped for ministry at an affordable price without having to cease employment or relocate. We aren't for everyone but if the Lord directed you here, we might be the school for you.

Patriot course books are carefully selected from Biblically conservative, professional authors who have written on a focused subject. Courses present and expound on the absolute truth of the Bible—not humanistic reasoning or higher criticism.

PBU GRADUATES ARE proven self-starters and self-directed learners, proven passionate about gaining knowledge and wisdom from the Bible, grounded in Bible basics, and faithful stewards with God's money.

Be sure to keep this Student Guide handy for future reference. The back cover has phone numbers and other information on how to contact us when you have further questions.

Again, welcome to the Student Body! May God bless you with your studies!



***The longer I
teach, the more
convinced I am
that a person's
M.Q. —Motivation
Quotient — is
more important
than his/her I.Q.
—Howard G. Hendricks***

Format of Courses

Each Patriot course includes a 200-300 page textbook accompanied by a colorful workbook. The high quality workbooks ask the student questions directly from the reading assignment and the Bible.

You study independently and at your own pace. When finished with the course, you return your coursework for grading. Each course consists of one or more textbooks and a workbook coupled with the KJV Bible. There are no video lectures or separate tests to take.

How to know which Courses to Order

Courses will be chosen from a course selection sheet. You may choose any course (that fits in your program requirements) in any sequence you choose. You will have flexibility in course selection. Each major has study categories with a required number of courses per category.

How to Order Courses

Monthly Payment Plan: Courses will be shipped upon receipt of your monthly payment. You can choose a course from your course selection sheet or we can choose one for you. Payments are due by the 10th of the month. A payment not received prior to the end of the month will result in the student being dropped. (Please see Drop-out Fee policy for additional information.)

Pre-Paid Plan: Courses will be shipped in two to three packages from your course selection sheet.

Courses are shipped at no additional charge within the U.S.A.

Student Assessment and Testing

Each course is in *workbook* format. Read the course textbook(s) and complete all questions and activities. (Please use a pencil or pen, blue or black ink. DO NOT USE RED INK.) Then return finished workbook for scoring. This serves as an open book test. Additional written assignments are also required. No other testing is required for the course. Graded material will then be returned to you, usually within 2 weeks.

Course Guidelines

Courses may be started at any time. A serious full time student normally completes an average of one course per month. All graduate courses offer three credit hours. Courses are practical, and offer substance for immediate use by Christian workers. Each Bible course requires you to use your Bible (KJV) extensively for learning activities.



*It is in vain to wait
until we get time to
read seriously—we
will never get it.
—J. Oswald Sanders*



Student answers should be neat and readable, and should contain your name, address and course title. You may wish to make a copy of your work in case the material is lost in mailing. You pay the postage on all lessons sent to the university for scoring, but after grading, courses are returned at no additional cost within the U.S.A..

Self-Directed Study Schedule

Try to **set aside a 20-30 minute period every day** (preferably at the same time, perhaps early morning or during the noon hour or right before or after your evening meal). Also, set a certain evening weekly (or a specific time each weekend) to **schedule 90-120 minutes to “go to college”** (in your own kitchen or office area). Learning to set and follow a schedule is as much a part of our training and development as the contents of any textbook. Set a goal of a certain number of workbook pages to complete in each session. *We cannot be good disciples without discipline.*

You may think you’re too “tired” or too “busy” to find 25 minutes in your day to work on a course. But continuing your studies toward a degree is obviously important to you, or you wouldn’t be reading this. **God grants us the time to do what we need to do.** Can you borrow a half-hour a day that you are currently investing with the TV or sports or idle conversation?

Even if all of your time is already spent wisely with your family, your church, your job and your ministry...there’s good news for you, too. You can do double-duty by using your Patriot studies to help you better prepare for current church work.

Grades & Grade Points (per credit)

A	Excellent	93-100%	4
B	Good	85-92%	3
C	Average	75-84%	2
D	Poor	70-74%	1
F	Failure	below 70%	0
I	Incomplete		

Graduate Degree Programs

Master degrees require successful completion of 36 credit hours of graduate level courses including a thesis.

- Master of Biblical Studies
- Master of Pastoral Studies
- Master of Christian Counseling
- Master of Arts in Christian Education

Doctor of Ministry degrees require successful completion of 45 credit hours of graduate level courses including a doctoral dissertation.

- Doctor of Ministry in Biblical Studies
- Doctor of Ministry in Pastoral Studies
- Doctor of Ministry in Christian Counseling
- Doctor of Ministry in Christian Education



In Christ’s day, sinners were attracted to His totally different lifestyle, purity, and message. In Him they found power, strength, forgiveness—a hope for their future.
—Bruce H. Wilkinson

Drop/Return Course Procedures

You may return new course books and materials and drop a course within 30 days. Books must be in resalable condition, and a \$7 restocking fee must accompany the return. After 30 days, a course may be officially dropped by calling or writing the university. Materials may not be returned.

Spread the Word—Enlist New Students

If you are responsible for enlisting another person to enroll in Patriot Bible University you may receive a \$50 credit voucher to be used for your future book fees and/or tuition payments. This does not apply to students in church Bible institutes. Only one \$50 voucher can be issued for a new student.

Tuition Fees and Payments

Monthly Tuition Plan (U.S.A. & Canada)

Masters program

Enroll for \$159

- ✓ make 18 monthly payments of \$79
(Total fee \$1581)
- ✓ All course materials needed to complete your degree.
- ✓ Includes all other fees
(Tuition fee for up to 24 months, thesis and Graduation fee)

One course will be sent to you starting the first month until you have received all of your courses. Work at your own pace. Submit completed courses for grading each month but certainly prior to the expiration of the 24 months. If you cannot complete your studies within the allotted time you may pay \$100 per 6 month extension.

Doctorate program

Enroll for \$179

- ✓ make 24 monthly payments of \$85
(Total fee \$2219)
- ✓ All course materials needed to complete your degree.
- ✓ Includes all other fees
(Tuition fee for up to 36 months, dissertation and Graduation fee)

One course will be sent to you starting the first month until you have received all of your courses. Work at your own pace. Submit completed courses for grading each month but certainly prior to the expiration of the 36 months. If you cannot complete your studies within the allotted time you may pay \$100 per 6 month extension.



Much time which is not actually wasted is spent on things of only secondary importance. Some of us have the unfortunate tendency to be so engrossed in the secondary that we have no time left for the primary.
—J. Oswald Sanders

Prepaid Plans (U.S.A. Only)

Masters program

Enroll for \$1499.00 (discounted for prepayment)

- ✓ Up to 24 months to complete your degree
(a six-month extension is available for an additional fee)
- ✓ All course materials needed to complete your degree.
- ✓ Includes all other fees
(Application fee, Thesis fees, and Graduation fee)

Doctorate program

Enroll for \$1999.00 (discounted for prepayment)

- ✓ Up to 36 months to complete your degree
(a six-month extension is available for an additional fee)
- ✓ All course materials needed to complete your degree.
- ✓ Includes all other fees
(Application fee, Dissertation fees, and Graduation fee)

CANADIAN Students may receive *print* courses for an additional shipping fee.

International Students

All other International students will receive all courses electronically in a directed study format. *Certain specific courses may not be available to all international students due to international copyright restrictions or other limitations. In that case, we will make substitutions that will fit into your program requirements.*

Student Identification Cards

An official photo Student I.D. may be purchased for you to carry in your wallet for easy reference for \$10.00 per card. Please send us a photo with your payment.

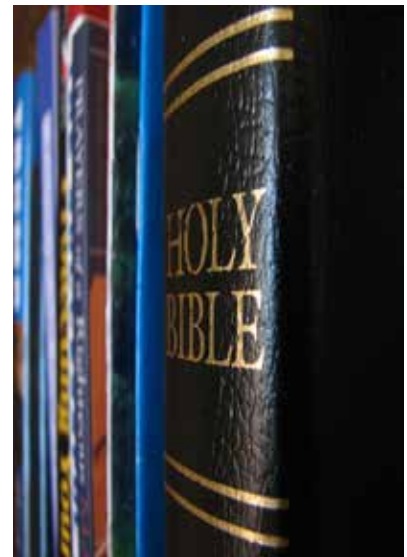
Financial Policies

Refund Policy

- 100% (excluding enrollment fee) within first 7 days.
- 75% (excluding enrollment fee) within first 30 days.
- No refund after 30 days.

Drop-out Fee

A fee of \$100 will be assessed and due upon student drop-out. This fee must be paid prior to release of student transcripts. A student may drop out by giving Patriot written notice. A student will be dropped by Patriot if a tuition payment is 30 days late. The drop-out fee will then be assessed.



Never underestimate the power that a single idea may produce when used according to God's will for your life.





Resume Procedures

A dropped student may resume after payment of the drop-out fee. The student may resume their tuition payment at the point they left off prior to being dropped. New courses will not be shipped or graded until a tuition payment is received by Patriot. If, for example, a student paid 12 of a required 18 payments prior to dropping, the returning student will commence at payment 13.

Time Limit/Extension for Graduate Degree Programs

Most students will have no problem completing their degree requirements within the time limit (24 months for Master or 36 months for Doctor of Ministry). Should a student need more time a 6 month extension is available for \$100.

Graduation Requirements

- Completion of all required courses
- A minimum grade point average of 2.5
- All fees paid

Upon completion of all requirements students will be sent an *Application for Graduation* to be returned with their graduation fee. A diploma may be mailed shortly thereafter.

Transcript Requests

Transcripts may be requested by our secure email, by mail or by telephone. YOU MUST SUBMIT A TRANSCRIPT REQUEST FORM. A form is available by Download at www.patriotuniversity.org.

Please specify how many copies you want and the address you want them sent to. A \$10.00 fee per transcript must accompany your request. This policy applies whether you are a current student, inactive, or a graduate. Allow 5-7 working days for processing, plus mail delivery time.

Payment:

- * Send check or money order with the request or include credit card information on the form.

**Check to see whether the spiritual is receiving adequate time or whether it is relegated to secondary place by that which is (just) good.
—J. Oswald Sanders**



MASTER THESIS GUIDELINES

Your thesis for the Master program requires the following:

1. A subject of your choice that relates in some way to your major. Your subject should not be too broad. For example, a Bible major should not write on “All About the Bible” but he may write on “Steps of Christian Growth as Shown in the Life of The Apostle Peter” or “A Study of the word Walk from the Book of Ephesians” or “What Motivated the Apostle Paul.” A Christian Education major might write on a subject such as “Teaching Elementary Math” or “Paul’s Teaching Methods.”

Contact our office if you need further help in selecting a topic.

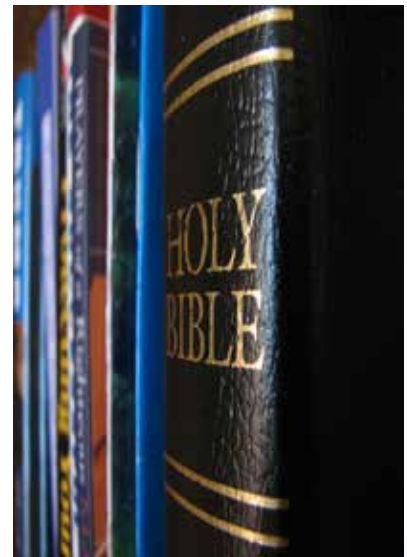
2. A minimum of 75 pages. All work must be typed, double-spaced, on one side only of letter size paper (8 1/2” by 11”). Your margins should be about one inch all the way around.
3. Footnotes are not required, but you must have a bibliography listing at least fifteen sources of material used.
4. We permit our students to use popular writing style, rather than a formal, academic format. So, your work will basically be a short book, that will possibly be suitable for publication.
5. Plan for about 7-12 chapters (of 7-12 pages each) in order to reach your minimum number of pages.

Submit an outline (Table of Contents) to us first, in case we have suggestions concerning the direction you intend to take.

NOTE: Your completed thesis must be submitted as a **bound** copy (spiral or plastic comb binding accepted). **Be sure to keep your own copy, as Patriot’s copy cannot be returned.**

More and more college students are thinking twice about the wisdom of incurring student loans—often more than \$ 50,000 by the time they graduate. The average graduate is still paying off a student loan SEVERAL YEARS after graduation. Congratulations on your wise stewardship!

Acceptance and grading of this Thesis does not imply or constitute endorsement by Patriot Bible University. Specific written permission must be requested to state such endorsement on any published work. Copyright of this work belongs to the author and Patriot Bible University makes no claims.



***The world is full
of disorganized
people who have
lost control of
their time.
—Gordon MacDonald***

DOCTORAL DISSERTATION GUIDELINES



Your dissertation for the Doctor of Ministry program requires the following:

1. A subject of your choice that relates in some way to your major. Your subject should not be too broad. For example, a Bible major should not write on “All About the Bible” but he may write on “Steps of Christian Growth as Shown in the Life of The Apostle Peter” or “A Study of the word Walk from the Book of Ephesians” or “What Motivated the Apostle Paul.” A Christian Education major might write on a subject such as “Teaching Elementary Math” or “Paul’s Teaching Methods.”

Contact our office if you need further help in selecting a topic.

2. A minimum of 150 pages. All work must be typed, double-spaced, on one side only of letter size paper (8 1/2” by 11”). Your margins should be about one inch all the way around.
3. Footnotes are not required, but you must have a bibliography listing at least twenty sources of material used.
4. We permit our students to use popular writing style, rather than a formal, academic format. So, your work will basically be a short book, that will possibly be suitable for publication.
5. Plan for about 10-15 chapters (of 10-15 pages each) in order to reach your minimum number of pages.

Submit an outline (Table of Contents) to us first, in case we have suggestions concerning the direction you intend to take.

NOTE: Your completed dissertation must be submitted as a **bound** copy (spiral or plastic comb binding accepted). **Be sure to keep your own copy, as Patriot’s copy cannot be returned.**

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*When we allow
the Spirit of God
to reign in our
lives and have
control and
give direction,
marvelous
results occur
— Holiness,
Joy, Liberty,
Confidence,
Victory, Ministry.
—John F. MacArthur Jr.*

Who Accredits Patriot Bible University

Accrediting Commission International (ACI) has made an on-site visit and awarded Patriot Bible University with full accreditation as of October 2008. ACI is a non-governmental body and makes no claim to be connected with the government.

Patriot Bible University is authorized by the State of Colorado Commission for Higher Education to grant religious degrees at the Associate, Bachelors, Masters and Doctoral levels.

What Does Non-Governmental Accreditation Give Students and Graduates

You are reminded that Patriot Bible University is a religious school. Credits are not guaranteed to be accepted by secular or state-run programs. Accrediting Commission International is a private school organization unrelated to government accreditation.

A degree covers the major taken with that degree. A student must understand that credits taken in one type of program may, or may not, transfer to another educational program. This is the sole determination of the receiving institution and not a function of the accreditation agency.

The job market is highly competitive. Training is specialized in most fields. A graduate in one field may have difficulty in being hired in a field they are not certified for.

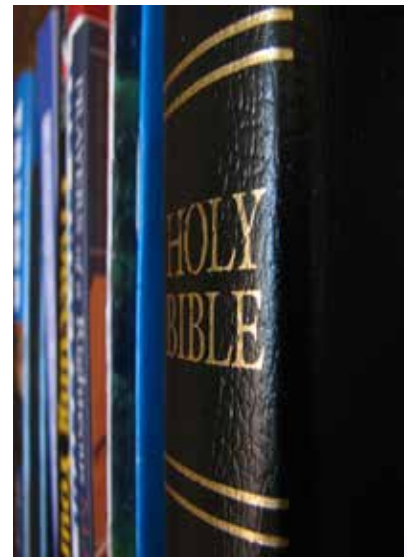
ACI accreditation is not to be confused with regional accreditation which is governed by the U.S. Department of Education. A school or employer which requires a regionally accredited degree will likely not accept a non-governmentally accredited degree. Patriot Bible University nor ACI are responsible for a student's employability.

Advisory:

1. If you hope to apply your Bible degree towards a secular degree at some time later on, the PBU courses and degrees are not likely to be fully applicable.
2. A Patriot Bible University degree is recognized by many churches and ministry organizations. It will demonstrate to employers a higher level of study through the attainment of a degree. We have trained thousands of students during the last 30 years.
3. The authority to grant degrees comes from the State, not the school's accrediting agency.

This non-governmental recognition may have some implications that include, but are not limited to:

1. Patriot Bible University is not eligible to participate in the Federal Student Loan/Financial Aid program and is not authorized to accept the GI Bill.
2. Patriot Bible University is unable to guarantee acceptance of its degrees in other post-secondary institutions, except those also accredited by ACI.
3. Corporations are not required to recognize degrees from Patriot Bible University.



*The art of listening
— listen in an
active manner,
listen with
empathy, listen
with openness,
listen with
awareness.*

—H. Norman Wright



Hours of Operation

PBU Offices are open Monday-Thursday, except for holiday breaks.

Offices are closed on Fridays

Please note time zone differences:

Eastern time office hours— 11:00 a.m. to 6:00 p.m.

Central time office hours— 10:00 a.m. to 5:00 p.m.

Mountain time office hours— 9:00 a.m. to 4:00 p.m.

Pacific time office hours— 8:00 a.m. to 3:00 p.m.

Internet website and online Bookstore—24 hours, 7 days a week

A student may request an evening phone appointment.

Communications between Patriot and Students

By Mail:

Patriot Bible University
1135 French Street
Del Norte, CO 81132

By Phone: (719) 657-3330

By Fax: (719) 657-0304

Via Internet and Email:

Email Address: mail@patriotuniversity.com

Web site: www.patriotuniversity.org

Live Chat via Patriot website. Monday—Thursday 9 a.m.- 4 p.m.

Weekly eGroup delivered to your email address.

Webzine at www.PatriotsProgress.info.