

A scenic mountain landscape with two hikers in the foreground. The background features a range of blue-toned mountains under a clear sky. The foreground shows a dirt path leading through a green meadow. Two hikers are walking away from the viewer on the path.

Patriot Bible University

Student Guide for Undergraduate Students

Table of Contents

Welcome	3
Format of Courses	4
How to Order Courses	4
How to know which Courses to Order	4
Course Delivery	4
Tuition Fees and Payments	5-6
Student I.D. Cards & Undergraduate Degree Programs.....	6
Self-Directed Study Schedule	7
Student Assessment and Testing	7
Course Completion Guidelines	7
Grade Scale & Grade Points	8
Drop\Return Procedures	8
Spread the Word—Enlist New Students	8
Student Status	8
Graduation Requirements	9
Transcript Requests	9
Transfer Credits	9
Life Experience Ministry Experience (LEME)	10
Bible Equivalency Exam	10
Accreditation	10-11
Office Hours	12
Communications between Patriot and Students	12

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 what Patriot students learn in these courses will provide *immediate* benefits for sermons and Sunday school lessons and Christian school classes and witnessing opportunities and counseling sessions and parenting needs. Never underestimate the power that a single *idea* may produce when used according to God's will for your life.

Most Patriot courses are so user-friendly that you can carry them with you, and complete a page or two in-between other daily activities. But for maximum effectiveness, try to develop the habit of *praying* for God's guidance and wisdom every time you pick up a course workbook.

Patriot's curriculum has been designed from the ground up especially for correspondence and self-directed studies. Students tell us they love these courses! Patriot's unique curriculum is based upon student reading and comprehension. Students do not sit through taped lectures, write pages of notes, and take multiple 'guess' tests.

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!



PBU has been a Godsend to me. The people are so friendly and helpful. I treasure my experience with Patriot.

—Pastor David Forgason,
Springdale AR



Format of Courses

Print Format: 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.

Computer Format: Many undergraduate courses are also offered as ebooks with interactive PDF's. The student downloads course-books from www.ipbu.org and completes them using a computer loaded with Adobe Reader 8+.

How to Order Courses

Courses may be ordered at any time by mail or telephone during business hours with the current Order Form.

You may order online 24 hours per day at www.patriotuniversity.org on the University Bookstore page.

You may pay by phone or over the internet with a credit card and by mail with a check. We accept VISA, MASTERCARD and DISCOVER.

How to know which Courses to Order

You may order 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.

Please see your Degree Program Requirements sheet that came with your 'Welcome' package upon enrollment or at www.patriotuniversity.org. If you lose track of which courses you have remaining, simply email us for an updated Program Requirements.

Course Delivery

Priority shipping in the United States is a flat fee of \$10, regardless of the size of the order. Be sure to order your next courses at least a week before you finish your current workbooks, so you will have no interruption in your work schedule.

Canadian students need to add \$10 to each course for shipping. All other international students will receive their courses electronically.

Interactive computer format PDF eBooks can be downloaded from www.ipbu.org and returned by email.

I like being able to work at my own pace and the fact that Patriot is so affordable!

—Lacey Dominquez,
Pensacola FL

Tuition Fees and Payments

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

The tuition amount is set by you! We trust you will really pray about this, and give as God directs. We request your tuition investment should be about \$60-\$70 per month to cover our costs. However, if you cannot afford that much every month the minimum requirement is just \$40 for undergraduates. But we do require that some amount be sent *EVERY MONTH* in order for you to remain active. Remember you are required to order **twelve courses per calendar year** to remain an active “Monthly Tuition” student. (Note: To complete the Bachelor degree program in four years a student would normally complete sixteen courses each year.)

The prices on the order form are for books and materials only. Your monthly tuition offering is separate from Book fees. We suggest you order two or more courses at a time. Plan to complete each course within 2-4 weeks.

Prepaid Plans (U.S.A. Only)

Annual Prepaid Plan

12 mos. Tuition + Books Package

(Associate or Bachelor program)

\$699.00 (discounted for prepayment)

- ✓ 12 months of Tuition
- ✓ 12 Courses of Your Choice—*within your degree requirements*. Your first 2 required courses (*Basic Bible Doctrine & Psalm 23*) will be sent upon enrollment.
- ✓ Enrollment fee included!

Six-Month Prepaid Plan

6 mos. Tuition + Books Package

(Associate or Bachelor program)

\$399.00 (discounted for prepayment)

- ✓ 6 months of Tuition
- ✓ 6 Courses of Your Choice—*within your degree requirements*. Your first 2 required courses (*Basic Bible Doctrine & Psalm 23*) will be sent upon enrollment.
- ✓ Enrollment fee included!

Fully Prepaid Associate degree

All-inclusive Tuition + Books + Fees

\$1799.00 (discounted for prepayment)

Up to 36 months to complete your degree
(*six-month extension available for additional fee*)

Fully Prepaid 2nd Bachelor degree

All-inclusive Tuition + Books + Fees

\$799.00 (discounted for prepayment)

Up to 18 months to complete your degree
(*six-month extension available for additional fee*)



All the courses have been so exciting! I cannot put them down! Patriot courses have helped me to grow in Christ, in a mighty way.

— W. Schwab, Palatka FL



International students

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.*

CANADIAN Students may receive *print* courses for an additional shipping cost of \$10 per course.

You may pay by phone or on the internet with a credit card and by mail with a check. We accept VISA, MASTERCARD and DISCOVER.

A complete listing of fees can be found at www.patriotuniversity.org.

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.

Undergraduate Degree Programs

Associate degree requires successful completion of 64 credit hours of core Bible curriculum. **Bachelor** degrees require successful completion of 128 credit hours. A **2nd Bachelor** degree in a different major requires successful completion of 24 credit hours. (These courses are usually selected by Patriot Bible University.) Special areas of study and specific degrees include:

- Associate of Biblical Studies
- Associate of Pastoral Studies
- Associate of Evangelism and Missions
- Associate of Christian Counseling
- Associate of Arts in Christian Education
- Associate of Arts in Christian Early Childhood Education
- Associate of Arts in Christian Elementary Education
- Associate of Arts in Christian Secondary Education

- Bachelor of Biblical Studies
- Bachelor of Pastoral Studies
- Bachelor of Evangelism and Missions
- Bachelor of Christian Counseling
- Bachelor of Arts in Christian Education
- Bachelor of Arts in Christian Early Childhood Education
- Bachelor of Arts in Christian Elementary Education
- Bachelor of Arts in Christian Secondary Education

“As a missionary, I unequivocally recommend Patriot [Bible] University. Their courses are comprehensive, yet practical. The staff is always on hand to help. I am on the mission field today thanks to the excellent training of PBU.”

—Pedro Yearwood,
Missionary, Barbados

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.

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 test. No other testing is required for the course. Graded material will then be returned to you, usually within 2 weeks.

Course Completion Guidelines

Courses may be started at any time. A serious full time student normally takes two or three courses at a time, and completes them within an eight-week period. All undergraduate courses offer two credit hours. Courses are practical, and offer substance for immediate use by Christian workers. Each Bible course requires the you to use your Bible (KJV) extensively for learning activities.

Lesson materials 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.



“This is an excellent way to get a Christian education while remaining employed. The studies are enjoyable and challenge you to dig into the Word for answers that help you grow spiritually.”

—David Cornelius,
Teacher, Illinois



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	

Drop/Return 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.

Student Status

Monthly Tuition Plan

A student who is enrolled in the Monthly Tuition Plan must make a tuition offering each month. This plan also requires students to order at least **twelve courses per calendar year (prorated)**. (Note: To complete the Bachelor degree program in four years a student would normally complete sixteen courses each year.)

Inactive

A student becomes inactive when failing to meet the requirements for the Monthly Tuition Plan. An inactive student must pay a reinstatement fee of \$95 to resume studies with Patriot Bible University.

I appreciate the friendly
and prompt service, and
your dedication to helping
people learn about God.
—Nathan Cronquist,
Greenville TX

Graduation Requirements

- Completion of all required courses
- A minimum grade point average of 2.0
- All tuition, graduation and other 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.** 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.

Transfer Credits

Evaluation of transfer credits will be made from official transcripts after the student has been accepted for admission. Students from schools of higher learning will receive full credit for equivalent courses in which he/she made “C” or better, if the content of the courses meet requirements for the student’s program. The maximum number of transfer credits is 90, and is available only toward a Bachelor degree.

For the working, serving
minister, PBU is a God-
send!

—Fred Pyritz,
Murfreesboro TN



Life Experience and Ministry Evaluation (LEME)

A portfolio may be submitted to determine if any credit may be awarded for ministry experience relating to a specific degree. If you have served in full-time ministry positions (or received payment for ministry activities) for several years, you will be especially interested in this opportunity. The form must be submitted on Patriot's official forms. Complete details may be found by downloading form at www.patriotuniversity.org.

STUDENTS MAY ONLY OBTAIN A LIMITED NUMBER OF CREDITS WITH THIS EVALUATION. IN NO CASE MAY A STUDENT RECEIVE MORE THAN 25% OF THE DEGREE REQUIREMENTS THIS WAY.

FEES: \$40 charge for evaluating the portfolio, plus a fee of \$5 for each undergraduate credit hour awarded in this manner. The form for the evaluation is provided free of charge. Available for Bachelor Degree students only.

Equivalency Exam

Bachelor students are invited to take the Patriot Bible University Equivalency Exam. This test offers credit based upon knowledge gained through years of Bible study and academic learning.

A maximum of one-fourth of a student's Bachelor degree requirements may be earned in this manner. There is no charge for credits awarded as a result of the Equivalency Exam; the only fee is the \$85 testing fee.

Please note that you are required to arrange for a monitor to administer the test. (The monitor cannot be a family member. Your pastor would be ideal.) The test will be mailed to you in a sealed envelope to be opened and returned to Patriot by the monitor. Instructions will be enclosed for the monitor. Please allow approximately 3 hours for testing time. This is a closed-book test.

We have both a printed version or an online interactive PDF version.

To have the Equivalency Exam mailed to you, order online or by mail and remit the \$85 fee.

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.

"A pastor's wife always has to minister, often without the education her husband has received. Patriot provided a great opportunity for me to become better equipped especially when finances were tight and my only option was home study. I personally profited by every course."

—Jeanie Stringham,
Counselor, Texas

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 courses are so helpful,
and fit so well into my
daily working life.

—Karen Caren,
Santa Clara CA



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.